STILLWATER BOARD OF EDUCATION
Tuesday, June 10, 2025

**6:30 PM Regular Meeting**
**Stillwater Public Schools Administration Building**
**314 South Lewis Street**
**Stillwater, OK 74074**

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. COMMUNICATIONS/PUBLIC INTEREST
   - A. Recognitions
     1. Board President's Report on Board Member Appointments to the Following Committees/Sub-Committees, or Assignments for 2025-2026:
        1. Bond/Budget: Dr. Marshall Baker and Dr. Gay Washington
        2. Educational Services: Tim Riley and Dr. Marshall Baker
        3. Human Resources/Technology: Roberta Douglas, Tim Riley
        4. Long Range Planning: Rachel Dillon and Dr. Gay Washington
        5. Oklahoma State School Boards Association Legislative Liaison: Roberta Douglas
        6. Policy Review: Rachel Dillin
        7. Safety/Security: Tim Riley
   - B. Acting Superintendent's Report
   - C. Board Communications
   - D. Public Comments *Patrons who wish to address the Board of Education shall be required to submit form BED-E prior to the start of the meeting*
4. CONSENT AGENDA **(Action)** *All of the following items, which concern reports and items of a routine nature normally approved at a board meeting, will be approved by one board vote, unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration, and approval of the following items:*
   - A. May 13, 2025, 5:00 p.m. Special Meeting Minutes
   - B. May 13, 2025, 6:30 p.m. Regular Meeting Minutes
   - C. Transfer and Summary of Activity Account Funds
   - D. Nutrition Services Required Meal Price Increase for FY 2025-2026
   - E. Annual Activity Fund Planning and Approval Packages
   - F. Finance/Business Contracts for FY 2025-2026:

     **Finance:**

     1. Affinity Marketing (Arvest Bank Affinity Agreement)
     2. Arbiter Sports (Pay system for Athletic Refs, Umps, etc.)
     3. CCOSA (District Services)
     4. Coca-Cola (District Beverage Contract)
     5. Hilltop Securities (Bond Arbitrage Rebate Compliance)
     6. Municipal Finance Services (Bond Services)
     7. OSIG Proposal (Property/Liability Insurance)
     8. Rosenstein, Fist, and Ringold (Legal Services)
     9. SPEF Contract (Use of Facility Agreement)
     10. Sylogist (Accounting System)
     11. The Public Finance Law Group (Bond Legal Counsel Services)
     12. Tyler Technologies (Accounting Software)

     **Nutrition:**

1. Bussell's Pest Control (Nutrition Pest Control)
2. CNP Renewal Agreement (Annual Nutrition Agreement)
3. Cybersoft Renewal Quote (Nutrition Software)
4. EcoLab (Chemicals and Cleaners)
5. Great Plains Coca-Cola Proposal (Coke products for Secondary)
6. Hiland Dairy Bid (Milk and Dairy)
7. Klement Proposal (Frozen Treats for Secondary)
8. ODAFF (Grant for Local Produce)
9. SFSP Agreement (Summer Food Service)
10. US Foods Bid (Groceries, Small Equipment, and Cleaning Supplies)

G. Encumbrances, Change Orders and Accounts Payable (approval of encumbrance numbers as listed):

2024-2025 General Fund Encumbrances (11) #20251595 totaling $79.80
2024-2025 Bond 32 Fund Encumbrances (32) #20251596 totaling $9,922.75

H. Policy Second Reading and Approval:

| | | | |
|---|---|---|---|
| I. | Policy | J. | Name |
| K. | BFA | L. | Board Policies |
| M. | CHC | N. | Bids and Quotations |
| O. | CFBB-E | P. | Application for Sanctioning |
| Q. | CFBB-P | R. | Sanctioning of Parent Organizations, Booster Clubs, and Associations (Procedures) |
| S. | FEA | T. | In-District Transfers |

U. Membership Renewals with Oklahoma State School Boards Association (OSSBA) for FY 2025-2026:
2. School Membership Dues 2025-2026
3. Policy Services Subscription
4. Assemble Meetings

V. Appointments and Bond Authorization for each for FY 2025-2026
5. Tawni Hooten -- Board Clerk and Board Minutes Clerk
6. Annette Turley -- Deputy Board Clerk and Deputy Board Minutes Clerk
7. Kristie Newby -- Board Treasurer
8. Ronald McElliott --Assistant Board Treasurer
9. Shannon Flores -- Encumbrance Clerk

W. Human Resources FY 2025-2026 Contracts:
10. American Fidelity Section 125 Flexible Benefit Plan
11. CuraLinc, LLC. (Employee Assistance Agreement)
12. OK Thrive (New Teacher Mentoring Agreement)
13. OSAG (Worker's Compensation Premium)
14. OSSBA (Unemployment Insurance)

X. **Educational Services FY2025-2026 Contracts:**
15. Advanced Therapy Solutions (Speech/Occupational Therapy Evaluations Agreement)
16. Alpha Autism Therapy (Behavioral Therapy Services Agreement
17. Angela Brand, PT (Physical Therapy Services Agreement)
18. ARH Therapy, Inc. (Occupational Therapy Services Agreement
19. Big Brothers Big Sisters of Oklahoma (Mentoring Services Agreement)
20. Counseling and Behavior Specialists of Oklahoma, LLC (Behavioral Therapy Services Agreement)
21. CREOKS Health Services (Behavioral Consultation Services Agreement)
22. Danielle Torres (Psychology Services Agreement)
23. Evaluation Works, LLC (Psychology Services Agreement)
24. Golden Oaks
25. GRAND Mental Health (Counseling Services Agreement
26. Horizon: Digitally (Supplemental Online AP Courses Agreement
27. Instructure, Inc. (Learning Management System Agreement
28. Junior Achievement Finance Park (Financial Literacy Curriculum
29. Meridian Technology Center (Academic Credit Options Agreement)
30. Meridian Technology Center (Gateway to Technology Program Agreement)
31. Motor Mouth Therapy, LLC (Occupational Therapy Services Agreement)
32. MPower (Vocational Services Agreement)
33. Northeastern State University (Student Internship Affiliation Agreement)
34. Oklahoma Human Services (School Based Specialist Agreement
35. Oklahoma State University Communications Sciences (Speech Language Services Agreement)
36. Oklahoma State University Department of English (Student Teaching Affiliation Agreement)

37. Oklahoma State University Office of Educator Support (Student Teaching Affiliation Agreement)
38. Oklahoma State University Onsite Concurrent Program (Concurrent Programming Agreement)
39. Oklahoma State University School of Allied Health and Rec. (Student Internship Affiliation Agreement)
40. Oklahoma State University School of Psychology (Student Internship Affiliation Agreement)
41. Our Daily Bread (Lincoln Marketplace Agreement)
42. Payne County Youth Services, Inc. (Mental Health Counseling Services Agreement)
43. Shannan Frohock (Hearing Impaired Students Agreement)
44. Specialty Care Pediatrics (Supplemental Staffing Agreement
45. Stillwater First United Methodist Church (Early Childhood Services Agreement)
46. The Iowa Tribe of Oklahoma (Mental Health Services Agreement
47. The Saville Center for Child Advocacy (Physical and Mental Health Services Agreement)
48. The University of Central Oklahoma (Student Teaching Affiliation Agreement)
49. The University of Tulsa (Student Internship Affiliation Agreement)
50. Therapy Specialists (Speech/Language Evaluation Services Agreement)
51. United Community Action Program, Inc. (Special Services Agreement)
52. Western Governors University (Student Teaching Affiliation Agreement)
53. Wings of Hope (Student Enrollment Services Agreement)

Y. Activity Fund Custodians and Bonds for each, Co-Signers, Banks and Bank Account Numbers for FY 2025-2026 (Finance)

Z. Resolution Authorizing the School District Treasurer to Issue Non-Payable Checks and Authorizing the Purchase of the Checks as Investments from other District Funds: (Finance)

AA. Authorized Representatives and Designated Custodians for FY 2025-2026:(Finance)

54. Designation of Treasurer, Kristie Newby as Purchasing Agent for Stillwater Independent School District and Designated Custodian for General Fund, Building Fund, Child Nutrition Fund, Bond Funds, and Activity Funds
55. Designation of Superintendent Tyler Bridges as Authorized Representative for All Federal Programs
56. Designation of Technology Director Bryan Bloomer as Authorized Representative for Schools and Libraries Universal Services (E-Rate)

BB. Certificate and Order to the County Clerk and County Treasurer of Payne County, Oklahoma, Authorizing Kristie Newby as Stillwater Public Schools Treasurer

CC. **Operations FY 2025-2026 Agreements:**

**Facilities FY 2025-2026 Agreements:**

1. Air & Earth, Inc. (Asbestos Abatement)
2. Bortec (fiber network, for 25-26 only)
3. Kone Elevator (WW Elevator)
4. OMECorp Genesis Business Systems (Mailing System/Postage Meter)
5. Otis Elevator (Maintenance)
6. Thyssen-Krupp Elevator (Maintenance)

**Operations FY 2025-2026 Agreements:**

1. American Red Cross (Facility Use Agreement)
2. City of Stillwater (School Resource Officer)
3. ClearWater Enterprises, LLC (Natural Gas Supplier)
4. Facilitron Incorporated (Facility Management Software)
5. Green Energy Solutions, LLC (CNG conversion equipment)
6. YMCA Athletics Contract (Facilities Use Agreement)

**Technology FY2025- 2026 Agreements:**

1. Finalsite (Website Services)
2. OneNet (Virtual Firewall)
3. RK Black (Copiers)
4. US Bank Lease (Copiers)
5. United Systems (Infrastructure)
6. Vero Fiber Networks., LLC (Telecom & Infrastructure)

**Transportation FY 2025–2026 Agreements:**

1. Tyler Technologies (Software/Hardware)

DD. Consider to Vote to Approve or Not Approve to Declare District Equipment Surplus
EE. Vote to Approve or Not Approve the Declare Texbooks as Surplus Property
FF. Consider and Vote to Approve or Not Approve Change Order No 3 from Firebrand Construction for SPS OES Building Renovation Phase II Project
GG. Consider and Vote to Approve or Not Approve Change Order No 3 from Firebrand Construction for SPS OES Building Phase II Parking Project
HH. Consider and Vote to Approve or Not Approve Willowbrook, Inc. use of CM Contingency and Allowances for the SPS Bond 2023 Bond 2023 HS Phase I Construction Project
II. Consider and Vote to Approve or Not Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 Bond 2023 HS Phase I Construction Project
JJ. Out of State Travel Request:
57. Stillwater FFA is traveling to Indianapolis, IN for the National FFA Convention from October 11,2025 to November 1, 2025.

5. BUSINESS/FINANCE
   A. Consider and Vote to Approve or Not Approve the Treasurer's Report
   B. Vote to Approve or Not Approve the 2025-2026 Budget
6. OPERATIONS
   A. Receive Bond 2023 Update
   B. Presentation by Technology Director, Bryan Bloomer on the ratio of devices to students and what the bond allocated for these devices.
7. ADJOURNMENT
   A. Vote to Adjourn **(Action)**

This agenda was posted on the inside of the front door (visible from outside the building) of the Administration Building (314 S. Lewis), and on the School District's website located www.stillwaterschools.com on June 9, 2025 at 4:30p.m. Notice of this regular meeting was given to the Payne County Clerk prior to December 15, 2024.

STILLWATER BOARD OF EDUCATION

Tawni Hooten

_____

Tawni Hooten, Clerk

Stillwater Public Schools Administration Building
314 South Lewis Street
Stillwater, OK 74074

**Minutes of Special Meeting**
Tuesday, May 13, 2025 5:00 PM Central

Attendance Taken at 5:00 PM.

| | |
|---|---|
| Marshall Baker: | Present |
| Rachel Dillin: | Present |
| Roberta Douglas: | Present |
| Tim Riley: | Present |
| Gay Washington: | Present |

**1. Board of Education Call to Order and Roll Call**

President Douglas called the meeting to order at 5:00 p.m. Roll call was taken by Ms. Hooten, Board/Minutes Clerk. Attendance confirms there is a quorum of the board to proceed.

**2. Proposed Executive Session to Discuss the Following:**

**A. Proposed executive session to discuss the employment of those employees listed on attached Exhibit A. 25 O.S. Section 307(B)(1)**

**B. Evaluation of the Acting Superintendent (a routine evaluation session that the Board may conduct monthly) Pursuant to Executive Session Authority – OKLA. STAT. tit. 25 sect 307(B)(1) and (7)**

**3. Vote to Convene in Executive Session (Action)**

I move to convene into Executive Session at 5:02 pm. This motion, made by Rachel Dillin and seconded by Marshall Baker, **Carried.**

Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

**4. President's Acknowledgement of the Return of the Board to Open Session**

President Douglas acknowledged the Board back to open session at 5:43 p.m.

**5. Statement of Executive Session Minutes**

The following statement was provided by MARSHALL BAKER. The Executive Session convened at 5:02 p.m. During the Executive Session, the following people were present: Roberta

Douglas, Rachel Dillin, Tim Riley, Dr. Gay Washington, Dr. Marshall Baker, Dr. Janet Vinson, (5:02 p.m. – 5:43 p.m.), Dr. Trent Swanson (5:02 p.m.- 5:16 p.m.) and Tyler Bridges (5:02 p.m.– 5:43 p.m.) In the Executive Session, the Board discussed the appointments, resignations, and employment recommendations listed on Exhibit A of the agenda as authorized by OKLA. STAT. tit. 25 Section 307(B)(1), the evaluation of the Superintendent as authorized by OKLA. STAT. tit. 25 Section 307(B)(1) and (7). Nothing else was discussed in the Executive Session. No votes were taken in the Executive Session. This will constitute the minutes of the Executive Session.

**6. Consider and Vote to Approve Appointments, Resignations and Employment Recommendations Listed on Exhibit A of the Agenda. (Action)**

I move to approve the resignations and employment recommendations Listed on Exhibit A of the Agenda. This motion, made by Tim Riley and seconded by Gay Washington, **Carried.**

Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

**7. Discussion and possible board action to enter into a superintendent transitioning contract.**

I move to approve the superintendent transitioning contract as presented. This motion made by Tim Riley and seconded by Rachel Dillin, **Carried.**

Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

**8. Vote to adjourn (Action)**

I move to adjourn at 5:49 p.m. This motion, made by Rachel Dillin and seconded by Tim Riley, **Carried.**

Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

STILLWATER BOARD OF EDUCATION

_____
Roberta Douglas, President

STILLWATER BOARD OF EDUCATION

Tawni Hooten
_____ (SEAL)
Tawni Hooten, Board/Minutes Clerk

These minutes were officially approved by the Stillwater Board of Education on June 10, 2025.

Stillwater Public Schools Administration Building
314 South Lewis Street
Stillwater, OK 74074

# Minutes of General Meeting

Tuesday, May 13, 2025 6:30 PM Central

Attendance Taken at 6:30 PM.

| | |
|---|---|
| Marshall Baker: | Present |
| Rachel Dillin: | Present |
| Roberta Douglas: | Present |
| Tim Riley: | Present |
| Gay Washington: | Present |

## 1. CALL TO ORDER AND ROLL CALL

President Douglas called the meeting to order at 6:30 p.m. Roll call was taken by Ms. Hooten, Board/Minutes Clerk. Attendance confirms there is a quorum of the board to proceed.

## 2. PLEDGE OF ALLEGIANCE

Each person stood and recited the pledge of allegiance to the flag.

## 3. COMMUNICATIONS/PUBLIC INTEREST

### A. Recognitions

1. **Janet Vinson to recognize Emily Harris for The White House Presidential Award for Excellence in Mathematics and Science Teaching (PAEMST)**
2. **SPS Employee Retirement Recognitions**

    1. Bobby Payne
    2. John Brunnemer
    3. Connie Ritter
    4. Annie Ortiz
    5. Marla Ruark
    6. Celeste Fox
    7. Deborah Evers
    8. Suzy Roderick
    9. Kari Quigley
    10. Shirley Gulick
    11. Laura Gordon

12. Melisa Kifer
13. Janet Vinson
14. Uwe Gordon
15. Leann Stephens

3. **SPS Support Employees of the Year**
    1. Rhett Bryan
    2. Tabatha Watkins
    3. Tabetha Curtis-Passmore
    4. April Bales
    5. Molly Flowers
    6. Conner Hoang
    7. Kristin Carter

**B. Acting Superintendent's Report**

**C. Board Communication**

**D. Public Comments -** ***Patrons who wish to address the Board of Education shall be required to submit form BED-E prior to the start of the meeting***

Stacy Laxton spoke to "Advocate for STEM"

**4. CONSENT AGENDA (Action)**

***All of the following items, which concern reports and items of a routine nature normally approved at a board meeting, will be approved by one board vote, unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration, and approval of the following items:***

**A. April 7, 2025 Special Meeting Minutes**

**B. April 8, 2025 Special Meeting Minutes**

**C. April 8, 2025, Regular Meeting Minutes**

**D. April 15, 2025 Special Meeting Minutes**

**E. Transfer and Summary of Activity Account Funds (Finance)**

**F. Activity Account Fundraising Projects (Finance)**

**G. Change Orders, Encumbrances and Accounts Payable (approval of encumbrance numbers as listed): (Finance)**

**2024-2025 General Fund Encumbrances(11) #20251484, 20251486, 20251490-20251499, 20251503-20251504, 20251507-20251508, 20251513, 20251517-20251521, 20251524-20251525, 20251528-20251545 totaling $367,207.11**

**2024-2025 Bond 31 Fund Encumbrances(32) #20251485, 20251487-20251489, 20251500-20251502, 20251505-20251506, 20251509-20251512, 20251514-20251516, 20251522-20251523, 20251526-20251527, 20251546-20251551 totaling $579,203.70**

**H. Sanctioning Account Approval Packages for FY 2024-2025 (Finance)**

**I. Ratify, approve, and confirm for the fiscal year ending June 30, 2026, that certain Sublease Purchase Agreements dated as of June 6, 2024, by and between the Payne County Economic Development Authority, as Lessor, and Independent School District No. 16 of Payne County, State of Oklahoma, as Lessee. (Finance)**

**J. Policy Second Reading and Approval:**

1. **DMB-R4 Professional Development Certification Reimbursement Program**

**K. Out-of-State Travel Requests:**

1. **SHS Softball** is traveling to Shawnee Mission, KS to compete competitively in a fastpitch invitational from 9/28/25 to 9/30/25.
2. **Stillwater FFA** is traveling to Ft. Worth, TX for the horse judging team to compete at the World Show from 06/20/25 to 06/22/25.
3. **SHS Band and Orchestra** is traveling to the University of Arkansas in Fayetteville to attend a music camp from 07/13/25 to 07/18/25.

**L. Consider and Vote to Approve or Not Approve a Cost Share Agreement between the Stillwater Board of Education and the City of Stillwater (Operations)**

**M. Consider and Vote to Approve or Not Approve Willowbrook, Inc. use of CM Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project (Operations)**

**N. Consider and Vote to Approve or Not Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project (Operations)**

**O. Consider and Vote to Approve Change Order # 1 to deduct unused Owner Contingency and Allowances from Amendment No. 3 Phase 2 PA Wing (Operations)**

**P. Consider and Vote to Approve Change Order # 2 to deduct unused CM contingency and allowances from Amendment No. 2 New High School Main Package (Operations)**

**Q. Consider and Vote to Approve or Not Approve Firebrand LLC. Potential Change Order #2 for SPS OES Building Renovation Phase 2 Parking (Operations)**

**R. Consider and Vote to Approve or Not Approve the Stillwater Public Schools Amended Facility Use Fee Schedule (Operations)**

**S. Declare Library Books as Surplus Property (Ed Services)**

**T. Educational Services FY 2025-2026 Contracts and Agreements:**

1. **Flashlight 360 (EL Program Screener and Pathway)**

I move to approve the Consent Agenda as presented. This motion, made by Gay Washington and seconded by Tim
Riley,

Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

## 5. OPERATIONS

### A. Receive Bond 2023 Update

The Bond update was given by Mr. Bo Gamble and Mr. Thomas.

### B. Receive Information from the Stillwater Public School Long-Range Facility Planning Executive Committee on their recommendation for the current Stillwater High School Feasibility Study

I move to approve the Stillwater Public School Long-Range Facility Planning Executive Committee on their recommendation for the current Stillwater High School Facility Feasibility Study. This motion, made by Marshall Baker and seconded by Rachel Dillin, **Carried.**

Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

## 6. BUSINESS/FINANCE

### A. Vote to approve or not approve the Treasurer's report

I move to approve the treasurer's report as presented. This motion, made by Marshall Baker and seconded by Gay Washington, **Carried.**

Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

### B. Receive bids for the purchase of $15,750,000 Combined Purpose General Obligation Bonds, Series 2025A of the district and vote to award said Bonds to the lowest bidder complying with the Notice of Sale and Instructions to Bidders or to reject all bids.

I move to award the sale of the 2025A bonds to Robert W Baird & Co. Inc., in a true interest cost of 3.56922. This motion, made by Rachel Dillin and seconded by Marshall Baker, **Carried.**

Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

### C. Consider and take action with respect to a Resolution providing for the issuance of Combined Purpose General Obligation Bonds, Series 2025A in the sum of $15,750,000 by

**Independent School District Number 16 of Payne County, Oklahoma, authorized at an election duly called and held for such purpose; prescribing form of Bonds; providing for registration thereof; providing for levy of an annual tax for the payment of principal and interest on the same and fixing other details of the issue; approving the forms of a Continuing Disclosure Agreement and an Official Statement; and authorizing executions and actions necessary for the issuance and delivery of the Bonds.**

I move to approve the resolution authorizing the issuance of the 2025A bonds as presented. This motion, made by Marshall Baker and seconded by Gay Washington, **Carried.**

Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

**D. Approve or Not Approve the 1st Revised Budget for Nutrition**

I move to Approve the 1st Revised Budget for Nutrition. This motion, made by Rachel Dillin and seconded by Gay Washington, **Carried.**

Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

**E. Public Hearing on Stillwater Public School District's Proposed Budget for FY 2025-2026**

President Douglas states that "Stillwater Public Schools operates under the School Budget Act. We are now required to conduct a public hearing on the budget. Does anyone wish to comment on the budget? If not, we will close the public hearing and the CFO, Ms. Kristie Newby will brief the board on the budget." With no one wishing to speak during the open hearing, we closed the open hearing and proceeded with the budget,

## 7. OTHER REPORTS / RECOMMENDATIONS

**A. SPS Policy First Reading:**

| | |
|---|---|
| BFA | Board Policies |
| CHC | Bids and Quotations |
| CFBB-E | Application for Sanctioning |
| CFBB-P | Sanctioning of Parent Organizations, Booster Clubs, and Associations (Procedures) with changes |
| FEA | In-District Transfers |

SPS polices were received and reviewed. These policies will be listed for final review and approval at next month's meeting on June 10, 2025.

## 8. ADJOURNMENT

**A. Vote to Adjourn (Action)**

I move to adjourn at 9:00 pm. This motion, made by Tim Riley and seconded by Gay Washington, **Carried.**

Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

STILLWATER BOARD OF EDUCATION

_____
Roberta Douglas, President

STILLWATER BOARD OF EDUCATION

_____ (SEAL)
Tawni Hooten, Board & Minutes Clerk

These minutes were officially approved by the Stillwater Board of Education on June 10, 2025.

# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** Jun 10, 2025

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**AGENDA ITEM:**
Transfer and Summary of Activity Account Funds

**BOARD ACTION REQUESTED:**
Motion to Approve Transfer and Summary of Activity Account Funds as Reconciled

**BACKGROUND INFORMATION:**
The activity fund transfer report reflects requested transfers of funds between sub-accounts as indicated.

The attached summary of individual site activity fund accounts reveals the name of the itemized accounts, opening balances, debits, credits, activity, and balances of the accounts year-to-date. All accounts are reconciled with bank statements at the closing of each week.

[redacted] [redacted]

# Request for Transfer of Funds between Activity Accounts

**Date:** 4/24/25 **School:** JH

**Name of Requestor/Sponsor:** Paula Sheppard

**Signature of Requestor/Sponsor:** Paula Sheppard

**Approval of Supervisor/Principal :**

| 939 | 915 |
|---|---|
| **Move from** Paying Account Name & No | **Move to** Receiving Account Name & No |

**Amount to be transferred:** 254.80

**Reason for Moving funds:**
account inactive - close and transfer

**TO BE COMPLETED BY DISTRICT ACTIVITY FUND CLERK**

Date Approved by Board of Education: _____

*Keep for Audit Records*

# Request for Transfer of Funds between Activity Accounts

**Date:** 4/24/25 **School:** SJHS

**Name of Requestor/Sponsor:** Tammy Williamson

**Signature of Requestor/Sponsor:** Tammy Williamson

**Approval of Supervisor/Principal :**

| 806-Site facility Rental | 813-Site Lockers |
|---|---|
| **Move from Paying Account Name & No** | **Move to Receiving Account Name & No** |

**Amount to be transferred:** $ 2787.66

**Reason for Moving funds:**

Close out account

**TO BE COMPLETED BY DISTRICT ACTIVITY FUND CLERK**

Date Approved by Board of Education: _____

*Keep for Audit Records*

# Request for Transfer of Funds between Activity Accounts

Date: 5/23/25 School: Skyline

Name of Requestor/Sponsor: Megan Sawyer-Johnson

Signature of Requestor/Sponsor: Megan Sawyer

Approval of Supervisor/Principal: Natalie Stutz

| | |
|---|---|
| Safety + Health 120-823 | Special Event 120-807 |
| Move from Paying Account Name & No | Move to Receiving Account Name & No |

Amount to be transferred: 1,070.69

Reason for Moving funds:
Closing account

**TO BE COMPLETED BY DISTRICT ACTIVITY FUND CLERK**

Date Approved by Board of Education: _____

*Keep for Audit Records*

# Request for Transfer of Funds between Activity Accounts

Date: 6/23/25 School: Skyline

Name of Requestor/Sponsor: Megan Sawyer Johnson

Signature of Requestor/Sponsor: Megan Sawyer Johnson

Approval of Supervisor/Principal: Natalie Autry

| Move from Paying Account Name & No | Move to Receiving Account Name & No |
|---|---|
| Site Rental 120-8806 | Special Events 120-807 |

Amount to be transferred: $394.74

Reason for Moving funds:

Closing account

**TO BE COMPLETED BY DISTRICT ACTIVITY FUND CLERK**

Date Approved by Board of Education: _____

*Keep for Audit Records*

# Request for Transfer of Funds between Activity Accounts

Date: 5/23/25 School: Skyline

Name of Requestor/Sponsor: Megan Sawyer Johnson

Signature of Requestor/Sponsor: Megan Sawyer Johnson

Approval of Supervisor/Principal: Natalie Flatley

5th Grade Class 120-895
Move from
Paying Account Name & No

Special Event 120-807
Move to
Receiving Account Name & No

Amount to be transferred: $7.68

Reason for Moving funds:
Closing account

**TO BE COMPLETED BY DISTRICT ACTIVITY FUND CLERK**

Date Approved by Board of Education: _____

*Keep for Audit Records*

# Request for Transfer of Funds between Activity Accounts

**Date:** 5/23/25 **School:** Skyline

**Name of Requestor/Sponsor:** Megan Sawyer-Johnson

**Signature of Requestor/Sponsor:** [signature]

**Approval of Supervisor/Principal :** Natalie Fluty

Farm/Garden Club 120-~~916~~ 918
**Move from**
**Paying Account Name & No**

Special Event 120-807
**Move to**
**Receiving Account Name & No**

**Amount to be transferred:** $127.81

**Reason for Moving funds:**
Closing account

**TO BE COMPLETED BY DISTRICT ACTIVITY FUND CLERK**

Date Approved by Board of Education: _____

*Keep for Audit Records*

# Request for Transfer of Funds between Activity Accounts

Date: 5/23/25 School: Skyline

Name of Requestor/Sponsor: Megan Sawyer-Johnson

Signature of Requestor/Sponsor: Megan Sawyer-Johnson

Approval of Supervisor/Principal: Natalie Slutz

Art 120-876
Move from
Paying Account Name & No

Special Event 120-807
Move to
Receiving Account Name & No

Amount to be transferred: $146.63

Reason for Moving funds:
Closing account

TO BE COMPLETED BY DISTRICT ACTIVITY FUND CLERK

Date Approved by Board of Education: _____

*Keep for Audit Records*

# Stillwater School District 16

## Period GL Report

**Fiscal Year: 2024-2025** From Date: 7/1/2024 To Date: 5/31/2025 ☐ Print accounts with zero balance

| SCHOOL ACTIVITY FUND - 60 | | Opening Balance | Debits | Credits | Activity | Ending Balance |
|---|---|---|---|---|---|---|
| **ASSET** | | | | | | |
| 60.000.6110.000.000.0000.000.000.2 | 050 800 CLEARING SW | ($2,124,400.64) | $2,178,603.00 | ($54,202.36) | $2,124,400.64 | $0.00 |
| 60.000.9012.000.000.0000.000.000.2 | CASH - ACTIVITY ACC | $2,205,207.42 | $2,603,604.13 | ($2,243,659.05) | $359,945.08 | $2,565,152.50 |
| **ASSET TOTAL** | | $80,806.78 | $4,782,207.13 | ($2,297,861.41) | $2,484,345.72 | $2,565,152.50 |
| **LIABILITY** | | | | | | |
| 60.000.0000.000.996.0000.000.000.3 | DW-INTOUCH ON ACCOU | $0.00 | $1,996,689.30 | ($1,996,689.30) | $0.00 | $0.00 |
| **LIABILITY TOTAL** | | $0.00 | $1,996,689.30 | ($1,996,689.30) | $0.00 | $0.00 |
| **FUND BALANCE** | | | | | | |
| 60.800.6110.000.000.0000.000.050.4 | CASH FORWARD | ($80,806.78) | $0.00 | ($80,646.78) | ($80,646.78) | ($161,453.56) |
| 60.801.1990.000.000.0000.000.115.4 | NON CATEGORICAL | $0.00 | $20,167.68 | ($28,395.69) | ($8,228.01) | ($8,228.01) |
| 60.801.1990.000.000.0000.000.125.4 | NON CATEGORICAL | $0.00 | $23,566.00 | ($33,054.41) | ($9,488.41) | ($9,488.41) |
| 60.801.6110.000.000.0000.000.053.4 | 801 CURR STUDENT SU | $0.00 | $10,000.00 | ($150,749.70) | ($140,749.70) | ($140,749.70) |
| 60.801.6110.000.000.0000.000.105.4 | CASH FORWARD | $0.00 | $0.00 | ($24,648.21) | ($24,648.21) | ($24,648.21) |
| 60.801.6110.000.000.0000.000.115.4 | CASH FORWARD | $0.00 | $0.00 | ($13,464.22) | ($13,464.22) | ($13,464.22) |
| 60.801.6110.000.000.0000.000.120.4 | FB SK STUDENT SUPPL | $0.00 | $0.00 | ($19,295.90) | ($19,295.90) | ($19,295.90) |
| 60.801.6110.000.000.0000.000.125.4 | FB WW STUDENT SUPPL | $0.00 | $0.00 | ($15,378.01) | ($15,378.01) | ($15,378.01) |
| 60.801.6110.000.000.0000.000.130.4 | FB WR STUDENT SUPPL | $0.00 | $0.00 | ($14,452.96) | ($14,452.96) | ($14,452.96) |
| 60.801.6110.000.000.0000.000.135.4 | FB RI STUDENT SUPPL | $0.00 | $0.00 | ($10,947.94) | ($10,947.94) | ($10,947.94) |
| 60.801.9902.000.000.0000.000.105.4 | FUND BAL HP STUDENT | $0.00 | $10,000.00 | ($10,000.00) | $0.00 | $0.00 |
| 60.801.9902.000.000.0000.000.115.4 | FB SR STUDENT SUPPL | $0.00 | $10,000.00 | ($10,000.00) | $0.00 | $0.00 |
| 60.801.9902.000.000.0000.000.120.4 | FB SK STUDENT SUPPL | $0.00 | $10,000.00 | ($10,000.00) | $0.00 | $0.00 |
| 60.801.9902.000.000.0000.000.125.4 | FB WW STUDENT SUPPL | $0.00 | $10,000.00 | ($10,000.00) | $0.00 | $0.00 |
| 60.801.9902.000.000.0000.000.130.4 | FB WR STUDENT SUPPL | $0.00 | $10,000.00 | ($10,000.00) | $0.00 | $0.00 |
| 60.801.9902.000.000.0000.000.135.4 | FB RI STUDENT SUPPL | $0.00 | $10,000.00 | ($10,000.00) | $0.00 | $0.00 |
| 60.802.6110.000.000.0000.000.115.4 | CASH FORWARD | $0.00 | $10,000.00 | ($10,584.59) | ($584.59) | ($584.59) |
| 60.802.6110.000.000.0000.000.505.4 | FUND BALANCE | $0.00 | $0.00 | ($1,110.33) | ($1,110.33) | ($1,110.33) |
| 60.802.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($1,522.34) | ($1,522.34) | ($1,522.34) |
| 60.802.6110.000.000.0000.000.705.4 | 802 COURTESY FUND | $0.00 | $5,000.00 | ($5,977.50) | ($977.50) | ($977.50) |
| 60.802.9902.000.000.0000.000.115.4 | FB SR COURTESY/APPR | $0.00 | $15,000.00 | ($15,000.00) | $0.00 | $0.00 |
| 60.802.9902.000.000.0000.000.705.4 | 802 COURTESY FUND | $0.00 | $10,000.00 | ($10,000.00) | $0.00 | $0.00 |

## Period GL Report

**Fiscal Year: 2024-2025** From Date: 7/1/2024 To Date: 5/31/2025 ☐ Print accounts with zero balance

| SCHOOL ACTIVITY FUND - 60 | | Opening Balance | Debits | Credits | Activity | Ending Balance |
|---|---|---|---|---|---|---|
| **FUND BALANCE** | | | | | | |
| 60.803.6110.000.000.0000.000.105.4 | CASH FORWARD | $0.00 | $0.00 | ($4,800.04) | ($4,800.04) | ($4,800.04) |
| 60.803.6110.000.000.0000.000.115.4 | FB SR LIBRARY | $0.00 | $0.00 | ($4,674.13) | ($4,674.13) | ($4,674.13) |
| 60.803.6110.000.000.0000.000.120.4 | FB SK LIBRARY | $0.00 | $0.00 | ($796.31) | ($796.31) | ($796.31) |
| 60.803.6110.000.000.0000.000.125.4 | FB WW LIBRARY | $0.00 | $0.00 | ($6,485.65) | ($6,485.65) | ($6,485.65) |
| 60.803.6110.000.000.0000.000.130.4 | FB WR LIBRARY | $0.00 | $0.00 | ($4,538.17) | ($4,538.17) | ($4,538.17) |
| 60.803.6110.000.000.0000.000.135.4 | FB RI LIBRARY | $0.00 | $0.00 | ($1,202.20) | ($1,202.20) | ($1,202.20) |
| 60.803.6110.000.000.0000.000.505.4 | FUND BALANCE | $0.00 | $0.00 | ($304.39) | ($304.39) | ($304.39) |
| 60.803.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($873.32) | ($873.32) | ($873.32) |
| 60.803.6110.000.000.0000.000.705.4 | 803 LIBRARY FUND | $0.00 | $0.00 | ($248.07) | ($248.07) | ($248.07) |
| 60.804.6110.000.000.0000.000.505.4 | FUND BALANCE | $0.00 | $14.79 | ($14.79) | $0.00 | $0.00 |
| 60.805.6110.000.000.0000.000.115.4 | FB SR SITE GENERAL | $0.00 | $0.00 | ($15,787.31) | ($15,787.31) | ($15,787.31) |
| 60.805.6110.000.000.0000.000.135.4 | FB RI SITE GENERAL | $0.00 | $0.00 | ($16,832.85) | ($16,832.85) | ($16,832.85) |
| 60.805.6110.000.000.0000.000.610.4 | FUND BALANCE | ($300.66) | $0.00 | ($6,294.30) | ($6,294.30) | ($6,594.96) |
| 60.805.6110.000.000.0000.000.700.4 | FUND BALANCE | $0.00 | $0.00 | ($269.09) | ($269.09) | ($269.09) |
| 60.805.6110.000.000.0000.000.705.4 | 805 GENERAL ACTIVIT | $0.00 | $0.00 | ($1,230.18) | ($1,230.18) | ($1,230.18) |
| 60.805.9902.000.000.0000.000.115.4 | FB SR SITE GENERAL | $0.00 | $5,000.00 | ($5,000.00) | $0.00 | $0.00 |
| 60.805.9902.000.000.0000.000.135.4 | FB RI SITE GENERAL | $0.00 | $5,000.00 | ($5,000.00) | $0.00 | $0.00 |
| 60.806.6110.000.000.0000.000.105.4 | FB HP FACILITY RENT | $0.00 | $0.00 | ($4,736.97) | ($4,736.97) | ($4,736.97) |
| 60.806.6110.000.000.0000.000.120.4 | FB SK FACILITY RENT | $0.00 | $0.00 | ($465.39) | ($465.39) | ($465.39) |
| 60.806.6110.000.000.0000.000.125.4 | FB WW FACILITY RENT | $0.00 | $0.00 | ($52.22) | ($52.22) | ($52.22) |
| 60.806.6110.000.000.0000.000.130.4 | FB WR FACILITY RENT | $0.00 | $243.79 | ($13,288.55) | ($13,044.76) | ($13,044.76) |
| 60.806.6110.000.000.0000.000.135.4 | FB RI FACILITY RENT | $0.00 | $0.00 | ($1,240.59) | ($1,240.59) | ($1,240.59) |
| 60.806.6110.000.000.0000.000.505.4 | FUND BALANCE | $0.00 | $0.00 | ($2,802.91) | ($2,802.91) | ($2,802.91) |
| 60.806.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($6,787.66) | ($6,787.66) | ($6,787.66) |
| 60.807.6110.000.000.0000.000.050.4 | 050 807 SPECIAL EVE | $0.00 | $0.00 | ($10,439.59) | ($10,439.59) | ($10,439.59) |
| 60.807.6110.000.000.0000.000.105.4 | FB HP SPECIAL EVENT | $0.00 | $0.00 | ($15,039.21) | ($15,039.21) | ($15,039.21) |
| 60.807.6110.000.000.0000.000.120.4 | FB SK SPECIAL EVENT | $0.00 | $0.00 | ($10,612.41) | ($10,612.41) | ($10,612.41) |
| 60.807.6110.000.000.0000.000.125.4 | FB WW SPECIAL EVENT | $0.00 | $0.00 | ($20,041.99) | ($20,041.99) | ($20,041.99) |
| 60.807.6110.000.000.0000.000.130.4 | FB WR SPECIAL EVENT | $0.00 | $0.00 | ($13,814.72) | ($13,814.72) | ($13,814.72) |
| 60.807.6110.000.000.0000.000.505.4 | FUND BALANCE | $0.00 | $5,000.00 | ($8,310.92) | ($3,310.92) | ($3,310.92) |

## Period GL Report

**Fiscal Year: 2024-2025** From Date: 7/1/2024 To Date: 5/31/2025 ☐ Print accounts with zero balance

| SCHOOL ACTIVITY FUND - 60 | | Opening Balance | Debits | Credits | Activity | Ending Balance |
|---|---|---|---|---|---|---|
| **FUND BALANCE** | | | | | | |
| 60.807.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $5,000.00 | ($5,000.00) | $0.00 | $0.00 |
| 60.807.6110.000.000.0000.000.715.4 | 715 807 TRANS SPECI | $0.00 | $0.00 | ($16,361.89) | ($16,361.89) | ($16,361.89) |
| 60.807.9902.000.000.0000.000.105.4 | FB HP SPECIAL EVENT | $0.00 | $5,000.00 | ($5,000.00) | $0.00 | $0.00 |
| 60.807.9902.000.000.0000.000.120.4 | FB SK SPECIAL EVENT | $0.00 | $10,000.00 | ($10,000.00) | $0.00 | $0.00 |
| 60.807.9902.000.000.0000.000.125.4 | FB WW SPECIAL EVENT | $0.00 | $5,000.00 | ($5,000.00) | $0.00 | $0.00 |
| 60.807.9902.000.000.0000.000.130.4 | FB WR SPECIAL EVENT | $0.00 | $5,000.00 | ($5,000.00) | $0.00 | $0.00 |
| 60.807.9902.000.000.0000.000.505.4 | 505-807-SPECIAL EVE | $0.00 | $10,000.00 | ($10,000.00) | $0.00 | $0.00 |
| 60.807.9902.000.000.0000.000.610.4 | 610-807-SPECIAL EVE | $0.00 | $10,000.00 | ($10,000.00) | $0.00 | $0.00 |
| 60.808.6110.000.000.0000.000.610.4 | FUND BALANCE | $300.66 | $0.00 | ($300.66) | ($300.66) | $0.00 |
| 60.809.6110.000.000.0000.000.053.4 | 809 CURR TEXTBOOKS | $0.00 | $0.00 | ($3,747.81) | ($3,747.81) | ($3,747.81) |
| 60.811.6110.000.000.0000.000.130.4 | FB WR CULTURAL NIGH | $0.00 | $59.45 | ($59.45) | $0.00 | $0.00 |
| 60.812.6110.000.000.0000.000.705.4 | 812 PARKING FINES | $0.00 | $0.00 | ($11,443.65) | ($11,443.65) | ($11,443.65) |
| 60.813.1990.000.000.0000.000.610.4 | NON CATEGORICAL | $0.00 | $15.00 | ($120.00) | ($105.00) | ($105.00) |
| 60.813.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($36.94) | ($36.94) | ($36.94) |
| 60.814.1990.000.000.0000.000.054.4 | NON CATEGORICAL | $0.00 | $22.00 | ($2,733.00) | ($2,711.00) | ($2,711.00) |
| 60.814.6110.000.000.0000.000.054.4 | 054 814 CLEARING SW | $0.00 | $11,172.00 | ($11,347.83) | ($175.83) | ($175.83) |
| 60.814.9902.000.000.0000.000.054.4 | 054 814 CLEARING SW | $0.00 | $10,500.00 | ($10,500.00) | $0.00 | $0.00 |
| 60.816.6110.000.000.0000.000.705.4 | 816 PIONEER PANTRY | $0.00 | $0.00 | ($41,352.39) | ($41,352.39) | ($41,352.39) |
| 60.817.6110.000.000.0000.000.705.4 | 817 PAC FUND | $0.00 | $0.00 | ($57,712.16) | ($57,712.16) | ($57,712.16) |
| 60.818.6110.000.000.0000.000.050.4 | 818.WORK KEYS FUND | $0.00 | $0.00 | ($864.00) | ($864.00) | ($864.00) |
| 60.820.6110.000.000.0000.000.105.4 | FB HP THANKS A LATT | $0.00 | $0.00 | ($694.88) | ($694.88) | ($694.88) |
| 60.823.6110.000.000.0000.000.120.4 | FB SK SAFETY/HEALTH | $0.00 | $0.00 | ($1,070.69) | ($1,070.69) | ($1,070.69) |
| 60.824.6110.000.000.0000.000.505.4 | SMS EXCHANGE FUND B | $0.00 | $0.00 | ($38,162.10) | ($38,162.10) | ($38,162.10) |
| 60.828.6110.000.000.0000.000.053.4 | 828 SPED FUND BALAN | $0.00 | $0.00 | ($22,367.18) | ($22,367.18) | ($22,367.18) |
| 60.829.6110.000.000.0000.000.050.4 | 050 829 TECH FUND | $0.00 | $0.00 | ($3,951.39) | ($3,951.39) | ($3,951.39) |
| 60.830.6110.000.000.0000.000.053.4 | 830 CURR PROF DEV | $0.00 | $0.00 | ($26,512.32) | ($26,512.32) | ($26,512.32) |
| 60.830.9902.000.000.0000.000.053.4 | 830 CURR PROF DEV | $0.00 | $10,000.00 | ($10,000.00) | $0.00 | $0.00 |
| 60.831.1290.000.000.0000.000.053.4 | NON CATEGORICAL | $0.00 | $0.00 | ($5,000.00) | ($5,000.00) | ($5,000.00) |
| 60.831.6110.000.000.0000.000.053.4 | 831 CURR BOOK BUS | $0.00 | $0.00 | ($920.77) | ($920.77) | ($920.77) |
| 60.832.6110.000.000.0000.000.700.4 | FUND BAL LA GRADY L | $0.00 | $0.00 | ($5,350.00) | ($5,350.00) | ($5,350.00) |

## Period GL Report

**Fiscal Year: 2024-2025** From Date: 7/1/2024 To Date: 5/31/2025 ☐ Print accounts with zero balance

| SCHOOL ACTIVITY FUND - 60 | | Opening Balance | Debits | Credits | Activity | Ending Balance |
|---|---|---|---|---|---|---|
| **FUND BALANCE** | | | | | | |
| 60.833.6110.000.000.0000.000.053.4 | 833 CURR AFTER SCHL | $0.00 | $0.00 | ($39,493.95) | ($39,493.95) | ($39,493.95) |
| 60.834.6110.000.000.0000.000.053.4 | 834 CURR AFTER SCHL | $0.00 | $115,000.00 | ($368,137.47) | ($253,137.47) | ($253,137.47) |
| 60.834.9902.000.000.0000.000.053.4 | 834 CURR AFTER SCHL | $0.00 | $115,000.00 | ($115,000.00) | $0.00 | $0.00 |
| 60.835.6110.000.000.0000.000.053.4 | 835 CURR TEACHER OF | $0.00 | $0.00 | ($720.99) | ($720.99) | ($720.99) |
| 60.836.6110.000.000.0000.000.050.4 | 050 836 SUPPORT EE | $0.00 | $0.00 | ($300.14) | ($300.14) | ($300.14) |
| 60.838.6110.000.000.0000.000.050.4 | 050 838 SUPT FUND | $0.00 | $0.00 | ($4,024.98) | ($4,024.98) | ($4,024.98) |
| 60.839.6110.000.000.0000.000.053.4 | ED SERVICES SPEF FU | $0.00 | $0.00 | ($5,588.18) | ($5,588.18) | ($5,588.18) |
| 60.839.6110.000.000.0000.000.105.4 | FB HP SPEF | $0.00 | $0.00 | ($1,752.00) | ($1,752.00) | ($1,752.00) |
| 60.839.6110.000.000.0000.000.120.4 | FB SK SPEF | $0.00 | $0.00 | ($2,113.75) | ($2,113.75) | ($2,113.75) |
| 60.839.6110.000.000.0000.000.125.4 | FB WW SPEF | $0.00 | $0.00 | ($80.92) | ($80.92) | ($80.92) |
| 60.839.6110.000.000.0000.000.130.4 | FB WR SPEF | $0.00 | $0.00 | ($112.00) | ($112.00) | ($112.00) |
| 60.839.6110.000.000.0000.000.135.4 | FB RI SPEF | $0.00 | $0.00 | ($172.38) | ($172.38) | ($172.38) |
| 60.839.6110.000.000.0000.000.505.4 | FUND BALANCE | $0.00 | $0.00 | ($5,112.06) | ($5,112.06) | ($5,112.06) |
| 60.839.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($4,280.37) | ($4,280.37) | ($4,280.37) |
| 60.839.6110.000.000.0000.000.700.4 | 839 SPEF FUND BALAN | $0.00 | $0.00 | ($1,496.21) | ($1,496.21) | ($1,496.21) |
| 60.839.6110.000.000.0000.000.705.4 | 839 SPEF GRANT FUND | $0.00 | $0.00 | ($1,011.24) | ($1,011.24) | ($1,011.24) |
| 60.840.6110.000.000.0000.000.053.4 | 840 FUND BALANCE | $0.00 | $0.00 | ($283.92) | ($283.92) | ($283.92) |
| 60.841.6110.000.000.0000.000.702.4 | 702 841 VIRTUAL ACA | $0.00 | $0.00 | ($203.53) | ($203.53) | ($203.53) |
| 60.842.6110.000.000.0000.000.050.4 | 050 842 PUBLIC RELA | $0.00 | $1,104.42 | ($1,104.42) | $0.00 | $0.00 |
| 60.842.9902.000.000.0000.000.050.4 | 050 842 PUBLIC RELA | $0.00 | $1,104.42 | ($1,104.42) | $0.00 | $0.00 |
| 60.843.6110.000.000.0000.000.052.4 | 843 FACILITIES FUND | $0.00 | $0.00 | ($4,146.37) | ($4,146.37) | ($4,146.37) |
| 60.845.1290.000.000.0000.000.053.4 | NON CATEGORICAL | $0.00 | $0.00 | ($1,376.95) | ($1,376.95) | ($1,376.95) |
| 60.845.6110.000.000.0000.000.053.4 | 845 FUND BALANCE | $0.00 | $0.00 | ($13,038.52) | ($13,038.52) | ($13,038.52) |
| 60.850.1290.000.000.0000.000.700.4 | NON CATEGORICAL | $0.00 | $0.00 | ($4,500.00) | ($4,500.00) | ($4,500.00) |
| 60.850.6110.000.000.0000.000.700.4 | 850 GRANT FUND BALA | $0.00 | $0.00 | ($15,352.57) | ($15,352.57) | ($15,352.57) |
| 60.851.6110.000.000.0000.000.120.4 | 851 TEACHER GRANTS | $0.00 | $0.00 | ($2,618.06) | ($2,618.06) | ($2,618.06) |
| 60.854.6110.000.000.0000.000.050.4 | 854 FUND BALANCE | $0.00 | $0.00 | ($17.52) | ($17.52) | ($17.52) |
| 60.856.1990.000.000.0000.000.125.4 | NON CATEGORICAL | $0.00 | $0.00 | ($635.18) | ($635.18) | ($635.18) |
| 60.856.6110.000.000.0000.000.125.4 | FB WW DONATIONS | $0.00 | $0.00 | ($2,100.30) | ($2,100.30) | ($2,100.30) |
| 60.857.6110.000.000.0000.000.125.4 | FB WW PTA DONATIONS | $0.00 | $0.00 | ($5,212.58) | ($5,212.58) | ($5,212.58) |

| SCHOOL ACTIVITY FUND - 60 | | Opening Balance | Debits | Credits | Activity | Ending Balance |
|---|---|---|---|---|---|---|
| FUND BALANCE | | | | | | |
| 60.858.6110.000.000.0000.000.700.4 | 858 FRIENDS OF LINC | $0.00 | $0.00 | ($1,371.64) | ($1,371.64) | ($1,371.64) |
| 60.859.1290.000.000.0000.000.053.4 | NON CATEGORICAL | $0.00 | $0.00 | ($100.00) | ($100.00) | ($100.00) |
| 60.859.6110.000.000.0000.000.053.4 | 859 CURR HOMELESS | $0.00 | $0.00 | ($3,272.27) | ($3,272.27) | ($3,272.27) |
| 60.860.6110.000.000.0000.000.705.4 | 860.CLASS OF 63 | $0.00 | $0.00 | ($1,853.00) | ($1,853.00) | ($1,853.00) |
| 60.865.6110.000.000.0000.000.050.4 | 865 CHROMEBOOK FUND | $0.00 | $0.00 | ($71,209.65) | ($71,209.65) | ($71,209.65) |
| 60.874.6110.000.000.0000.000.705.4 | 874 ADVANCED ART FU | $0.00 | $0.00 | ($1,467.29) | ($1,467.29) | ($1,467.29) |
| 60.876.6110.000.000.0000.000.105.4 | FB HP ART | $0.00 | $0.00 | ($10.02) | ($10.02) | ($10.02) |
| 60.876.6110.000.000.0000.000.120.4 | FB SK ART | $0.00 | $0.00 | ($146.63) | ($146.63) | ($146.63) |
| 60.876.6110.000.000.0000.000.610.4 | FB JH ART | $0.00 | $0.00 | ($791.14) | ($791.14) | ($791.14) |
| 60.876.6110.000.000.0000.000.705.4 | FB HS ART | $0.00 | $0.00 | ($449.93) | ($449.93) | ($449.93) |
| 60.877.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $755.40 | ($755.40) | $0.00 | $0.00 |
| 60.878.6110.000.000.0000.000.705.4 | 878 POTTERY FUND | $0.00 | $0.00 | ($1,950.41) | ($1,950.41) | ($1,950.41) |
| 60.880.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($792.20) | ($792.20) | ($792.20) |
| 60.883.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($7,123.55) | ($7,123.55) | ($7,123.55) |
| 60.884.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $366.74 | ($366.74) | $0.00 | $0.00 |
| 60.885.6110.000.000.0000.000.705.4 | 885 INSTRUCTIONAL F | $0.00 | $0.00 | ($11,691.63) | ($11,691.63) | ($11,691.63) |
| 60.895.6110.000.000.0000.000.120.4 | FB SK INSTRUCTIONAL | $0.00 | $0.00 | ($7.68) | ($7.68) | ($7.68) |
| 60.901.6110.000.000.0000.000.705.4 | 901 ACADEMIC TEAM F | $0.00 | $0.00 | ($46.54) | ($46.54) | ($46.54) |
| 60.903.6110.000.000.0000.000.705.4 | 903 AFRICAN AM STUD | $0.00 | $0.00 | ($477.59) | ($477.59) | ($477.59) |
| 60.904.6110.000.000.0000.000.505.4 | FUND BALANCE | $0.00 | $0.00 | ($1,692.53) | ($1,692.53) | ($1,692.53) |
| 60.904.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($26.18) | ($26.18) | ($26.18) |
| 60.904.6110.000.000.0000.000.705.4 | 904 ART CLUB FUND | $0.00 | $0.00 | ($958.70) | ($958.70) | ($958.70) |
| 60.905.6110.000.000.0000.000.705.4 | 905 BAND FUND | $0.00 | $0.00 | ($101,685.31) | ($101,685.31) | ($101,685.31) |
| 60.906.6110.000.000.0000.000.705.4 | 906 BEST BUDDIES FU | $0.00 | $0.00 | ($2,248.57) | ($2,248.57) | ($2,248.57) |
| 60.907.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($1,404.08) | ($1,404.08) | ($1,404.08) |
| 60.907.6110.000.000.0000.000.705.4 | 907 BETA CLUB FUND | $0.00 | $0.00 | ($4,941.29) | ($4,941.29) | ($4,941.29) |
| 60.909.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($209.40) | ($209.40) | ($209.40) |
| 60.909.6110.000.000.0000.000.705.4 | 909.BPA FUND BALANC | $0.00 | $0.00 | ($50.00) | ($50.00) | ($50.00) |
| 60.912.6110.000.000.0000.000.705.4 | 912 DISC GOLF FUND | $0.00 | $0.00 | ($626.34) | ($626.34) | ($626.34) |

## Period GL Report

**Fiscal Year: 2024-2025** From Date: 7/1/2024 To Date: 5/31/2025 ☐ Print accounts with zero balance

| SCHOOL ACTIVITY FUND - 60 | | Opening Balance | Debits | Credits | Activity | Ending Balance |
|---|---|---|---|---|---|---|
| **FUND BALANCE** | | | | | | |
| 60.915.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($517.13) | ($517.13) | ($517.13) |
| 60.915.6110.000.000.0000.000.705.4 | 915 FCCLA FUND | $0.00 | $0.00 | ($1,274.05) | ($1,274.05) | ($1,274.05) |
| 60.916.6110.000.000.0000.000.705.4 | 916 FFA FUND | $0.00 | $0.00 | ($28,803.75) | ($28,803.75) | ($28,803.75) |
| 60.917.6110.000.000.0000.000.705.4 | 917 FRENCH CLUB FUN | $0.00 | $0.00 | ($165.36) | ($165.36) | ($165.36) |
| 60.918.6110.000.000.0000.000.120.4 | FB SK GARDEN CLUB | $0.00 | $0.00 | ($273.46) | ($273.46) | ($273.46) |
| 60.924.6110.000.000.0000.000.705.4 | 924 KEY CLUB FUND | $0.00 | $0.00 | ($59.62) | ($59.62) | ($59.62) |
| 60.925.6110.000.000.0000.000.705.4 | 925 MOCK TRIAL FUND | $0.00 | $0.00 | ($572.21) | ($572.21) | ($572.21) |
| 60.926.6110.000.000.0000.000.705.4 | 926 MU ALPHA THETA | $0.00 | $0.00 | ($1,125.48) | ($1,125.48) | ($1,125.48) |
| 60.927.6110.000.000.0000.000.705.4 | 927 NATIONAL HONOR | $0.00 | $0.00 | ($9,004.02) | ($9,004.02) | ($9,004.02) |
| 60.930.6110.000.000.0000.000.705.4 | 930 ORCHESTRA FUND | $0.00 | $0.00 | ($39,208.59) | ($39,208.59) | ($39,208.59) |
| 60.931.6110.000.000.0000.000.705.4 | 931 ORCHESTRA BOOST | $0.00 | $0.00 | ($1,882.35) | ($1,882.35) | ($1,882.35) |
| 60.932.6110.000.000.0000.000.505.4 | FUND BALANCE | $0.00 | $0.00 | ($2,133.31) | ($2,133.31) | ($2,133.31) |
| 60.932.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($2,891.22) | ($2,891.22) | ($2,891.22) |
| 60.933.6110.000.000.0000.000.705.4 | 933 PINK OUT FUND | $0.00 | $0.00 | ($136.50) | ($136.50) | ($136.50) |
| 60.934.1990.000.000.0000.000.610.4 | NON CATEGORICAL | $0.00 | $0.00 | ($357.82) | ($357.82) | ($357.82) |
| 60.934.6110.000.000.0000.000.610.4 | 934 PEER PARTNERS F | $0.00 | $0.00 | ($665.69) | ($665.69) | ($665.69) |
| 60.936.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($2,450.13) | ($2,450.13) | ($2,450.13) |
| 60.937.6110.000.000.0000.000.105.4 | FB HP RUNNING CLUB | $0.00 | $0.00 | ($296.50) | ($296.50) | ($296.50) |
| 60.937.6110.000.000.0000.000.130.4 | FB WR RUNNING CLUB | $0.00 | $0.00 | ($147.37) | ($147.37) | ($147.37) |
| 60.938.6110.000.000.0000.000.105.4 | FB HP SCIENCE CLUB | $0.00 | $0.00 | ($3,748.79) | ($3,748.79) | ($3,748.79) |
| 60.938.6110.000.000.0000.000.705.4 | 938 SCIENCE CLUB FU | $0.00 | $0.00 | ($232.00) | ($232.00) | ($232.00) |
| 60.939.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($254.80) | ($254.80) | ($254.80) |
| 60.940.6110.000.000.0000.000.705.4 | 940 SIGN LANGUAGE C | $0.00 | $0.00 | ($179.54) | ($179.54) | ($179.54) |
| 60.941.6110.000.000.0000.000.505.4 | FUND BALANCE | $0.00 | $0.00 | ($11,794.89) | ($11,794.89) | ($11,794.89) |
| 60.942.6110.000.000.0000.000.705.4 | 942 SPANISH CLUB FU | $0.00 | $0.00 | ($859.60) | ($859.60) | ($859.60) |
| 60.944.6110.000.000.0000.000.705.4 | 944 SPED TRANSITION | $0.00 | $0.00 | ($7,579.39) | ($7,579.39) | ($7,579.39) |
| 60.945.6110.000.000.0000.000.705.4 | 945 MAKES A CHANGE | $0.00 | $0.00 | ($5,829.76) | ($5,829.76) | ($5,829.76) |
| 60.946.6110.000.000.0000.000.505.4 | FUND BALANCE | $0.00 | $0.00 | ($3,612.20) | ($3,612.20) | ($3,612.20) |
| 60.946.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($2,339.44) | ($2,339.44) | ($2,339.44) |
| 60.946.6110.000.000.0000.000.705.4 | 946 STUDENT COUNCIL | $0.00 | $0.00 | ($12,901.01) | ($12,901.01) | ($12,901.01) |

## Period GL Report

**Fiscal Year: 2024-2025** From Date: 7/1/2024 To Date: 5/31/2025 ☐ Print accounts with zero balance

| SCHOOL ACTIVITY FUND - 60 | | Opening Balance | Debits | Credits | Activity | Ending Balance |
|---|---|---|---|---|---|---|
| **FUND BALANCE** | | | | | | |
| 60.947.6110.000.000.0000.000.505.4 | FUND BALANCE | $0.00 | $0.00 | ($540.35) | ($540.35) | ($540.35) |
| 60.947.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($157.63) | ($157.63) | ($157.63) |
| 60.947.6110.000.000.0000.000.705.4 | 947 TECH STUDENT AS | $0.00 | $0.00 | ($52.00) | ($52.00) | ($52.00) |
| 60.948.6110.000.000.0000.000.705.4 | 948 THEATRE PERFORM | $0.00 | $0.00 | ($71,109.47) | ($71,109.47) | ($71,109.47) |
| 60.949.6110.000.000.0000.000.505.4 | FUND BALANCE | $0.00 | $0.00 | ($10,185.55) | ($10,185.55) | ($10,185.55) |
| 60.949.6110.000.000.0000.000.705.4 | 949 VOCAL MUSIC FUN | $0.00 | $0.00 | ($24,596.83) | ($24,596.83) | ($24,596.83) |
| 60.951.6110.000.000.0000.000.505.4 | FUND BALANCE | $0.00 | $0.00 | ($6,809.47) | ($6,809.47) | ($6,809.47) |
| 60.951.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($5,650.05) | ($5,650.05) | ($5,650.05) |
| 60.951.6110.000.000.0000.000.705.4 | 951 YEARBOOK FUND | $0.00 | $0.00 | ($23,140.00) | ($23,140.00) | ($23,140.00) |
| 60.952.6110.000.000.0000.000.705.4 | 952 YOUNG DEMOCRATS | $0.00 | $0.00 | ($270.22) | ($270.22) | ($270.22) |
| 60.953.6110.000.000.0000.000.705.4 | 953 YOUTH AND GOVT | $0.00 | $0.00 | ($534.49) | ($534.49) | ($534.49) |
| 60.956.6110.000.000.0000.000.505.4 | FUND BALANCE | $0.00 | $526.04 | ($526.04) | $0.00 | $0.00 |
| 60.958.6110.000.000.0000.000.505.4 | FUND BALANCE | $0.00 | $423.86 | ($423.86) | $0.00 | $0.00 |
| 60.959.6110.000.000.0000.000.505.4 | FUND BALANCE | $0.00 | $1,409.43 | ($1,409.43) | $0.00 | $0.00 |
| 60.960.6110.000.000.0000.000.705.4 | 960 SOPHMORE CLASS | $0.00 | $0.00 | ($2,123.09) | ($2,123.09) | ($2,123.09) |
| 60.961.6110.000.000.0000.000.705.4 | 961 JUNIOR CLASS FU | $0.00 | $0.00 | ($8,012.01) | ($8,012.01) | ($8,012.01) |
| 60.962.6110.000.000.0000.000.705.4 | 962 SENIOR CLASS FU | $0.00 | $0.00 | ($4,648.13) | ($4,648.13) | ($4,648.13) |
| 60.964.6110.000.000.0000.000.705.4 | 964 ESPORTS FUND | $0.00 | $0.00 | ($773.84) | ($773.84) | ($773.84) |
| 60.965.6110.000.000.0000.000.705.4 | 965 GSA FUND | $0.00 | $0.00 | ($726.57) | ($726.57) | ($726.57) |
| 60.970.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($40,156.22) | ($40,156.22) | ($40,156.22) |
| 60.970.6110.000.000.0000.000.705.4 | 970 ALL SPORTS FUND | $0.00 | $0.00 | ($156,932.36) | ($156,932.36) | ($156,932.36) |
| 60.970.9902.000.000.0000.000.610.4 | 610-970-ALL SPORTS | $0.00 | $150.00 | ($150.00) | $0.00 | $0.00 |
| 60.971.6110.000.000.0000.000.705.4 | 971 STADIUM CONCESS | $0.00 | $0.00 | ($45,485.74) | ($45,485.74) | ($45,485.74) |
| 60.972.6110.000.000.0000.000.705.4 | 972 STATE PLAYOFFS | $0.00 | $0.00 | ($19,723.85) | ($19,723.85) | ($19,723.85) |
| 60.973.6110.000.000.0000.000.705.4 | 973 BASEBALL FUND | $0.00 | $0.00 | ($0.26) | ($0.26) | ($0.26) |
| 60.974.6110.000.000.0000.000.705.4 | 974 BOYS BASKETBALL | $0.00 | $0.00 | ($1,129.00) | ($1,129.00) | ($1,129.00) |
| 60.975.6110.000.000.0000.000.705.4 | 975 GIRLS BASKETBAL | $0.00 | $0.00 | ($123.55) | ($123.55) | ($123.55) |
| 60.976.1990.000.000.0000.000.610.4 | NON CATEGORICAL | $0.00 | $50.00 | ($359.00) | ($309.00) | ($309.00) |
| 60.976.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($4,616.72) | ($4,616.72) | ($4,616.72) |
| 60.976.6110.000.000.0000.000.705.4 | 976 CHEERLEADERS FU | $0.00 | $0.00 | ($297.02) | ($297.02) | ($297.02) |

## Period GL Report

**Fiscal Year: 2024-2025** From Date: 7/1/2024 To Date: 5/31/2025 ☐ Print accounts with zero balance

| SCHOOL ACTIVITY FUND - 60 | | Opening Balance | Debits | Credits | Activity | Ending Balance |
|---|---|---|---|---|---|---|
| **FUND BALANCE** | | | | | | |
| 60.977.6110.000.000.0000.000.705.4 | 977 CROSS COUNTRY F | $0.00 | $0.00 | ($7,629.99) | ($7,629.99) | ($7,629.99) |
| 60.978.6110.000.000.0000.000.705.4 | 978 FOOTBALL FUND | $0.00 | $0.00 | ($5,612.23) | ($5,612.23) | ($5,612.23) |
| 60.979.6110.000.000.0000.000.705.4 | 979 BOYS GOLF | $0.00 | $0.00 | ($225.91) | ($225.91) | ($225.91) |
| 60.980.6110.000.000.0000.000.705.4 | 980 GIRLS GOLF | $0.00 | $0.00 | ($3,032.27) | ($3,032.27) | ($3,032.27) |
| 60.981.6110.000.000.0000.000.610.4 | FUND BALANCE | $0.00 | $0.00 | ($3,341.46) | ($3,341.46) | ($3,341.46) |
| 60.982.6110.000.000.0000.000.705.4 | 982 BOYS SOCCER FUN | $0.00 | $0.00 | ($7.70) | ($7.70) | ($7.70) |
| 60.983.6110.000.000.0000.000.705.4 | 983 GIRLS SOCCER FU | $0.00 | $0.00 | ($433.13) | ($433.13) | ($433.13) |
| 60.984.6110.000.000.0000.000.705.4 | 984 SWIMMING FUND | $0.00 | $0.00 | ($1,579.60) | ($1,579.60) | ($1,579.60) |
| 60.985.6110.000.000.0000.000.705.4 | 985 BOYS TENNIS FUN | $0.00 | $0.00 | ($1,875.78) | ($1,875.78) | ($1,875.78) |
| 60.986.6110.000.000.0000.000.705.4 | 986 GIRLS TENNIS FU | $0.00 | $0.00 | ($2,085.00) | ($2,085.00) | ($2,085.00) |
| 60.987.6110.000.000.0000.000.705.4 | 987 BOYS TRACK FUND | $0.00 | $0.00 | ($2,673.00) | ($2,673.00) | ($2,673.00) |
| 60.988.6110.000.000.0000.000.705.4 | 988 GIRLS TRACK FUN | $0.00 | $0.00 | ($2,768.00) | ($2,768.00) | ($2,768.00) |
| 60.989.6110.000.000.0000.000.705.4 | 989 VOLLEYBALL FUND | $0.00 | $0.00 | ($516.50) | ($516.50) | ($516.50) |
| 60.990.6110.000.000.0000.000.705.4 | 990 WRESTLING FUND | $0.00 | $0.00 | ($119.10) | ($119.10) | ($119.10) |
| 60.991.6110.000.000.0000.000.705.4 | 991 SOFTBALL FUND | $0.00 | $0.00 | ($163.30) | ($163.30) | ($163.30) |
| 60.995.6110.000.000.0000.000.705.4 | 995 PIONEER PLAY DA | $0.00 | $0.00 | ($165,728.00) | ($165,728.00) | ($165,728.00) |
| 60.996.6110.000.000.0000.000.705.4 | 996 ALLRED GOLF SCH | $0.00 | $0.00 | ($21,500.00) | ($21,500.00) | ($21,500.00) |
| 60.997.6110.000.000.0000.000.705.4 | 997 WELCH WRESTLING | $0.00 | $0.00 | ($2,645.00) | ($2,645.00) | ($2,645.00) |
| 60.998.6110.000.000.0000.000.705.4 | 998 ESTES SCHOLARSH | $0.00 | $0.00 | ($5,895.60) | ($5,895.60) | ($5,895.60) |
| 60.999.6110.000.000.0000.000.705.4 | 999 FOSTER MEMORIAL | $0.00 | $0.00 | ($830.00) | ($830.00) | ($830.00) |
| **FUND BALANCE TOTAL** | | ($80,806.78) | $486,651.02 | ($2,617,258.61) | ($2,130,607.59) | ($2,211,414.37) |
| **REVENUES AND TRANSFERS IN** | | | | | | |
| SUMMARIZED REVENUES AND TRANSFERS IN | | $0.00 | $501,748.29 | ($2,759,120.77) | ($2,257,372.48) | ($2,257,372.48) |
| **REVENUES AND TRANSFERS IN TOTAL** | | $0.00 | $501,748.29 | ($2,759,120.77) | ($2,257,372.48) | ($2,257,372.48) |
| **EXPENDITURES AND TRANSFERS OUT** | | | | | | |
| SUMMARIZED EXPENDITURES AND TRANSFERS OUT | | $0.00 | $2,031,002.80 | ($127,368.45) | $1,903,634.35 | $1,903,634.35 |
| **EXPENDITURES AND TRANSFERS OUT TOTAL** | | $0.00 | $2,031,002.80 | ($127,368.45) | $1,903,634.35 | $1,903,634.35 |
| **SCHOOL ACTIVITY FUND Totals:** | | $0.00 | $9,798,298.54 | ($9,798,298.54) | $0.00 | $0.00 |

| | | | | | |
|---|---|---|---|---|---|
| **Grand Total:** | $0.00 | $9,798,298.54 | ($9,798,298.54) | $0.00 | $0.00 |

**End of Report**

STILLWATER PUBLIC SCHOOLS

# STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** Jun 10, 2025

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**AGENDA ITEM:**
Nutrition Services Required Meal Price Increase for FY 2025-2026

**BOARD ACTION REQUESTED:**
Motion to Approve Nutrition Services proposed meal prices of elementary breakfast $0.30, elementary lunch $2.70, secondary breakfast $0.35 and secondary lunch $2.95.

**BACKGROUND INFORMATION:**
Breakfast has been offered at no charge to any student since August 2013. While only 22% of breakfasts are served to full-pay students, the $0.42 is less than the cost to prepare breakfast. Free, reduced-priced, and Community Eligibility Meals (HP/SK/WR) would continue to be served at no charge to students.

National School Lunch Program regulations require a paid lunch price to match the reimbursement for a free lunch. USDA does not require raising prices more than $0.10 per year.

| School Sites | Current Full-Pay Cost | Proposed Full-Pay Cost |
|---|---|---|
| HP/SK/WR Breakfast and Lunch | $0.00 | $0.00 |
| RI/SR/WW Breakfast | $0.00 | $0.30 |
| R/SR/WW Lunch | $2.60 | $2.70 |
| MS/JH/LA/HS Breakfast | $0.00 | $0.35 |
| MS/JH/LA/HS Lunch | $2.85 | $2.95 |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Ronald McElliott

Name of Activity Fund: Clearing/Sweep Account No: 800

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | RWM |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 ?? | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 5/1/2025 **SITE:** BOE/Finance

**ACCOUNT NAME:** Clearing/Sweep

**PURPOSE**
A place to put misc. deposits (i.e. interest, Rebates)

**SOURCE(S) OF INCOME**
Bank Interest, Rebates from Vendors (i.e. Coca-Cola; Arvest)

**PLANNED EXPENSES**
Fund administrator accounts as needed. Office Supplies; Misc expenditures. To help cover other Accts.

**SPONSOR NAME** **SIGNATURE**

Ronald M° Elliott

**PRINCIPAL/DIRECTOR** **SIGNATURE**

Rachel Boss 5/15/25 #800

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: _____ DATE: 4/30/25

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Ronald M & Elliott

Name of Activity Fund: Clearing Sweep Account No: 800

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $98,337.27 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Interest | $57,600 | |
| | Coke Rebates | $ 300 | |
| | Arvest Rebates | $ 12,000 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 69,900 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $168,237.27 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Fund Superintendent Acct | $ 17,500 | |
| | Office Supplies | $ 5,000 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ 22,500 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 145,737.27 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30)

Reporting School Year: _____ Sponsor Name: _____

Name of Activity Fund: _____ Account No: _____

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. N/A _____ = EST. PROFIT _____

_____ _____

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

_____ _____

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

---

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Ronald McElliott

Name of Activity Fund: DW - Student Supplies Account No: 050-801

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | Rwm |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 ?? | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 5/1/25 SITE: BOE / ADMIN

ACCOUNT NAME: DW - Student Supplies

**PURPOSE**

To Collect Elementary Student Supply Fee's Throughout the year and distribute them to sites each year

**SOURCE(S) OF INCOME**

Student Supply payments from Elementary Sites

**PLANNED EXPENSES**

Distribute to Elementary Sites at the beginning of each School year

**SPONSOR NAME** RONALD McELLIOTT **SIGNATURE**

**PRINCIPAL/DIRECTOR** Kristie Newby **SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/15/25

ACCOUNT NUMBER: 050-801

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Ronald McElliott

Name of Activity Fund: DW- Student Supplies Account No: 050-801

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 3437.56 | $ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| Elem Site Student Supply Fees | $ 60,000 | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Revenues: | $ 60,000 | $ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ ~~63~~ 6437.56 | $ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| All goes back to Elem Sites | $ 6437.56 | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Expenditures: | $ 6437.56 | $ |
| **5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30)

Reporting School Year: _____ Sponsor Name: _____

Name of Activity Fund: _____ Account No: _____

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START_____ END_____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ _____

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

_____ _____

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

---

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 22 2025

2025-2026

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Annette Turley

Name of Activity Fund: Operations Asst Superintendent- Special Events Funds Account No: 807

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | A.t. |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | A.t. |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | A.t. |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | A.t. |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

RECEIVED APR 22 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** ADM

**ACCOUNT NAME:** 807 Operations Assistant Superintendent - Special Events Funds

**PURPOSE**

Provide refreshments for board meetings,staff, and functions. Awards/gifts for staff as necessary. Provide any funding needed for Operations the Superintendent deems necessary.

**SOURCE(S) OF INCOME**

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Consession Sales, Contest Fees, Contributions/Donation, Fees/Fines/Dues, Field Trip Contributions, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

**PLANNED EXPENSES**

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments,Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

**SPONSOR NAME**

Annette Turley

**SIGNATURE**

Annette Turley

**PRINCIPAL/DIRECTOR**

Bo Gamble

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/15/25

ACCOUNT NUMBER: 807

BOARD OF EDUCATION APPROVAL DATE: _____

RECEIVED APR 22 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Annette Turley

Name of Activity Fund: Operations Asst Superintendent- Special Events Funds Account No: 807

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 11,799.39 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Rebates | $ 5,000.00 | |
| | Donations | $ 1,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 6,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 17,799.39 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Food/Awards | $ -4,000.00 | |
| | Misc Expenses | $ -1,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ 5,000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 12,799.39 | $ |

RECEIVED APR 22 2025



# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: N/A Sponsor Name: _____

Name of Activity Fund: _____ Account No: _____

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

# STILLWATER BOARD OF EDUCATION

**CFB-E1**

## ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Kerri Yee

Name of Activity Fund: Textbooks Account No : 809

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | KY |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | KY |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | N/A |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/29/25 **SITE:** BOE

**ACCOUNT NAME:** Textbooks

**PURPOSE**

Replace lost or damaged curriculum books

**SOURCE(S) OF INCOME**

Lost/Damaged Book Fees

**PLANNED EXPENSES**

Replacement Textbooks

**SPONSOR NAME** **SIGNATURE**

Kerri Yee Kerri Yee

**PRINCIPAL/DIRECTOR** **SIGNATURE**

Janet Vinson

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: DATE: 5/16/25

ACCOUNT NUMBER: 809

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kerri Yee

Name of Activity Fund: Textbooks Account No : 809

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $N/A | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Lost/Damaged Book Fees | $1,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $1,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $1,000.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Replacement Textbooks | $1,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $1,000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kerri Yee

Name of Activity Fund: Textbooks Account No : 809

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Jana Bradshaw

Name of Activity Fund: Human Resources Account No: 814

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/29/25 SITE: Admin Bldg - HR

ACCOUNT NAME: Human Resources

**PURPOSE**

To purchase food, drinks, supplies and decorations for various HR activities. Activities include new employee onboarding, job fair recruitment, retirement workshops, and professional development registration fees.

**SOURCE(S) OF INCOME**

District

**PLANNED EXPENSES**

Food, beverages, utensils, decorations, fees

**SPONSOR NAME**

Jana Bradshaw

**SIGNATURE**

Jana Bradshaw

**PRINCIPAL/DIRECTOR**

Trent J. Swanson

**SIGNATURE**

Dr. Trent Swanson

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/15/25

ACCOUNT NUMBER: 814

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Jana Bradshaw

Name of Activity Fund: Human Resources Account No: 814

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 3,000 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | District | $ 1,000 | |
| | Transfer funds from PALS | $ 1,000 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 5,000 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | SPS Retirement Wksp Food & Beverage | $ 300 | |
| | HR Supplies | $ 500 | |
| | Professional Development Food & Bev | $ 300 | |
| | Support Staff Job Fair Food & Bev | $ 300 | |
| | OSU Job Fair Registration Fees | $ 300 | |
| | | $ | |
| | Total Expenditures: | $ 1,700 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: _____ Sponsor Name: _____

Name of Activity Fund: _____ Account No: _____

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START_____ END_____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

RECEIVED MAY 07 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Natalie Brown/Robin Johnson

Name of Activity Fund: Pioneer Pantry Account No : 816

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | JGJ |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | JGJ |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | NA |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/30/2025 **SITE:** District Wide

**ACCOUNT NAME:** Pioneer Pantry

**PURPOSE**

A service to all SPS students, providing necessary hygiene items, along with clothing, school supplies and occasional food supplies for students in need at all sites.

**SOURCE(S) OF INCOME**

Donations

**PLANNED EXPENSES**

Hygiene Items, Clothing, Student Snacks, School Supplies, Office Supplies

**SPONSOR NAME**

Natalie Brown/Robin Johnson

**SIGNATURE**

**PRINCIPAL/DIRECTOR**

Elizabeth McBee

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: DATE: 5/15/25

ACCOUNT NUMBER: 816

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Natalie Brown/Robin Johnson

Name of Activity Fund: Pioneer Pantry Account No : 816

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 8000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 8000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 8000.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Hygiene Items | $ 3000.00 | |
| | Clothing | $ 3000.00 | |
| | Student Snacks | $ 1000.00 | |
| | School Supplies | $ 900.00 | |
| | Office Supplies | $ 100.00 | |
| | | $ | |
| | Total Expenditures: | $ 8000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0 | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Natalie Brown/Robin Johnson

Name of Activity Fund: Pioneer Pantry Account No : 816

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)

- ACT. EXP. _____ (Reconciles to fundraiser related POs)

= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Julie Thibodeau SPED

Name of Activity Fund: WorkKeys Test Account No: 818

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | JT |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | JT |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | JT |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | JT |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** May 20, 2025 **SITE:** Administration Building

**ACCOUNT NAME:** Work Keys Test

**PURPOSE**

The purpose is to administer and pay ACT for the WorkKeys test.

**SOURCE(S) OF INCOME**

Potential Staff will pay to take the WorkKeys Test.

**PLANNED EXPENSES**

We are preparing for 20 potential Staff to take the WorkKeys test

**SPONSOR NAME** Julie Thibodeau **SIGNATURE** Julie Thibodeau

**PRINCIPAL/DIRECTOR** Austin Hula **SIGNATURE** Austin Hula

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/20/25

ACCOUNT NUMBER: 8/8

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025 - 2026 Sponsor Name: SPED Julie Thibodeau

Name of Activity Fund: WorkKeys Test Account No: 818

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 0 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Each WorkKeys Test $50 | $ $1,000.00 | |
| | 20 estimated | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ $1000.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Pay ACT for each WorkKeys | $ | |
| | Test $40.50 x 20 | $ 810.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ 810.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 190.00 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30)

Reporting School Year: 2025-2026 Sponsor Name: Julie Thibodeau SPED

Name of Activity Fund: WorkKeys Test Account No: 818

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

NO fundraiser

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START NONE END NONE

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. NONE = EST. PROFIT _____

Julie Thibodeau
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

1

No
Arrangement

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| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Julie Thibodeau

Name of Activity Fund: Special Services Activity Account Account No: 828

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | JT |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | JT |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | JT |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

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|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/23/25 **SITE:** BOE / Admin building

**ACCOUNT NAME:** Special Services Activity Account

**PURPOSE**

To provide instructional materials and supplies, therapy equipment, services for students, technology apps, Special Olympics Registration, transportation and events supplies,and other materials to support Special Education Teachers, Therapists, Staff and Students.

**SOURCE(S) OF INCOME**

Donations, MVP Fundraiser provided by SPED, Grants

**PLANNED EXPENSES**

Testing Materials for Speech, OT, PT, Psychs. Supplies for SPED Staff, EC Snacks, extra activities, ESY Supplies, Special Olympics, staff duties/stipend if needed.

**SPONSOR NAME**

Julie Thibodeau

**SIGNATURE**

Julie Thibodeau

**PRINCIPAL/DIRECTOR**

Austin Hula

**SIGNATURE**

Austin Hula

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/15/25

ACCOUNT NUMBER: 828

BOARD OF EDUCATION APPROVAL DATE: _____

RECEIVED APR 25 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Julie Thibodeau

Name of Activity Fund: Special Services Activity Account Account No: 828

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ N/A | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | MVP by SPEF | $ 20,000.00 | |
| | Donations | $ 1,000.00 | |
| | Donations in Memory of Sarah Kerns-Shook | $ 1,000.00 | |
| | Grants | $ 1,000.00 | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 23,000.00, | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $23,000.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Testing Materials, Apps for learning and communication on iPads | $ 8,000.00 | |
| | Snacks, Cooking supplies, materials for Sped and ESY | $ 7,000.00 | |
| | Extra Activities for Sped Students, Mentoring for Sped Staff | $ 4,000.00 | |
| | Special Olympics Registration | $ 600.00 | |
| | Special Olympics Transportation | $ 250.00 | |
| | Special Olympics Event Supplies | $ 250.00 | |
| | Total Expenditures: | $ 20,100.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 2,900.00 | $ |

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| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Julie Thibodeau

Name of Activity Fund: Special Services Activity Fund Account No: 828

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

SPEF does a fundraiser to nominate your MVP that works at Stillwater Public Schools for $25/nomination. A local business will usually match the donations and/or add to it. Other money is donated to us.

**PURPOSE OF RAISING FUNDS:**

To support our Special Education Teacher and Special Education students.

**FUNDRAISER DATES:** START 07/01/2025 END 06/30/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $23,000.00 - EST. EXP. $20,100.00 = EST. PROFIT $2,900.00

Julie Thibodeau
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

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| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Bryan Bloomer

Name of Activity Fund: Technology Activity Fund Account No: 829

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | BB |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | BB |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | n/a |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | n/a |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

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| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 04/21/2025 **SITE:** Technology

**ACCOUNT NAME:** Technology Activity Fund

**PURPOSE**

Small activity fund generally used for PD or team-building activities.

**SOURCE(S) OF INCOME**

May potentially generate income from e-waste/surplus equipment auction. This will be a new process for Technology, so I can't say for certain.

**PLANNED EXPENSES**

Professional development activities, team-building activities, and team meals.

**SPONSOR NAME**

Bryan Bloomer

**SIGNATURE**

**PRINCIPAL/DIRECTOR**

Bryan Bloomer

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/15/25

ACCOUNT NUMBER: 829

BOARD OF EDUCATION APPROVAL DATE: _____

RECEIVED APR 22 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Bryan Bloomer

Name of Activity Fund: Technology Activity Fund Account No: 829

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $1500 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | E-waste and end-of-life equipment sales | $1000 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $2500 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Team meals | $500 | |
| | Conferences & professional development | $500 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $1000 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $1500 | $ |

RECEIVED APR 22 2025



# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: _____ Sponsor Name: _____

Name of Activity Fund: _____ Account No: _____

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____
SPONSOR SIGNATURE

_____
ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

_____
PRINCIPAL AUTHORIZATION

_____
BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____
SPONSOR SIGNATURE

_____
FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Kerri Yee

Name of Activity Fund: Professional Development Account No : 830

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | KY |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | KY |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | N/A |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/29/25 **SITE:** BOE

**ACCOUNT NAME:** Professional Development

**PURPOSE**

To pay for meals and refreshments during on site Professional Development training.

**SOURCE(S) OF INCOME**

Transfer of Funds from PALS account.

**PLANNED EXPENSES**

Meals and Refreshments

**SPONSOR NAME** **SIGNATURE**

Kerri Yee Kerri Yee

**PRINCIPAL/DIRECTOR** **SIGNATURE**

Janet Vinson

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 830

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Kerri Yee

Name of Activity Fund: Professional Development Account No : 830

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $N/A | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Transfer profits from PALS #834 for PD | $10,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $10,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $10,000.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Meals and Refreshments | $9,000.00 | |
| | Training Materials | $1,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $10,000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Kerri Yee

Name of Activity Fund: Professional Development Account No : 830

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)

- ACT. EXP. _____ (Reconciles to fundraiser related POs)

= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

RECEIVED MAY 0 1 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Kerri Yee

Name of Activity Fund: Pioneer Book Bus Account No : 831

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | KY |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | KY |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | N/A |

* *This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/9/25 **SITE:** BOE

**ACCOUNT NAME:** Pioneer Book Bus

**PURPOSE**

Provide literacy opportunities to Stillwater students and community outside of school.

**SOURCE(S) OF INCOME**

Donations

**PLANNED EXPENSES**

Books, Prizes, Supplies, Repairs

**SPONSOR NAME** **SIGNATURE**

Kerri Yee Kerri Yee

**PRINCIPAL/DIRECTOR** **SIGNATURE**

X Emily Harris X Emily Harris

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 831

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kerri Yee

Name of Activity Fund: Pioneer Book Bus Account No : 831

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $N/A | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $5,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $5,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $5,000.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Books | $300.00 | |
| | Prizes | $300.00 | |
| | Supplies | $200.00 | |
| | Repair | $2,000.00 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $2,800.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $2,200.00 | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kerri Yee

Name of Activity Fund: Pioneer Book Bus Account No : 831

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)

- ACT. EXP. _____ (Reconciles to fundraiser related POs)

= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

RECEIVED MAY 0 1 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Kerri Yee

Name of Activity Fund: After School Programs Account No : 833

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | KY |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | KY |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | N/A |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/29/25 **SITE:** BOE

**ACCOUNT NAME:** After School Programs

**PURPOSE**

To provide after school enrichment activities for all elementary students.

**SOURCE(S) OF INCOME**

Tuition

**PLANNED EXPENSES**

Stipends, Supplies, Snacks, Training and Educational Software Licenses

**SPONSOR NAME**

Kerri Yee

**SIGNATURE**

Kerri Yee

**PRINCIPAL/DIRECTOR**

Diane Fix

**SIGNATURE**

Diane Fix

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [illegible] DATE: 5/16/25

ACCOUNT NUMBER: 833

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Kerri Yee

Name of Activity Fund: After School Programs Account No : 833

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $N/A | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Tuition | $20,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $20,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $20,000.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Stipends | $11,000.00 | |
| | Supplies | $6,000.00 | |
| | Food | $5,000.00 | |
| | Training | $2,000.00 | |
| | Educational Software Licenses | $2,000.00 | |
| | | $ | |
| | Total Expenditures: | $25,000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Kerri Yee

Name of Activity Fund: After School Programs Account No : 833

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)

- ACT. EXP. _____ (Reconciles to fundraiser related POs)

= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

RECEIVED MAY 0 1 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Kerri Yee

Name of Activity Fund: PALS ~ After School Childcare Account No : 834

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | KY |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | KY |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | N/A |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/29/25 **SITE:** BOE

**ACCOUNT NAME:** PALS ~ After School Childcare

**PURPOSE**

To fund PALS After School Childcare and distribure excess amounts to school sites based on CFO calculations.

**SOURCE(S) OF INCOME**

Program Fees/Tuition

**PLANNED EXPENSES**

Payroll, Supplies, Student Snacks, School Site Distribution, PD Distribution, PD Activity Account Food

**SPONSOR NAME**

Kerri Yee

**SIGNATURE**

Kerri Yee

**PRINCIPAL/DIRECTOR**

Diane Fix

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 834

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Kerri Yee

Name of Activity Fund: PALS ~ After School Childcare Account No : 834

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $N/A | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Tuition | $450,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $450,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $450,000.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Payroll | $190,000.00 | |
| | Supplies and Student Snacks | $17,000.00 | |
| | Transfer to School Sites ($5,000 per site) | $30,000.00 | |
| | PD Distribution to Ed Services | $60,000.00 | |
| | Professional Development and Training | $8,000.00 | |
| | PD Activity Acct. ~ Food ~ Ed Services | $10,000.00 | |
| | Total Expenditures: | $315,000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Kerri Yee

Name of Activity Fund: PALS ~ After School Childcare Account No : 834

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)

- ACT. EXP. _____ (Reconciles to fundraiser related POs)

= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Kerri Yee

Name of Activity Fund: Teacher of the Year Account No : 835

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | KY |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | KY |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | KY |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | N/A |

* *This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/29/25 **SITE:** BOE

**ACCOUNT NAME:** Teacher of the Year

**PURPOSE**

Provide gifts, refreshments, advertisements, rent venues and purchase party supplies for Teacher of the Year celebrations at site and district locations.

**SOURCE(S) OF INCOME**

District Transfer of Funds

**PLANNED EXPENSES**

Gifts, drinks, refreshments, food, serving supplies, advertising, venue rental and decorations.

**SPONSOR NAME** **SIGNATURE**

Kerri Yee Kerri Yee

**PRINCIPAL/DIRECTOR** **SIGNATURE**

Janet Vinson

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: DATE: 5/19/25

ACCOUNT NUMBER: 835

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kerri Yee

Name of Activity Fund: Teacher of the Year Account No : 835

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $N/A | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | District Transfer of Funds | $2500.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $2500.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Awards and Gifts | $300.00 | |
| | Food and Decorations | $1900.00 | |
| | Advertising | $300.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $2500.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $0.00 | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kerri Yee

Name of Activity Fund: Teacher of the Year Account No : 835

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)

- ACT. EXP. _____ (Reconciles to fundraiser related POs)

= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Jana Bradshaw

Name of Activity Fund: Support Employee of the Year Account No: 836

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/29/25 SITE: Admin Bldg - HR

ACCOUNT NAME: Human Resources - Support Employee of the Year

PURPOSE Purchase of recognition gifts, awards, and reception supplies for the Support Employees who are nominated as Support Employee of the Year in their perspective categories.

SOURCE(S) OF INCOME

District

PLANNED EXPENSES

Plaque, certificates, recognition gifts and reception food, drinks, and decorations.

SPONSOR NAME

Jana Bradshaw

SIGNATURE

Jana Bradshaw

PRINCIPAL/DIRECTOR

Dr. Trent J. Swanson

SIGNATURE

Dr. Trent J. Swanson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Dr. Trent J. Swanson DATE: _____

ACCOUNT NUMBER: Rachel Bozza 5/15/25
#836

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Jana Bradshaw

Name of Activity Fund: Support Employee of the Year Account No: 836

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $_____ | $_____ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | District | $ 500 | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | Total Revenues: | $_____ | $_____ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $_____ | $_____ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Food & drinks at Board mtg/reception | $ 75 | |
| | Reception supplies and decorations | $ 75 | |
| | SEofY category recognition gifs, | $ 300 | |
| | certificates & plaque | $_____ | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | Total Expenditures: | $ 450 | $_____ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 50 | $_____ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: _____ Sponsor Name: _____

Name of Activity Fund: _____ Account No: _____

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START_____ END_____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026

Sponsor Name: Tawni Hooten

Name of Activity Fund: Superintendent

Account No: 838

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/30/2025 **SITE:** Superintendent

**ACCOUNT NAME:** Superintendent

**PURPOSE**
To provide support & services to the Superintendent's office and the Board of Education directed by the Superintendent.

**SOURCE(S) OF INCOME**

Donations, Rebates (Arvest, Coca-Cola, etc.) Finance Allocated Funds, etc.

**PLANNED EXPENSES**

Awards, Board Expenses, Food, Gifts, Retirements, Supplies, Unexpected District Needs, Any Other Superintendent Identified Expenses

**SPONSOR NAME** **SIGNATURE**

Tawni Hooten, Admin Assist to the Superintendent Tawni Hooten

**PRINCIPAL/DIRECTOR** **SIGNATURE**

Mr. Tyler Bridges, Superintendent

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/15/25

ACCOUNT NUMBER: 838

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026

Sponsor Name: Tawni Hooten

Name of Activity Fund: Superintendent

Account No: 838

| | | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | | $8,000 | $_____ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | | |
| | Finance Allocated Funds | $ 17,500 | | |
| | Rebates | $ 2,000 | | |
| | Donations | $ 1,000 | | |
| | Total Revenues: | $20,500 | | $_____ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | | $28,500 | $_____ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | | |
| | Awards (staff, teachers, & board) | $ 2,500 | | |
| | Board Expenses (food, activities, registrations) | $ 3,500 | | |
| | Food (board & superintendent meetings) | $ 1,000 | | |
| | Gifts (staff, teachers, & board-retirements) | $ 1,000 | | |
| | Superintendent Designated Expenses | $ 8,100 | | |
| | Total Expenditures: | | $16,100 | $_____ |
| **5.** | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | | $12,400 | $_____ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30)

DOES NOT APPLY TO THE SUPERINTENDENT'S OFFICE – "NA" TO THIS PAGE

Reporting School Year: _____ Sponsor Name: _____

Name of Activity Fund: _____ Account No: _____

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START_____ END_____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____
SPONSOR SIGNATURE

_____
ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

_____
PRINCIPAL AUTHORIZATION

_____
BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____
SPONSOR SIGNATURE

_____
FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Emily Lewis

Name of Activity Fund: SPEF Grants Main Account Account No: 839

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | EG |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | EG |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | EG |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: n/a

ACCOUNT NAME: SPEF Grants Main Account

**PURPOSE**

For distrubtion of grants from the foundation to school sites and/or departments.

**SOURCE(S) OF INCOME**

SPEF Funds and donors, as designated by Trustees

**PLANNED EXPENSES**

Distribution of funds for awarded grants.

**SPONSOR NAME**

Emily Lewis

**SIGNATURE**

Emily Lewis

**PRINCIPAL/DIRECTOR**

N/A

**SIGNATURE**

N/A

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: SPEF - 839

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Emily Lewis, Executive Director

Name of Activity Fund: SPEF Grants Main Account Account No: 839

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $_____ | $_____ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | SPEF Funds - Grants | $ 50,000 | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | Total Revenues: | $_____ | $_____ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $_____ | $_____ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | SPEF Funds - Grants | $ 50,000 | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | Total Expenditures: | $ 50,000 | $_____ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $_____ | $_____ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: _____ Sponsor Name: _____

Name of Activity Fund: _____ Account No: _____

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

RECEIVED MAY 07 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Kerri Justus

Name of Activity Fund: Open Doors Account No : 840

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | kj |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | kj |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | NA |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | |

* *This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

RECEIVED MAY 01 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/30/2025 **SITE:** District Wide

**ACCOUNT NAME:** Open Doors

**PURPOSE**

To build a bridge between our international families and SPS with activities that educate, inform and connects

**SOURCE(S) OF INCOME**

Donations, SPS

**PLANNED EXPENSES**

Decorations for Cultural Events, Field Trips (registration and transportation)

**SPONSOR NAME**

Kerri Justus

**SIGNATURE**

**PRINCIPAL/DIRECTOR**

Elizabeth McBee

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/15/25

ACCOUNT NUMBER: 840

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kerri Justus

Name of Activity Fund: Open Doors Account No : 840

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Open Doors (SPS) | $ 100.00 | |
| | Donations | $ 200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 300.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 300.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Decorations for Cultural Events | $ 100.00 | |
| | Field Trips (registration/transportation) | $ 200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ 300.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0 | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kerri Justus

Name of Activity Fund: Open Doors Account No : 840

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)

- ACT. EXP. _____ (Reconciles to fundraiser related POs)

= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 25 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Rob Lamecker

Name of Activity Fund: Facility Management Account No : 843

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

N/A

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | RL |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | RL |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | RL |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

RECEIVED APR 25 2025



## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** District Wide

**ACCOUNT NAME:** Facilities Management 843

### PURPOSE

To financially support the mission and goals of Facilities Management department and its employees to include the purchase of refreshments, employee appreciation awards and other supplies as needed and not covered by government funds.

### SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2025-2026 school year.

### PLANNED EXPENSES

All listed BOE approved expenditures for the 2025-2026 school year.

**SPONSOR NAME**

Rob Lamecker

**SIGNATURE**

X

**PRINCIPAL/DIRECTOR**

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: DATE: 5/15/25

ACCOUNT NUMBER: 843

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 25 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Rob Lamecker

Name of Activity Fund: Facility Management Account No : 843

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 3,448.07 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Rentals | $ 1,200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 1,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 4,648.07 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Refreshments - employee training | $ -500.00 | |
| | and appreciation | $ | |
| | Equipment & Supplies | $ -500.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ - 1,000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 3,648.07 | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

RECEIVED APR 25 2025



# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Rob Lamecker

Name of Activity Fund: Facility Management Account No : 843

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

N/A

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

RECEIVED MAY 07 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Natalie Brown

Name of Activity Fund: Family Support Services Account No : 859

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | kj |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | kj |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | NA |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/30/2025 **SITE:** District Wide

**ACCOUNT NAME:** Family Support Services

**PURPOSE**

Provide students throughout the district that are in need the educational and personal support they need to focus on their academic growth

**SOURCE(S) OF INCOME**

Donations, Kicking Child Hunger Grant

**PLANNED EXPENSES**

School Break Bags, Beds & Bedding, Bikes, Utilities, Clothing, Mileage Reimbursement, Clothing, Hygiene Supplies

**SPONSOR NAME**

Natalie Brown

**SIGNATURE**

**PRINCIPAL/DIRECTOR**

Elizabeth McBee

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/15/25

ACCOUNT NUMBER: 859

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Natalie Brown

Name of Activity Fund: Family Support Services Account No : 859

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 9000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 9000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 9000.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | School Break Bags | $ 3000.00 | |
| | Beds & Bedding | $ 3000.00 | |
| | Bikes | $ 500 | |
| | Hygience Supplies | $ 1000.00 | |
| | Clothing | $ 1500.00 | |
| | | $ | |
| | Total Expenditures: | $ 9000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0 | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Natalie Brown

Name of Activity Fund: Family Support Services Account No : 859

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)

- ACT. EXP. _____ (Reconciles to fundraiser related POs)

= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|
| | |
| *Adoption Date: February 21, 2012* | *Revision Date(s): 9/10/19* | *Page 1 of 4* |

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

**Due April 30 each year** or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Ashley Moore

Name of Activity Fund: PSO Fund Account No: _____

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

* New Account - # will be assigned after board approval.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | Acm |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | Acm |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | Acm |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** __April 8, 2025_____ **SITE:** ___Admin _____

**ACCOUNT NAME:** ____Postsecondary Opportunity (PSO) Fund_____

**PURPOSE**

When/if Parchment accrues more than $500 from alumni and/or 3rd party vendors due to surcharges from online transcripts or graduation verifications, then this money will go into the PSO activity account to support the continued education of admin and teachers on postsecondary opportunities and to support students as they take certification exams and have PSO needs for Capstone and Internship courses.

**SOURCE(S) OF INCOME**

Parchment will send payments once $500 or more has accrued based on the following surcharges:

- alumni transcripts - $10
- 3rd party transcripts - $12
- 3rd party grad verifications - $25

**PLANNED EXPENSES**

~~None~~ dues & fees for tests
certification exams
exam study materials
professional development / training - as needed

**SPONSOR NAME**
Ashley Moore

**SIGNATURE**
Ashley K. Moore

**PRINCIPAL/DIRECTOR**

Ashley Moore

**SIGNATURE**
Ashley K. Moore

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: _____ DATE: 5/23/25

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

## ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Ashley Moore

Name of Activity Fund: PSO Fund Account No: _____

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $_____ | $_____ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| Parchment payments | $ 500 | |
| for transcripts, | $ 500 | |
| grad verifications, + | $ 500 | |
| 3rd party transcripts. | $ 500 | |
| _____ | $_____ | |
| _____ | $_____ | |
| Total Revenues: | $ 2,000 | $ 2,000 |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $_____ | $_____ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| - Dues + fees for certificate | $ 500 | |
| tests | $_____ | |
| - certification tests | $ 500 | |
| - study materials | $ 300 | |
| _____ | $_____ | |

_____ $_____

Total Expenditures: $ 1,300 $ 1,300

5. **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** $_____ $ 700

## FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 )

Reporting School Year: _____ Sponsor Name: _____

Name of Activity Fund: _____ Account No: _____

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START_____ END_____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ _____

SPONSOR SIGNATURE ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ _____

PRINCIPAL AUTHORIZATION BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____

(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Vicki Jameson

Name of Activity Fund: Special Events - 0001 Account No: 807

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | vj |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | vj |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | vj |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | Type text here vj |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: April 25, 2025 SITE: Transportation

ACCOUNT NAME: 807 Special Events

**PURPOSE**

To purchase uniforms for Bus Drivers, Food and Drinks for inservice training and monthly safety meetings, employee appreciation/retirement celebrations.

**SOURCE(S) OF INCOME**

**PLANNED EXPENSES**

All listed BOE approved expenditures for the 2025-2026 school year.

**SPONSOR NAME**
Vicki Jameson

**SIGNATURE**
Vicki Jameson

**PRINCIPAL/DIRECTOR**
Matthew Parsel

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/14/25

ACCOUNT NUMBER: 807

BOARD OF EDUCATION APPROVAL DATE:

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Vicki Jameson

Name of Activity Fund: Special Events -0001 Account No: 807

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 12,902.56 | $ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| • DONATIONS ? | $ | |
| • REIMBURSEMENTS FROM SITES ? | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Revenues: | $ 00.00 | $ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 12,902.56 | $ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| Bus Driver Uniforms | $ 2,500.00 | |
| Food and Drinks for gatherings/meetings | $ 3,000.00 | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Expenditures: | $ 5,500.00 | $ |
| 5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 7,402.00 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Vicki Jameson

Name of Activity Fund: Special Events - 0001 Account No: 807

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START 7/1/2025 END 6/30/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 0 - EST. EXP. 0 = EST. PROFIT 0

Vicki Jameson
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Ellen Rackley

Name of Activity Fund: Student Supplies Account No: 801

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | ER |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | ER |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: Richmond

ACCOUNT NAME: 801 School Supply

**PURPOSE**

To support and enhance the experience of students.

**SOURCE(S) OF INCOME**

Student Supply Income: AP Testing Fees, Class Supplies, Contribution/Donations, Fees/Fines/Dues, Field Trip Collection, Grants/Scholarships, Lost/Damaged Book Fees, PALS Profit, Redeposit of Cash-Box/Start Up Cash, Registration Costs, Reimbursement/Refunds/Rebates, Student Payments, Student Supply Fees.

**PLANNED EXPENSES**

Student Supply Expenses: Achievement Awards, Books, Cash-Box/Start-up Cash, Fees/Dues, Field Trip Expenses, Registrations, Reimbursements/Refunds, Subscriptions, Classroom related Supplies/Materials, Student Snacks, Technology Expenses, and Tutoring.

**SPONSOR NAME** Ellen Rackley **SIGNATURE** Ellen Rackley

**PRINCIPAL/DIRECTOR** Joy Cawood **SIGNATURE** Joy Cawood

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/15/25

ACCOUNT NUMBER: 801

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Ellen Rackley

Name of Activity Fund: Student Supply Account No: 801

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Allocations from District | $ 10,000.00 | |
| | Donations | $ 500.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 10,500.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 10,500.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Classroom Supplies | $ -6,000.00 | |
| | Field Trip Expenses | $ -1,000.00 | |
| | Student Incentives | $ -2,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -9,000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 2,447.94 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Ellen Rackley

Name of Activity Fund: Student Supply Account No: 801

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT 0.00 N/A

Ellen Rackley
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

J Cawood
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Ellen Rackley

Name of Activity Fund: Library Account No: 803

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | ER |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | ER |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Richmond

**ACCOUNT NAME:** 803 Library

**PURPOSE**

Reading materials for students.

**SOURCE(S) OF INCOME**

Library type income: Awards, Advertising, Book Fair Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, BOE approved Fundraisers, Grants/Scholarships, Lost/Damaged Book Fees, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registrations, Reimbursements/Refunds/Rebates, Rental Fees, Student Payments, and Ticket Sales.

**PLANNED EXPENSES**

Library Type Expenses: Awards, Advertising, Books, Cash-Box/Start-up Cash, Competition Expenses, Custodial Expenses, Equipment/Furniture, Fees/Dues, Fundraising Expenses, Meeting Supplies and Refreshments, Newspapers, Registrations, Reimbursements/Refunds, Rental Fees, Subscriptions, Supplies/Materials and Technology Expenses.

**SPONSOR NAME** Ellen Rackley **SIGNATURE** Ellen Rackley

**PRINCIPAL/DIRECTOR** Joy Cawood **SIGNATURE** Joy Cawood

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boyd DATE: 5/15/25

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Ellen Rackley

Name of Activity Fund: Library Account No: 803

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Dues from Students | $ 100.00 | |
| | Donations | $ 100.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 200.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Books | $ -100.00 | |
| | Reimbursements | $ -100.00 | |
| | Awards for contest winners | $ -200.00 | |
| | Supplies | $ -100.00 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -500.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Richmond

Name of Activity Fund: Library Account No: 803

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START 07/01/2025 END 06/30/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $400.00 - EST. EXP. _____ = EST. PROFIT _____

Ellen Rackley
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

J Cawood
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Ellen Rackley

Name of Activity Fund: General Activity Account No: 805

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | ER |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | ER |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Richmond

**ACCOUNT NAME:** 805 General Activity

**PURPOSE**

Staff appreciation, conferences for teachers, and office supplies.

**SOURCE(S) OF INCOME**

All listed BOE approved revenue sources for the 2025-2026 school year.

**PLANNED EXPENSES**

All listed BOE approved expenditures for the 2025-2026 school year.

**SPONSOR NAME** Ellen Rackley **SIGNATURE** Ellen Rackley

**PRINCIPAL/DIRECTOR** Joy Cawood **SIGNATURE** Joy Cawood

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Karla Bays DATE: 5/15/25

ACCOUNT NUMBER: 805

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Ellen Rackley

Name of Activity Fund: General Activity Account No: 805

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Grants | $ 500.00 | |
| | Donations | $ 1,000.00 | |
| | Soda Commissions | $ 75.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 1,575.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Meals/refreshments | $ -2,000.00 | |
| | Teacher Awards | $ -1,000.00 | |
| | Classroom Supplies | $ -1,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -4,000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Ellen Rackley

Name of Activity Fund: General Activity Account No: 805

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START 07/01/2025 END 06/30/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $400.00 - EST. EXP. $100.00 = EST. PROFIT _____

Ellen Rackley
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

J Cawood
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Ellen Rackley

Name of Activity Fund: Facility Rental Account No: 806

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | ER |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | ER |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Ellen Rackley

**ACCOUNT NAME:** 806 Facility Rental

**PURPOSE**

Staff Appreciation, conferences for teachers, office supplies.

**SOURCE(S) OF INCOME**

All listed BOE approved revenue sources for the 2025-2026 school year.

**PLANNED EXPENSES**

All listed BOE approved expenditures for the 2025-2026 school year.

**SPONSOR NAME** Ellen Rackley

**SIGNATURE** Ellen Rackley

**PRINCIPAL/DIRECTOR** Joy Cawood

**SIGNATURE** Joy Cawood

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/15/25

ACCOUNT NUMBER: 806

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Ellen Rackley

Name of Activity Fund: Facility Rental Account No: 806

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Building rental commissions | $ 700.00 | |
| | Donations | $ 200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 900.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Teacher meals/refreshments | $ -1,000.00 | |
| | Teacher/student incentives | $ -300.00 | |
| | Classroom/general supplies | $ -425.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -1,725.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Ellen Rackley

Name of Activity Fund: Facility Rental Account No: 806

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START 07/01/2025 END 06/30/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $400.00 - EST. EXP. -$100.00 = EST. PROFIT _____

Ellen Rackley
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

J Cawood
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Ellen Rackley

Name of Activity Fund: SPEF Account No: 839

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | ER |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | ER |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Richmond

**ACCOUNT NAME:** 839 SPEF

**PURPOSE**

To support and enhance the experience of students and teachers.

**SOURCE(S) OF INCOME**

All listed BOE approved revenues for the 2025-2026 school year. ?

**PLANNED EXPENSES**

All listed BOE approved expenditures for the 2025-2026 school year. ?

**SPONSOR NAME** Ellen Rackley **SIGNATURE** Ellen Rackley

**PRINCIPAL/DIRECTOR** Joy Cawood **SIGNATURE** Joy Cawood

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: _____ DATE: _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Ellen Rackley

Name of Activity Fund: SPEF Account No: 839

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Grants | $ 7,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 7,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | | $ -7,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -7,000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Ellen Rackley

Name of Activity Fund: SPEF Account No: 839

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START 07/01/2025 END 06/30/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $400.00 - EST. EXP. -$100.00 = EST. PROFIT $300.00

Ellen Rackley
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED MAY 01 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Onalee Santos

Name of Activity Fund: Student Supplies Account No : 801

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

PACKET CONTENTS:

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | OS |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | OS |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 04/25/2025 **SITE:** Will Rogers

**ACCOUNT NAME:** Student Supplies

**PURPOSE**

To supply students with supplies throughout the school year.

**SOURCE(S) OF INCOME**

Student supply fees, community donations, starting budget from BOE

**PLANNED EXPENSES**

Student supplies, consumable supplies, books, field trips

**SPONSOR NAME**

Onalee Santos

**SIGNATURE**

Onalee Santos

**PRINCIPAL/DIRECTOR**

Dane Sallaska

**SIGNATURE**

Dane Sallaska

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/15/25

ACCOUNT NUMBER: 801

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Onalee Santos

Name of Activity Fund: Student Supplies Account No : 801

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Starting Budget from BOE | $ 10000.00 | |
| | Supply Fees at Enrollment | $ 8000.00 | |
| | Donations | $ 1000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 19000 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Supplies/Consumable Supplies | $ 10000 | |
| | Field Trips | $ 2000 | |
| | Books | $ 2000 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ 14000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

RECEIVED MAY 01 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Onalee Santos

Name of Activity Fund: Library Account No : 803

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

PACKET CONTENTS:

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | OS |
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| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | OS |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 04/25/2025 **SITE:** Will Rogers

**ACCOUNT NAME:** Library

**PURPOSE**

Reading materials for students and activities for the library.

**SOURCE(S) OF INCOME**

Book return fees, donations, book fair profits

**PLANNED EXPENSES**

Supplies, books, posters, decorations, prizes, book repair supplies, media, software, program dues, treats for students for reading party (Sequoyah), suckers for the book fair

**SPONSOR NAME**

Onalee Santos

**SIGNATURE**

Onalee Santos

**PRINCIPAL/DIRECTOR**

Dane Sallaska

**SIGNATURE**

Dane Sallaska

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/15/25

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Onalee Santos

Name of Activity Fund: Library Account No : 803

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Returned Book Fees | $500.00 | |
| | Book Fair Earnings | $4000.00 | |
| | Donations | $1000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $5500.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Supplies/Decorations | $1000.00 | |
| | Student Incentives/Prizes | $500 | |
| | Books | $3000.00 | |
| | Media/Software | $1000.00 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $5500.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Onalee Santos

Name of Activity Fund: Library Account No : 803

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Book fair selling books and other items.

**PURPOSE OF RAISING FUNDS:**

To raise money for student activities, books and supplies for the library.

**FUNDRAISER DATES:** START 8/15/25 END 5/21/26

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. 4500.00 - EST. EXP. 500.00 = EST. PROFIT 4000.00

Onalee Santos

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED MAY 01 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Onalee Santos

Name of Activity Fund: Special Events Account No : 807

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | OS |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | OS |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | OS |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 04/25/2025 **SITE:** Will Rogers

**ACCOUNT NAME:** Special Events

### PURPOSE

To use for staff appreciation, snacks, meals, gifts, decorations, student celebrations, furniture & fixtures. office supplies, teacher supplies.

### SOURCE(S) OF INCOME

Coca Cola commissions, picture commissions, grants, PTA donations, community donations, fundraisers

### PLANNED EXPENSES

meals, teacher/student/office supplies, snacks/refreshments for staff, student/staff incentives, staff appreciation items, professional development, registration fees, books, furniture, fixtures, apparel, student snacks

**SPONSOR NAME**

Onalee Santos

**SIGNATURE**

Onalee Santos

**PRINCIPAL/DIRECTOR**

Dane Sallaska

**SIGNATURE**

Dane Sallaska

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Bosma DATE: 5/15/25

ACCOUNT NUMBER: 807

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Onalee Santos

Name of Activity Fund: Special Events Account No : 807

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Coca Cola commissions | $100.00 | |
| | Picture commissions | $900.00 | |
| | Community Donations | $5000.00 | |
| | Fundraisers | $5000.00 | |
| | Grants | $500.00 | |
| | | $ | |
| | Total Revenues: | $11500.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Meals/Refreshments for staff & students | $5000.00 | |
| | Supplies | $1000.00 | |
| | Student Incentives/Staff Appreciation | $1000.00 | |
| | Professional Development | $1000.00 | |
| | Furniture | $500.00 | |
| | Registration Fees/Books | $500.00 | |
| | Total Expenditures: | $9000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Onalee Santos

Name of Activity Fund: Special Events Account No : 807

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Selling parking spaces for special events (other than football) at OSU.

**PURPOSE OF RAISING FUNDS:**

To raise funds for acct 807 for staff appreciation, student events and celebrations, general supplies, professional development, etc.

**FUNDRAISER DATES:** START 8/15/25 END 5/21/26

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. 10000.00 - EST. EXP. 0 = EST. PROFIT 10000.00

OnaleeSantos
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)
- ACT. EXP. _____ (Reconciles to fundraiser related POs)
= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED MAY 0 1 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Onalee Santos

Name of Activity Fund: SPEF Account No : 839

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | OS |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | OS |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 04/25/2025 **SITE:** Will Rogers

**ACCOUNT NAME:** SPEF

**PURPOSE**

To purchase items awarded through teacher grants.

**SOURCE(S) OF INCOME**

Grants

**PLANNED EXPENSES**

Items for classrooms awarded through grants

**SPONSOR NAME**

Onalee Santos

**SIGNATURE**

Onalee Santos

**PRINCIPAL/DIRECTOR**

Dane Sallaska

**SIGNATURE**

Dane Sallaska

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/15/25

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Onalee Santos

Name of Activity Fund: SPEF Account No : 839

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Grants | $5000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $5000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Items for teacher's classrooms | $5000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $5000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

RECEIVED MAY 0 1 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Kaela Collins

Name of Activity Fund: Brew Crew Account No : 848

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | (05) |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 04/25/2025 **SITE:** Will Rogers

**ACCOUNT NAME:** Brew Crew

## PURPOSE

Life skills for special education students counting money, making change and communicating.

## SOURCE(S) OF INCOME

Money from sales of coffee, soda, waters and drinks.

## PLANNED EXPENSES

Coffee, coffee cups, sweetener, creamer, soda, water, drinks.

**SPONSOR NAME**

Kaela Collins

**SIGNATURE**

Kaela Collins

**PRINCIPAL/DIRECTOR**

Dane Sallaska

**SIGNATURE**

Dane Sallaska

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [illegible] DATE: 5/15/25

ACCOUNT NUMBER: 848

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kaela Collins

Name of Activity Fund: Brew Crew Account No : 848

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Sales | $1000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $1000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | drinks & supplies | $800.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $800.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

RECEIVED MAY 0 1 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Onalee Santos

Name of Activity Fund: Running Club Account No : 937

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

PACKET CONTENTS:

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | OS |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | OS |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 04/25/2025 **SITE:** Will Rogers

**ACCOUNT NAME:** Running Club

**PURPOSE**

For students to participate in before or after school with an instructor about health and exercise.

**SOURCE(S) OF INCOME**

Fees from student participation

**PLANNED EXPENSES**

Supplies, apparel, water bottles, water, stickers, prizes

**SPONSOR NAME**

Onalee Santos

**SIGNATURE**

Onalee Santos

**PRINCIPAL/DIRECTOR**

Dane Sallaska

**SIGNATURE**

Dane Sallaska

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/15/25

ACCOUNT NUMBER: 937

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Onalee Santos

Name of Activity Fund: Running Club Account No : 937

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Registration Fee from Students | $ 500.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 500.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Supplies | $ 50.00 | |
| | Tshirts/Apparel/Water Bottles | $ 250.00 | |
| | Water | $ 50.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ 350.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: MeganSawyer-Johnson

Name of Activity Fund: Classroom Supply Account No : 801

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Skyline Elementary

**ACCOUNT NAME:** 801 Classroom Supply

**PURPOSE**

This account is used to purchase supplies for students and teachers and classroom enhancements for student use.

**SOURCE(S) OF INCOME**

Student supply fees, donations/contributions,field trip collections, grants/scholarships, class supplies, fees/fines/dues, lost/damaged book fee, PALS profit, redeposit of cash-box/start up cash, registration costs, reimbursements/refunds/rebates, student payments.

**PLANNED EXPENSES**

student/teacher supply expenses, achievement awards, books, cash-box start up cash, fees/dues, field trip expenses, registrations, reimbursements/refunds, subscriptions, classroom related supplies/materials, technology expenses and tutoring. All approved BOE expenditures.

**SPONSOR NAME**

MeganSawyer-Johnson

**SIGNATURE**

Megan Sawyer-Johnson

**PRINCIPAL/DIRECTOR**

Natalie Fluty

**SIGNATURE**

Natalie Fluty

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [illegible] DATE: 5/23/25

ACCOUNT NUMBER: 801

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: MeganSawyer-Johnson

Name of Activity Fund: Classroom Supply Account No : 801

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $13,300.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Allocation from district | $8,000.00 | |
| | supply deposit | $6,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $14,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $27,300.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Classroom supplies | ~$12,000.00 | |
| | Field trip expenses | ~$400.00 | |
| | co-curricular subscriptions | ~$200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | ~$12,600.00 | $ |
| | | 14,760.00 | |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: MeganSawyer-Johnson

Name of Activity Fund: Classroom Supply Account No : 801

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)
- ACT. EXP. _____ (Reconciles to fundraiser related POs)
= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: Library Account No : 803

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Skyline

**ACCOUNT NAME:** Library

## PURPOSE

This account is used for cash box for book fairs, subscriptions, purchase of books and supplies.

## SOURCE(S) OF INCOME

Library type income: advertising sales, awards/prizes, book fair sales, contest fees, contributions/donations, fees/fines/dues, BOE approved fundraisers, grants/scholarships, lost/damaged book fees, merchandise sales, redeposit of cash box start up, registrations, reimbursements/refunds/rebates, rental fees, student payments, ticket sales

## PLANNED EXPENSES

library type expenses: awards, advertising, books, cash box start up cash, competition expenses, custodial expenses, equipment/furnitures, fees/dues, fundraising expenses, meeting supplies and refreshments, newspapers, registrations, reimbursements/refunds, rental fees, subscriptions, supplies/materials and technology expenses. All approved BOE expeniditures.

**SPONSOR NAME**

Megan Sawyer-Johnson

**SIGNATURE**

Megan Sawyer-Johnson

**PRINCIPAL/DIRECTOR**

Natalie Fluty

**SIGNATURE**

Natalie Fluty

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [illegible] DATE: 5/23/25

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: Library Account No : 803

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $977.47 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $1,000.00 | |
| | dues/fees/fines | $250.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $2,227.47 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Books/Supplies | $2,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $2,000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $227.47 | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: Library Account No : 803

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ _____

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Natalie Slutz

PRINCIPAL AUTHORIZATION

_____

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)

- ACT. EXP. _____ (Reconciles to fundraiser related POs)

= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: Special Events Account No : 807

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Skyline Elementary

**ACCOUNT NAME:** 807 Special Events

**PURPOSE**

The purpose of this account will be used for anything; recycling fees, school events, staff training, staff celebration, distict celebrations, staff snacks, staff prizes, office supplkes, staff appreciation, etc

**SOURCE(S) OF INCOME**

All listed BOE revenue sources for the 25-26 school year.

**PLANNED EXPENSES**

approved expenditures for the 25-26 school year. general supplies, office supplies, rewards, birthday snacks, snacks, staff luncheons,

**SPONSOR NAME**

Megan Sawyer-Johnson

**SIGNATURE**

Megan Sawyer-Johnson

**PRINCIPAL/DIRECTOR**

Natalie Fluty

**SIGNATURE**

Natalie Fluty

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Bomba DATE: 5/23/25

ACCOUNT NUMBER: 807

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: Special Events Account No : 807

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $4,700.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Picture commissions | $750.00 | |
| | donations | $500.00 | |
| | Coca Cola commissions | $200.00 | |
| | PALS | $5,000.00 | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $11,150.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Staff appreciation gifts | $-4,000.00 | |
| | office supplies | $-2,000.00 | |
| | Staff appreciation Luncheons | $-2000.00 | |
| | Birthday and awards | $-500.00 | |
| | Teacher awards | $-1000.00 | |
| | | $ | |
| | Total Expenditures: | $-7,500.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $3,650.00 | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: Special Events Account No : 807

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**
School shirts for staff, students + families sold online + on site.

**PURPOSE OF RAISING FUNDS:**
Special event expenses

**FUNDRAISER DATES:** START 7.31.25 END 9.1.25

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. $7500.00 - EST. EXP. $5000.00 = EST. PROFIT $2500.00

Megan Sawyer-Johnson
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Natalie Slutty
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (2) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: Special Events Account No : 807

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

School shirts for staff, students + families to be sold online + onsite.

**PURPOSE OF RAISING FUNDS:**

special events expenses

**FUNDRAISER DATES:** START 10.14.25 END 12.19.25

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. $7500.00 - EST. EXP. $5000.00 = EST. PROFIT $2500.00

Megan Sawyer-Johnson
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Natalie Flutz
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (3) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: Special Events Account No : 807

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

School shirts for staff, students + families to be sold online + on site.

**PURPOSE OF RAISING FUNDS:**

Special events expenses.

**FUNDRAISER DATES:** START 3.23.26 END 4.24.25

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. $4,500.00 - EST. EXP. $2000.00 = EST. PROFIT $2,500.00

Megan Sawyer-Johnson
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Natalie Flutty
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: SPEF Grants Account No : 839

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: _____ SITE: Skyline

ACCOUNT NAME: 839 SPEF Grants

**PURPOSE**
Purchasing student/classroom supplies

**SOURCE(S) OF INCOME**
Grants and deposits

**PLANNED EXPENSES**
Items purchased with grants

**SPONSOR NAME**
Megan Sawyer-Johnson

**SIGNATURE**
Megan Sawyer-Johnson

**PRINCIPAL/DIRECTOR**
Natalie Fluty

**SIGNATURE**
Natalie Fluty

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/23/25

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: SPEF Grants Account No: 839

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 4900.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | SPEF Grant Deposits | $ 5,000.00 | |
| | Finance Deposits | $ 5,600.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 15,500.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Specific Items allowed for purchase by grant terms | $ 15,500.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: SPEF Grants Account No : 839

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Megan Sawyer-Johnon

Name of Activity Fund: Teacher Grants Account No : 851

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

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** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: _____ SITE: Skylin

ACCOUNT NAME: Teacher Grants 851

**PURPOSE**
Purchasing items for the classroom and students

**SOURCE(S) OF INCOME**
Grants

**PLANNED EXPENSES**
Items purchased with grants

**SPONSOR NAME**
Megan Sawyer-Johnson

**SIGNATURE**
Megan Sawyer-Johnson

**PRINCIPAL/DIRECTOR**
Natalie Fluty

**SIGNATURE**
Natalie Fluty

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/23/25

ACCOUNT NUMBER: 851

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Megan Sawyer-Johnson

Name of Activity Fund: Teacher Grants Account No: 851

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 1,000.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Misc Grant | $ 1,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Specific Supplies outlined by grants | 1,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 0 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Megan Sawyer-Johnon

Name of Activity Fund: Teacher Grants Account No : 851

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Tiffanie Seefeldt

Name of Activity Fund: Classroom Supply Account No : 801

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Sangre Ridge

**ACCOUNT NAME:** 801 Classroom Supply

### PURPOSE

This account is used to purchase supplies for students and teachers and classroom enhancements for student use.

### SOURCE(S) OF INCOME

Student supply fees, donations/contributions,field trip collections, grants/scholarships, class supplies, fees/fines/dues, lost/damaged book fee, PALS profit, redeposit of cash-box/start up cash, registration costs, reimbursements/refunds/rebates, student payments.

### PLANNED EXPENSES

student/teacher supply expenses, achievement awards, books, cash-box start up cash, fees/dues, field trip expenses, registrations, reimbursements/refunds, subscriptions, classroom related supplies/materials, technology expenses and tutoring. All approved BOE expenditures.

**SPONSOR NAME**

Tiffanie Seefeldt

**SIGNATURE**

Tiffanie Seefeldt

**PRINCIPAL/DIRECTOR**

Cami Patzkowski

**SIGNATURE**

Cami Patzkowski

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/21/25

ACCOUNT NUMBER: 801

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Tiffanie Seefeldt

Name of Activity Fund: Classroom Supply Account No : 801

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $5200.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Allocation from district | $10, 000.00 | |
| | supply deposit | $8,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $18,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $23,200.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Classroom supplies | $15,000.00 | |
| | Field trip expenses | $600.00 | |
| | co-curricular subscriptions | $250.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $15,850.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $7350.00 | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Tiffanie Seefeldt

Name of Activity Fund: Classroom Supply Account No : 801

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)
- ACT. EXP. _____ (Reconciles to fundraiser related POs)
= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Morganne Clyburn, Dana Cox, Tiffanie S

Name of Activity Fund: Courtesy Account No : 802

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Sangre Ridge

**ACCOUNT NAME:** Courtesy

### PURPOSE

The purpose of this account is to purchase food for teacher luncheons, gifts, supplies, food and refreshments, and sympathy gifts as needed.

### SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 25-26 school year. dues/fees, donations

### PLANNED EXPENSES

All listed BOE approved expenditures for the 25-26 school year. Luncheons, supplies, gifts, food and refreshments, sympathy gifts.

**SPONSOR NAME**

Morganne Clyburn, Dana Cox, Tiffanie Seefeldt

**SIGNATURE**

Tiffanie Seefeldt

**PRINCIPAL/DIRECTOR**

Cami Patzkowski

**SIGNATURE**

Cami Patzkowski

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [illegible] DATE: 5/2/25

ACCOUNT NUMBER: 802

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Morganne Clyburn, Dana Cox, Tiffanie S

Name of Activity Fund: Courtesy Account No : 802

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $165.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | courtesy dues | $2,000.00 | |
| | donations | $200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $2,200.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $2365.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | luncheons | $1,500.00 | |
| | supplies and gifts | $600.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $2,100.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $265.00 | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Morganne Clyburn, Dana Cox, Tiffanie S

Name of Activity Fund: Courtesy Account No : 802

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)
- ACT. EXP. _____ (Reconciles to fundraiser related POs)
= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Morganne Clyburn

Name of Activity Fund: Library Account No : 803

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

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** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Sangre Ridge

**ACCOUNT NAME:** Library

**PURPOSE**

This account is used for cash box for book fairs, subscriptions, purchase of books and supplies.

**SOURCE(S) OF INCOME**

Library type income: advertising sales, awards/prizes, book fair sales, contest fees, contributions/donations, fees/fines/dues, BOE approved fundraisers, grants/scholarships, lost/damaged book fees, merchandise sales, redeposit of cash box start up, registrations, reimbursements/refunds/rebates, rental fees, student payments, ticket sales

**PLANNED EXPENSES**

library type expenses: awards, advertising, books, cash box start up cash, competition expenses, custodial expenses, equipment/furnitures, fees/dues, fundraising expenses, meeting supplies and refreshments, newspapers, registrations, reimbursements/refunds, rental fees, subscriptions, supplies/materials and technology expenses. All approved BOE expeniditures.

**SPONSOR NAME**

Morganne Clyburn

**SIGNATURE**

**PRINCIPAL/DIRECTOR**

Cami Patzkowski

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/21/25

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Morganne Clyburn

Name of Activity Fund: Library Account No : 803

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $3685.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | fundraising/book fairs | $6,000.00 | |
| | donations | $2,000.00 | |
| | dues/fees/fines | $250.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $7,250.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $11,935.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | fundraising expenses/book fair | $6,000.00 | |
| | World Book subscription | $1,200.00 | |
| | Capstone subscription | $1,800.00 | |
| | books/supplies | $2,000.00 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $11,000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $935.00 | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Morganne Clyburn

Name of Activity Fund: Library Account No : 803

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Fall book fair: books, toys, supplies sold online and on-site

**PURPOSE OF RAISING FUNDS:**

to use funds to purchase books, supplies and subscriptions.

**FUNDRAISER DATES:** START 8/15/25 END 12/15/25

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. 6,000.00 - EST. EXP. 3,500.00 = EST. PROFIT 2.500.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (2) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Sangre Ridge

Name of Activity Fund: Library Account No : 803

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Spring book fair -books, toys, school supplies sold online and on site.

**PURPOSE OF RAISING FUNDS:**

To use funds to purchase supplies, subscriptions and books.

**FUNDRAISER DATES:** ✓ START 2/1/26 END 5/1/26

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. 10,000.00 - EST. EXP. 7,000.00 = EST. PROFIT 3,000.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)

- ACT. EXP. _____ (Reconciles to fundraiser related POs)

= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (3) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Morganne Clyburn

Name of Activity Fund: Library Account No : 803

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Buy One Get One Book Fair through Scholastic Book Fairs

**PURPOSE OF RAISING FUNDS:**

To use funds to purchase books, supplies and subscriptions.

**FUNDRAISER DATES:** START 4/20/26 END 5/20/26

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. 5,000.00 - EST. EXP. 3,500.00 = EST. PROFIT 1,500.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)
- ACT. EXP. _____ (Reconciles to fundraiser related POs)
= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Tiffanie Seefeldt

Name of Activity Fund: General Activity Account No : 805

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Sangre Ridge

**ACCOUNT NAME:** 805 General Activity

**PURPOSE**

The purpose of this account will be used for general supplies, office supplies, rewards, birthday snacks, snacks, 12 Days of Christmas gits, decorations, teacher luncheons.

**SOURCE(S) OF INCOME**

Student supply fees, donations. Approved revenue sources for the 25-26 school year.

**PLANNED EXPENSES**

approved expenditures for the 25-26 school year. general supplies, office supplies, rewards, birthday snacks, snacks, 12 Days of Christmas gits, decorations, teacher luncheons.

**SPONSOR NAME**

Tiffanie Seefeldt

**SIGNATURE**

Tiffanie Seefeldt

**PRINCIPAL/DIRECTOR**

Cami Patzkowski

**SIGNATURE**

Cami Patzkowski

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Vivian Booth DATE: 5/21/25

ACCOUNT NUMBER: 805

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Tiffanie Seefeldt

Name of Activity Fund: General Activity Account No : 805

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 11,900.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Picture commissions | $ 4,000.00 | |
| | donations | $ 200.00 | |
| | soda commissions | $ 250.00 | |
| | grants | $ 500.00 | |
| | PALS | $ 5000.00 | |
| | | $ | |
| | Total Revenues: | $ 9950.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 21850.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Teacher Awards | $ -200.00 | |
| | office supplies | $ -4000.00 | |
| | luncheons | $ -2000.00 | |
| | birthday and rewards | $ -500.00 | |
| | 12 Days of Christmas | $ -1000.00 | |
| | | $ | |
| | Total Expenditures: | $ -7700.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 14150.00 | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Tiffanie Seefeldt

Name of Activity Fund: General Activity Account No : 805

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Tiffanie Seefeldt

Name of Activity Fund: SPEF Account No : 839

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Sangre Ridge

**ACCOUNT NAME:** SPEF

**PURPOSE**

The purpose of this account is to purchase supplies, technology, and student supplies from the grant money received from SPEF

**SOURCE(S) OF INCOME**

SPEF

**PLANNED EXPENSES**

supplies, technology, student supplies. All BOE approved expenditures for the 25-26 school year.

**SPONSOR NAME**

Tiffanie Seefeldt

**SIGNATURE**

Tiffanie Seefeldt

**PRINCIPAL/DIRECTOR**

Cami Patzkowski

**SIGNATURE**

Cami Patzkowski

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Bomba DATE: 5/21/25

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Tiffanie Seefeldt

Name of Activity Fund: SPEF Account No : 839

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 0.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Grants | $ 8000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 8000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 8000.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Grants | $ 8000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ 8000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Tiffanie Seefeldt

Name of Activity Fund: Grants Account No.: 850

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

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** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Sangre Ridge

**ACCOUNT NAME:** Grants

### PURPOSE

The purpose of this account is to purchase supplies, technology, food and student supplies from grant money received.

### SOURCE(S) OF INCOME

grants, donations

### PLANNED EXPENSES

supplies, technology, food and student supplies. All listed BOE approved expenditures for the 25-26 school year.

**SPONSOR NAME**

Tiffanie Seefeldt

**SIGNATURE**

Tiffanie Seefeldt

**PRINCIPAL/DIRECTOR**

Cami Patzkowski

**SIGNATURE**

Cami Patzkowski

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [illegible] DATE: 5/21/25

ACCOUNT NUMBER: 850

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Tiffanie Seefeldt

Name of Activity Fund: Grants Account No : 850

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $0.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Grants | $5000.00 | |
| | donations | $1000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $6000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $6000.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | supplies, technology, student supplies, fo | $6000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Tiffanie Seefeldt

Name of Activity Fund: Grants Account No : 850

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)
- ACT. EXP. _____ (Reconciles to fundraiser related POs)
= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Rita Williams

Name of Activity Fund: Student Supply Account No : 801

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | RW |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | RW |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | NA |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | RW |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Highland Park

**ACCOUNT NAME:** Student Supplies

**PURPOSE**

To purchase classroom and student supplies, student achievement awards, field trips, program expenses

**SOURCE(S) OF INCOME**

Student supply fees, donations, fees/fines/dues, field trip contributions, grants/scholarships, PALS profit, student payments, reimbursements/refunds/rebates, district distributions

**PLANNED EXPENSES**

All district approved student supplies (educational learning games, pencil boxes & pouches, books/audio books and misc), pre-k nap mats, classroom related supplies/materials (address labels, card stock, lamination, colored paper, misc.), recess equipment, achievement awards, field trips, subscriptions, registrations, technology expenses, art/music/library/pe supplies and equipment, musical instruments and

**SPONSOR NAME**

Rita Williams

**SIGNATURE**

Rita Williams

**PRINCIPAL/DIRECTOR**

Laura Gordon

**SIGNATURE**

Laura Gordon

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 801

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Rita Williams

Name of Activity Fund: Student Supply Account No : 801

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | student school supply fee | $ 8000.00 | |
| | field trip collections | $ 200.00 | |
| | PALS profit sharing | $ 5000.00 | |
| | Donations | $ 100.00 | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 14,200 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | classroom supplies | $ -10,000.00 | |
| | field trips | $ -200.00 | |
| | prek nap mats | $ - 700.00 | |
| | end of year awards | $ -150.00 | |
| | co-curricular subscriptions | $ -500.00 | |
| | cash box/start up fee | $ -200.00 | |
| | Total Expenditures: | $ -11,750 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Rita Williams

Name of Activity Fund: Student Supply Account No : 801

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)
- ACT. EXP. _____ (Reconciles to fundraiser related POs)
= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Courtney Parks

Name of Activity Fund: Library Account No : 803

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | RW |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | RW |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | RW |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | RW |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Highland Park

**ACCOUNT NAME:** Library

**PURPOSE**

To purchase library books, audio books, equipment, supplies and subscriptions.

**SOURCE(S) OF INCOME**

Library type of income: book fair sales, donations, fees/fines/dues, grants/scholarships, lost/damaged book fees, merchandise sales, reimbursements/refunds/rebates, student payments, redeposit of cash-box/start up cash.

**PLANNED EXPENSES**

Library type of expenses: awards, advertising, books, audio books, cash-box/start-up cash, competition expenses/prizes, equipment/furniture, fees/dues, fundraiser expenses, book fair decorations, meeting supplies/refreshments, student food/treats, registrations, newspaper, magazines, subscriptions, supplies/materials and technology expenses

**SPONSOR NAME**

Courtney Parks

**SIGNATURE**

**PRINCIPAL/DIRECTOR**

Laura Gordon

**SIGNATURE**

Laura Gordon

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: DATE: 5/16/25

ACCOUNT NUMBER: 863

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Courtney Parks

Name of Activity Fund: Library Account No : 803

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Fall Book Fair | $ 2,000.00 | |
| | Lost/Damaged Book Fees | $ 3,000.00 | |
| | Lost/Damaged Book Fees | $ 100.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 5,100.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Books - printed & audio | $ -1,900.00 | |
| | Online Subscriptions | $ -2,600.00 | |
| | Supplies (book jackets, tape, clear tubs, e | $ -500.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -5000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Courtney Parks

Name of Activity Fund: Highland Park Library Activity Account No: _____

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Scholastic book fair. We will sell posters, pens, books, and other small items.

**PURPOSE OF RAISING FUNDS:**

Generate money to be used in the library

**FUNDRAISER DATES:** START Nov. 3, 2025 END Nov 7, 2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 10,000 - EST. EXP. 7,500 = EST. PROFIT 2,500

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Laura Gordon
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

---

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 2 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Courtney Parks

Name of Activity Fund: Highland Park Library Activity Account No: _____

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Scholastic book fair. We will sell books, posters, pens, and other small items.

**PURPOSE OF RAISING FUNDS:**

Generate money to be used in the library

**FUNDRAISER DATES:** START Feb. 25, 2026 END March 6, 2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 10,000 - EST. EXP. 7,500 = EST. PROFIT 2,500

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION Laura Gordon

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Rita Williams

Name of Activity Fund: Facilities Rental Account No : 806

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | RW |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | RW |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | NA |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | RW |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Highland Park

**ACCOUNT NAME:** Facility Rental

**PURPOSE**

Use funds for the use of our facility and spend it on the needs of the school. This includes supplies and refreshments/awards for staff and students and staff appreciation

**SOURCE(S) OF INCOME**

Facility Rental

**PLANNED EXPENSES**

All listed BOE approved expenditure for the 2025-2026 school year: Supplies, Awards, Refreshments for Staff/Students, Student State Testing Snacks, Travel Expenses and Reimbursements.

**SPONSOR NAME**

Rita Williams

**SIGNATURE**

Rita Williams

**PRINCIPAL/DIRECTOR**

Laura Gordon

**SIGNATURE**

Laura Gordon

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/15/25

ACCOUNT NUMBER: 806

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Rita Williams

Name of Activity Fund: Facilities Rental Account No : 806

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Gym Rental | $ 1000.00 | |
| | Donations | $ 200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 1200.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Refreshments for meetings/Staff Appreci | $ -1,500.00 | |
| | Travel expenses & Reinbursements | $ - 500.00 | |
| | Students Awards, Snacks and Party's | $ - 200.00 | |
| | Subscriptions | $ - 200.00 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -2,400.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Rita Williams

Name of Activity Fund: Facilities Rental Account No : 806

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)

- ACT. EXP. _____ (Reconciles to fundraiser related POs)

= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Rita Williams

Name of Activity Fund: Special Events Account No : 807

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| APPROVAL OF ACCOUNT FORM | PAGE 2 | RW |
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| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | NA |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | RW |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Highland Park

**ACCOUNT NAME:** Special Events

**PURPOSE**

To allow the faculty and staff to hold special events. This will include staff/student contests, awards, food & treats, student state testing snacks, promote professional development for teachers, registration and travel reimbursements, staff celebrations (teacher of the year, support staff of the year, retirements, etc.), subscriptions.

**SOURCE(S) OF INCOME**

Coke Commission, Fall & Spring Photograph's Commission, Box Tops, PALS, Donations, Grants

**PLANNED EXPENSES**

All approved BOE approved expenditures: staff/student contests, awards, food/treats, student state testing snacks, staff celebrations, professional development/registration/travel reinbursements. 5th grade fun day/graduation, subscriptions

**SPONSOR NAME**

Rita Williams

**SIGNATURE**

Rita Williams

**PRINCIPAL/DIRECTOR**

Laura Gordon

**SIGNATURE**

Laura Gordon

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Burns DATE: 5/16/25

ACCOUNT NUMBER: 807

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Rita Williams

Name of Activity Fund: Special Events Account No : 807

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | PALS | $ 5000.00 | |
| | Donations | $ 500.00 | |
| | Coke Commission | $ 300.00 | |
| | School Picture Commissions | $ 1500.00 | |
| | Box Tops | $ 150.00 | |
| | | $ | |
| | Total Revenues: | $ 7,450.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Refreshements/Treats for Staff & Student | $ -5,000.00 | |
| | Travel Expenses & Reinbursements | $ -1,500.00 | |
| | Student Awards/Parties | $ - 500.00 | |
| | 5th Grade Fun Day & Graduation | $ - 1,200.00 | |
| | Subscriptions | $ - 500.00 | |
| | | $ | |
| | Total Expenditures: | $ -8,700.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Rita Williams

Name of Activity Fund: Special Events Account No : 807

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:** N/A

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)
- ACT. EXP. _____ (Reconciles to fundraiser related POs)
= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Abby Varnum

Name of Activity Fund: Thanks A Latta Account No : 820

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | RW |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 20025-2026 **SITE:** Highland Park

**ACCOUNT NAME:** Thanks A Latta

**PURPOSE**

Thanks A Latte is a student run business that fosters independence and life skill for special education students at HP. Students take orders, prepare snacks and drinks, collect money and keep inventory. They have also started propagating and caring for plants that teacher's buy once every nine weeks.

**SOURCE(S) OF INCOME**

Sale of refreshments and plants.

**PLANNED EXPENSES**

Supplies for cart (food, drinks, condiments, paper products, etc.) and plant sales ( pots, potting soil, fertilizer, etc.) classroom supplies and refreshments for classroom party.

**SPONSOR NAME**

Abby Varnum

**SIGNATURE**

Abby Varnum

**PRINCIPAL/DIRECTOR**

Laura Gordon

**SIGNATURE**

Laura Gordon

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 820

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Abby Varnum

Name of Activity Fund: Thanks A Latta Account No : 820

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Sales from customers - coffee cart | $ 400.00 | |
| | Sales from plant sales | $ 600.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 1000.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | restock snack & drink cart | $ -300.00 | |
| | restock plant sales | $ -100.00 | |
| | classroom supplies | $ -200.00 | |
| | classroom treats and parties | $ -100.00 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -700.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Abby Varnum

Name of Activity Fund: Thanks A Latta Account No : 820

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

LATTE SALES YEAR
FROM SEPT - APRIL

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START 9/10/24 END 4/17/25

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. $1,000 - EST. EXP. $300 = EST. PROFIT $700

Abby Varnum
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Laura Gordon
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Rita Williams

Name of Activity Fund: SPEF Account No : 839

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | RW |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Highland Park

**ACCOUNT NAME:** SPEF Grants

**PURPOSE**

To purchase good and services as specified in the approved SPEF Grant application

**SOURCE(S) OF INCOME**

SPEF Grant account are solely funded by SPEF grant awards

**PLANNED EXPENSES**

The items listed in the SPEF Grant

**SPONSOR NAME** **SIGNATURE**

Rita Williams Rita Williams

**PRINCIPAL/DIRECTOR** **SIGNATURE**

Laura Gordon Laura Gordon

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Bond DATE: 5/16/25

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Rita Williams

Name of Activity Fund: SPEF Account No : 839

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | SPEF Grant - estimate | $ 5000.00 | |
| | SPEF Grant - estimate | $ 2500.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 7500.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Grant estimated expenditures | $ -5000.00 | |
| | Grant estimated expenditures | $ -2500.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -7500.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Rita Williams

Name of Activity Fund: SPEF Account No : 839

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:** N/A

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Amy Francen

Name of Activity Fund: Art Account No : 876

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | RW |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | RW |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | RW |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | RW |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Highland Park

**ACCOUNT NAME:** Art

**PURPOSE**

To purchase art supplies beyond the standard classroom supplies. Promote art in different media. To purchase art class curriculum.

**SOURCE(S) OF INCOME**

Fund Raisers, Donations, Grants/Scholarships, Merchandise Sales.

**PLANNED EXPENSES**

Art Supplies & Art Curriculum

**SPONSOR NAME**

Amy Francen

**SIGNATURE**

Amy Francen

**PRINCIPAL/DIRECTOR**

Laura Gordon

**SIGNATURE**

Laura Gordon

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 876

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Amy Francen

Name of Activity Fund: Art Account No : 876

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 100.00 | |
| | Fund Raiser | $ 400.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 500.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Classroom Supplies | $ -500.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -$500.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Amy Francen

Name of Activity Fund: Art Account No : 876

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Square 1 Art, LLC

**PURPOSE OF RAISING FUNDS:**

To purchase art supplies

**FUNDRAISER DATES:** START 9-14-25 END 5-20-26

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. 500.00 - EST. EXP. 500.00 = EST. PROFIT 0

Amy Francen
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Laura Gordon
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Unknow at this time

Name of Activity Fund: Running Club Account No : 937

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | RW |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Highland Park

**ACCOUNT NAME:** Running Club

**PURPOSE**

To promote physical education.

**SOURCE(S) OF INCOME**

T-shirt sales, grants and donations.

**PLANNED EXPENSES**

T-shirts, competition expenses, transportation.

**SPONSOR NAME** **SIGNATURE**

Unknow at this time

**PRINCIPAL/DIRECTOR** **SIGNATURE**

Laura Gordon Laura Gordon

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/15/25

ACCOUNT NUMBER: 937

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Unknow at this time

Name of Activity Fund: Running Club Account No : 937

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | t-shirt sales | $ 600.00 | |
| | donation | $ 100.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 700.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | T-shirts | $ -600.00 | |
| | competition expenses | $ - 50.00 | |
| | transportation | $ -150.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -800.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Unknow at this time

Name of Activity Fund: Running Club Account No : 937

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ _____

SPONSOR SIGNATURE ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Laura Gordon _____

PRINCIPAL AUTHORIZATION BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ _____

SPONSOR SIGNATURE FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Susan Weaver

Name of Activity Fund: Science Club Account No : 938

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | RW |

** This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Highland Park

**ACCOUNT NAME:** Science Club

**PURPOSE**

To teach students about science and nature

**SOURCE(S) OF INCOME**

Student fees/dues, Donations

**PLANNED EXPENSES**

Academic type expenses: fees/dues, supplies, equipment, registration, traveling programs/guest speakers, refreshments, awards.

**SPONSOR NAME**

Susan Weaver

**SIGNATURE**

Susan Weaver

**PRINCIPAL/DIRECTOR**

Laura Gordon

**SIGNATURE**

Laura Gordon

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 138

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Susan Weaver

Name of Activity Fund: Science Club Account No : 938

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Student Fees | $ 100.00 | |
| | Donations | $ 100.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 200.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | traveling programs/guest speakers | $ -500.00 | |
| | class supplies | $ -300.00 | |
| | student refreshments | $ -200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -1.000.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ | $ |

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Susan Weaver

Name of Activity Fund: Science Club Account No : 938

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

No fund raiser for this upcoming year

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

Susan Weaver
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Laura Gordon
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)
- ACT. EXP. _____ (Reconciles to fundraiser related POs)
= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: PAM JOLLIFF

Name of Activity Fund: COURTESY/APPRECIATION FUND Account No: 802

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | KAF |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/15/2025 **SITE:** SMS

**ACCOUNT NAME:** 802 COURTESY/APPRECIATION FUND

**PURPOSE**

THIS ACCOUNT IS TO BE USED IN THE EVENT OF A LIFE EVENT TO SUPPORT FACILITY OR STAFF MEMBERS. THIS ACCOUNT CAN ALSO BE USED TO HELP FUND APPRECIATION LUNCHS, SNACK, OR EVENTS. GIFTS, FOOD, SUPPLIES, ETC.

**SOURCE(S) OF INCOME**

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

**PLANNED EXPENSES**

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

**SPONSOR NAME** PAM JOLLIFF **SIGNATURE** Pamela Jolliff K.H. SMS

**PRINCIPAL/DIRECTOR** RYAN BLAKE **SIGNATURE** Ryan Blake

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 4/30/25

ACCOUNT NUMBER: 802

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025 - 2026 Sponsor Name: PAM JOLLIFF

Name of Activity Fund: COURTESY/APPRECIATION FUND Account No: 802

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 1,000.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | DUES/FEES | $ 100.00 | |
| | DONTATIONS/CONTRIBUTIONS | $ 200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 300.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 1,300.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | FOOD SUPPLIES | $ 350.00 | |
| | GENERAL SUPPLIES | $ 100.00 | |
| | GIFTS | $ 50.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ 500.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 800.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: PAM JOLLIFF

Name of Activity Fund: COURTESY/APPRECIATION FUND Account No: 802

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**
N/A

**PURPOSE OF RAISING FUNDS:**
N/A

**FUNDRAISER DATES:** START 07/01/2025 END 05/15/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 0.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 0.00

Pamela Jolliff K.A.F. 5-15-25
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Quinn Baldwin

Name of Activity Fund: Library Account No: 803

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4-15-25 **SITE:** MS

**ACCOUNT NAME:** LIBRARY

**PURPOSE**

RAISE FUNDS FOR LIBRARY

**SOURCE(S) OF INCOME**

LOST BOOK PAYMENTS
BOOK FAIRS

**PLANNED EXPENSES**

BOOKS SUPPLIES
FURNITURE

**SPONSOR NAME** Q BALDWIN **SIGNATURE**

**PRINCIPAL/DIRECTOR** **SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 4/30/25

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Q Baldwin

Name of Activity Fund: Library Account No: 803

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Book Fair x 2 | $ 2000 | |
| | Payment for Lost Books | $ 200 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 2200 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Furniture | $ 1500 | |
| | Books | $ 700 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ 2200 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Q Baldwin

Name of Activity Fund: Library Account No: 803

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START Oct / March END Oct / March

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 2000 - EST. EXP. 0 = EST. PROFIT 2000

Q Baldwin
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: KYLE FERGUSON

Name of Activity Fund: FACILITY RENTAL Account No: 806

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | KAF |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** SMS

**ACCOUNT NAME:** 806 FACILITY RENTAL

**PURPOSE**

THIS ACCOUNT IS TO BE USED IN THE EVENT OF A LIFE EVENT TO SUPPORT FACILITY OR STAFF MEMBERS. THIS ACCOUNT CAN ALSO BE USED TO HELP FUND APPRECIATION LUNCHS, SNACK, OR EVENTS. GIFTS, FOOD, SUPPLIES, ETC.

**SOURCE(S) OF INCOME**

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

**PLANNED EXPENSES**

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

**SPONSOR NAME**

KYLE FERGUSON

**SIGNATURE**

**PRINCIPAL/DIRECTOR**

RYAN BLAKE

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 4/30/25

ACCOUNT NUMBER: 806

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: KYLE FERGUSON

Name of Activity Fund: FACILITY RENTAL Account No: 806

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 3,200.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | BUILDING RENTAL SUMMER USE | $ 3,000.00 | |
| | Donations | $ 200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 3,200.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 6,400.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | SCHOOL AND OFFICE SUPPLIES | $ 500.00 | |
| | MISC. TRANSPORTATION | $ 150.00 | |
| | TECHNOLOGY | $ 2,000.00 | |
| | FURNITURE | $ 1,000.00 | |
| | STAFF TRAINING EXPENDITURES | $ 1,000.00 | |
| | FOOD / AWARDS | $ 750.00 | |
| | Total Expenditures: | $ 5,400.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 1,000.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: KYLE FERGUSON

Name of Activity Fund: FACILITY RENTAL Account No: 806

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

N/A

**FUNDRAISER DATES:** START 07/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 0.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 0.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: KYLE FERGUSON

Name of Activity Fund: SPECIAL EVENTS Account No: 807

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| APPROVAL OF ACCOUNT FORM | PAGE 2 | KAF |
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| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | KAF |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | KAF |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** SMS

**ACCOUNT NAME:** 807 SPECIAL EVENTS

**PURPOSE**

THIS ACCOUNT IS TO BE USED TO SUPPORT FACILITY OR STAFF MEMBERS. THIS ACCOUNT CAN ALSO BE USED TO HELP FUND APPRECIATION LUNCHS, SNACKS, OR EVENTS. GIFTS, FOOD, SUPPLIES, ETC. TRANSPORTATION COSTS, REGISTRATIONS, FEES, SPECIAL OCCASIONS EXPENSES AND EVENTS.

**SOURCE(S) OF INCOME**

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

**PLANNED EXPENSES**

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

**SPONSOR NAME** KYLE FERGUSON **SIGNATURE** Kyle A. Ferguson

**PRINCIPAL/DIRECTOR** RYAN BLAKE **SIGNATURE** Ryan Blake

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 4/30/25

ACCOUNT NUMBER: 807

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: KYLE FERGUSON

Name of Activity Fund: SPECIAL EVENTS Account No: 807

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 17,000.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | DONATIONS | $ 1,000.00 | |
| | PICTURE COMMISSIONS | $ 4,000.00 | |
| | FIELD TRIP MONEY COLLECTED | $ 3,000.00 | |
| | WORKWORM MACHINE COMMISSIONS | $ 200.00 | |
| | REGISTRATIONS | $ 2,500.00 | |
| | | $ | |
| | Total Revenues: | $ 10,700.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 27,700.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | SCHOOL AND OFFICE SUPPLIES | $ 5,000.00 | |
| | MISC. TRANSPORTATION | $ 2,000.00 | |
| | TECHNOLOGY | $ 4,000.00 | |
| | FURNITURE | $ 3,500.00 | |
| | STAFF TRAINING EXPENDITURES | $ 2,500.00 | |
| | FOOD / AWARDS | $ 2,000.00 | |
| | Total Expenditures: | $ 19,000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 8,700 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: KYLE FERGUSON

Name of Activity Fund: SPECIAL EVENTS Account No: 807

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**
N/A

**PURPOSE OF RAISING FUNDS:**
N/A

**FUNDRAISER DATES:** START 07/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 0.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 0.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: KYLE FERGUSON

Name of Activity Fund: SPEF Account No: 839

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | KAF |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | KAF |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | KAF |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** SMS

**ACCOUNT NAME:** 839 SPEF

**PURPOSE**

TO PURCHASE TEACHER AND CLASS ITEMS FROM FUNDS DONATED BY SPEF GRANT PROGRAMS

**SOURCE(S) OF INCOME**

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

**PLANNED EXPENSES**

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

**SPONSOR NAME**

KYLE FERGUSON

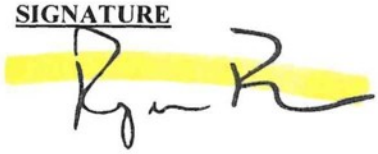
**SIGNATURE**



**PRINCIPAL/DIRECTOR**

RYAN BLAKE

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 4/30/25

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE: _____

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: KYLE FERGUSON

Name of Activity Fund: SPEF Account No: 839

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**
N/A

**PURPOSE OF RAISING FUNDS:**
N/A

**FUNDRAISER DATES:** START 07/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 0.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 0.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 2 9 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: Art Account No: 904

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | KAF |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** MIDDLE SCHOOL

**ACCOUNT NAME:** 904 Art

**PURPOSE**

ASSIST WITH ART FUNDRAISING AND EXPENDITURES AS AN ACTIVITY FUND ACCOUNT FOR THE BENEFIT FOR THE STUDENTS, TEACHERS, AND STAFF

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** **SIGNATURE**

Kyle A. Ferguson Kyle A. Ferguson

**PRINCIPAL/DIRECTOR** **SIGNATURE**

RYAN BLAKE Ryan Blake

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Karhel Boyd DATE: 5/16/25

ACCOUNT NUMBER: 904

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: Art Account No: 904

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 5,000.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Fundraising Events | $ 0.00 | |
| | Donations | $ 200.00 | |
| | Dues from students | $ 100.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 300.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 5,300.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | SUPPLIES | $ -3,500.00 | |
| | CLUB EXPENDITURES | $ -1,200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -4,700.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 600.00 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: Art Account No: 904

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

Why are you raising the money? (i.e. Cover the cost of student travel expenses for competitions.)

**FUNDRAISER DATES:** START 07/01/2025 END 05/30/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 0.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 0.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: #932

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | LD |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/21/25 **SITE:** SMS

**ACCOUNT NAME:** SMS Robotics

**PURPOSE**

The purpose of this activity fund is to buy essential items for SMS robotics team. This includes travel expenses, tournament fees, jerseys, robotics equipment, robotics fields, and fundraising items for robotics.

**SOURCE(S) OF INCOME**

Fundraising, student fee, donations

**PLANNED EXPENSES**

Tournament Fees, Jerseys, Robotics Equipment, Robotic Game Pieces, fundraising expenses, trophies, Tournament Needs

**SPONSOR NAME**

Leah Dollar

**SIGNATURE**

Leah Dollar

**PRINCIPAL/DIRECTOR**

**SIGNATURE**

---

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 4/30/25

ACCOUNT NUMBER: 932

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: #932

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 2000 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Fundraising | $ 4000 | |
| | Robotics Tournament | $ 3000 | |
| | Student Fees | $ 2000 | |
| | Donations | $ 1000 | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 10,000 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 12,000 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Robotics Equipment | $ 4,000 | |
| | Team Jerseys | $ 1,000 | |
| | Tournament Fees | $ 4,000 | |
| | Concession Stand Items | $ 1,000 | |
| | Hotels | $ 2000 | |
| | | $ | |
| | Total Expenditures: | $ 12,000 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Ozark delights lollipops

**PURPOSE OF RAISING FUNDS:**

robotics equipment

**FUNDRAISER DATES:** START 9/2025 END 12/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 480.00 - EST. EXP. 277.20 = EST. PROFIT 202.80

Leah Dollar
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 @ |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

World's Finest Chocolate

**PURPOSE OF RAISING FUNDS:**

Robotic equipment

**FUNDRAISER DATES:** START 1/2026 END 3/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 1200 - EST. EXP. 740.00 = EST. PROFIT $460

Leah Dollar
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE





| STILLWATER BOARD OF EDUCATION | CFB-E1 (3) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Concession Stand at SMS

**PURPOSE OF RAISING FUNDS:**

robotics equipment, tournament fees

**FUNDRAISER DATES:** START 09/2025 END 03/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 5,000 - EST. EXP. 2,000 = EST. PROFIT 3,000

Leah Dollar
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE



| STILLWATER BOARD OF EDUCATION | CFB-E1 (4) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Hat Day

**PURPOSE OF RAISING FUNDS:**

Tournament fees

**FUNDRAISER DATES:** START 08/2025 END 05/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 400 - EST. EXP. 50 = EST. PROFIT 350

Leah Dollar
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE





| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

robotics shirts

**PURPOSE OF RAISING FUNDS:**

tournament fees

**FUNDRAISER DATES:** START 08/2025 END 11/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 300 - EST. EXP. 0.00 = EST. PROFIT 300

Leah Dollar
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Ryan R
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE





| STILLWATER BOARD OF EDUCATION | CFB-E1 (10) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Robotics Tournaments (2)

**PURPOSE OF RAISING FUNDS:**

tournament fees, worlds, State

**FUNDRAISER DATES:** START 10/2025 END 03/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 3000 - EST. EXP. 1000 = EST. PROFIT 2000

Leah Dollar
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE





| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Restaurant Nights

**PURPOSE OF RAISING FUNDS:**

robotic equipment

**FUNDRAISER DATES:** START 08/1/2025 END 05/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 400 - EST. EXP. 0.00 = EST. PROFIT $400

Leah Dollar
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE





| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Trivia Night

**PURPOSE OF RAISING FUNDS:**

Robotics Fees

**FUNDRAISER DATES:** START 09/2025 END 03/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 700 - EST. EXP. 200 = EST. PROFIT 500

Leah Dollar
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE





RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Olivia Smith

Name of Activity Fund: SMS Singers Account No: 941

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | KAF |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | KAF |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | KAF |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | KAF |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/25/25 **SITE:** SMS

**ACCOUNT NAME:** SMS Singers

**PURPOSE**

Activity fund for all Vocal Music classes at Stillwater Middle School

**SOURCE(S) OF INCOME**

Fundraisers, Donations, Activity Fees

**PLANNED EXPENSES**

T-Shirts, Binders, Sheet Music, Contest Fees, Field Trips

**SPONSOR NAME**

Olivia Smith

**SIGNATURE**

**PRINCIPAL/DIRECTOR**

Ryan Blake

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: _____ DATE: 5/16/25

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

RECEIVED APR 29 2025



# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Olivia Smith

Name of Activity Fund: SMS Singers Account No: 941

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Fundraisers | $ 12000 | |
| | Donations | $ 200 | |
| | Activity Fees | $ 3400 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 15600 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | TShirts | $ 2500 | |
| | Binders | $ 350 | |
| | Sheet Music | $ 600 | |
| | Contest Fees | $ 240 | |
| | Field Trips | $ 2500 | |
| | | $ | |
| | Total Expenditures: | $ 6190 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Olivia Smith

Name of Activity Fund: SMS Singers Account No: 941

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Students will sell catalogue items from a website by sharing the link with the community. Items include snacks such as popcorn, chips, and popcorn

**PURPOSE OF RAISING FUNDS:**

For expenses such as T-Shirts, Binders, Sheet Music, Contest Fees, and Field Trips

**FUNDRAISER DATES:** START 10/13/25 END 10/24/25

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 9,000 - EST. EXP. 0 = EST. PROFIT 9,000

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 (2) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Olivia Smith

Name of Activity Fund: SMS Singers Account No: 941

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Community Garage Sale – Students have the option to donate items to be sold to the community. They will also help to advertise and sort the donated items.

**PURPOSE OF RAISING FUNDS:**

For expenses such as T-Shirts, Binders, Sheet Music, Contest Fees, and Field Trips

**FUNDRAISER DATES:** START 4/4/25 END 4/4/25

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 3,200 - EST. EXP. 200 = EST. PROFIT 3,000

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Quinn Baldwin

Name of Activity Fund: Student Council Account No: 946

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4-15-25 **SITE:** MS

**ACCOUNT NAME:** STUCO

**PURPOSE**

TO RAISE FUNDS FOR SCHOOL/STUDENT BETTERMENT

**SOURCE(S) OF INCOME**

SCHOOL DANCE

**PLANNED EXPENSES**

PLAYGROUND EQUIPMENT, FURNITURE, SUPPLIES ?

**SPONSOR NAME**

Q BALDWIN
J ZIMMERMAN

**SIGNATURE**

**PRINCIPAL/DIRECTOR**

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Bagby DATE: 4/30/25

ACCOUNT NUMBER: 946

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Q Baldwin

Name of Activity Fund: StuCo Account No: 946

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Dance | $ 3000 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 3000 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Playground Eq | $ 500 | Supplies for what? |
| | Supplies | $ 1000 | |
| | Furniture | $ 2000 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ 2500 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 500 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Q Brown

Name of Activity Fund: Stuco Account No: 946

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Dance Admission / Concessions

**PURPOSE OF RAISING FUNDS:**

School Banner

**FUNDRAISER DATES:** START May 1 END May 1

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 3300 - EST. EXP. 300 = EST. PROFIT 3000

Q Brown
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Matt Elliott

Name of Activity Fund: SMS TSA Account No: 947

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | ME |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | ME |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | ME |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | ME |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/25/25 **SITE:** SMS

**ACCOUNT NAME:** SMS TSA

**PURPOSE**

The purpose of this activity fund is to buy essential items for SMS TSA team. This include travel expenses, tournament fees, jerseys, equipment & fundraising.

**SOURCE(S) OF INCOME**

Fundraising, student ~~fees~~ fees & donations

**PLANNED EXPENSES**

Tournament fees, jerseys, TSA ~~dues~~, equipment, competition supplies, fundraising expenses, tournament needs

**SPONSOR NAME** Matt Elliott **SIGNATURE**

**PRINCIPAL/DIRECTOR** **SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 4/30/25

ACCOUNT NUMBER: 947

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Mattfillioth

Name of Activity Fund: SMS TSA Account No: 947

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 2,000 | $ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| Fundraising | $ 4000 | |
| TSA Tournaments | $ 3000 | |
| Student Fees | $ 2000 | |
| Donations | $ 1000 | |
| | $ | |
| | $ | |
| Total Revenues: | $ 10,000 | $ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 12,000 | $ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| TSA equipment | $ 4000 | |
| Team jerseys | $ 1000 | |
| Tournament Fees | $ 4000 | |
| Concession Stand Items | $ 1,000 | |
| Hotels (Nationals) | $ 2,000 | |
| | $ | |
| Total Expenditures: | $ 12,000 | $ |
| **5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 0 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Mathella

Name of Activity Fund: SMS TSA Account No: 947

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Trivia Night

**PURPOSE OF RAISING FUNDS:**

TSA fees

**FUNDRAISER DATES:** START 09/2025 END 03/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 700 - EST. EXP. 200 = EST. PROFIT 500

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (2) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Matt Elliott

Name of Activity Fund: SMS TSA Account No: 947

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Restaurant Nights

**PURPOSE OF RAISING FUNDS:**

TSA Supplies + equipment

**FUNDRAISER DATES:** START 8/2025 END 05/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 400 - EST. EXP. 0.00 = EST. PROFIT 400

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 3 |
|---|---|

## FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Matt Elliott

Name of Activity Fund: SMS TSA Account No: 947

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

~~tournament fees, nationals, State~~ TSA mini conference (2)

**PURPOSE OF RAISING FUNDS:**

tournament fees, nationals, State

**FUNDRAISER DATES:** ✓ START 10/2025 END 03/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 3,000 - EST. EXP. 1,000 = EST. PROFIT 2,000

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE



| STILLWATER BOARD OF EDUCATION | CFB-E1 (4) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25.26 Sponsor Name: Matt Elliott

Name of Activity Fund: SMS TSA Account No: 947

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

~~TSA~~ TSA shirts

**PURPOSE OF RAISING FUNDS:**

Tournament fees

**FUNDRAISER DATES:** START 08/2025 END 11/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 300 - EST. EXP. 0.00 = EST. PROFIT 300

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (5) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25.26 Sponsor Name: Matt Elliott

Name of Activity Fund: SMS TSA Account No: 947

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Hat Day

**PURPOSE OF RAISING FUNDS:**

Tournmt Fees

**FUNDRAISER DATES:** START 08/2025 END 05/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 400 - EST. EXP. 50 = EST. PROFIT 350

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE





| STILLWATER BOARD OF EDUCATION | CFB-E1 (6) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: MATHLETES

Name of Activity Fund: SMS TSA Account No: 947

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Concession Stand at SMS

**PURPOSE OF RAISING FUNDS:**

TSA equipment, tournament fees

**FUNDRAISER DATES:** START 09/2025 END 03/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 5,000 - EST. EXP. 2,000 = EST. PROFIT 3,000

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25.26 Sponsor Name: Matt Elliott

Name of Activity Fund: SMS TSA Account No: 947

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

World's Finest Chocolate

**PURPOSE OF RAISING FUNDS:**

TSA Equipment

**FUNDRAISER DATES:** START 1/2026 END 3/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 1200 - EST. EXP. 740 = EST. PROFIT 460

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (8) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Matt Ellis

Name of Activity Fund: SMS TSA Account No: 947

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Ozark Delights Lollipops

**PURPOSE OF RAISING FUNDS:**

TSA equipment

**FUNDRAISER DATES:** START 9/2025 END 12/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 480.00 - EST. EXP. 277.20 = EST. PROFIT 202.80

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE



RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Sydney Weiser

Name of Activity Fund: Theatre Account No: 949

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/24/25 **SITE:** SMS

**ACCOUNT NAME:** Theatre

**PURPOSE**
To produce four or more shows throughout the year.

**SOURCE(S) OF INCOME**
Fundraisers, ticket sales, donations

**PLANNED EXPENSES**
Venue, props, costumes, set pieces

**SPONSOR NAME** Sydney Weiser **SIGNATURE**

**PRINCIPAL/DIRECTOR** **SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 4/30/25

ACCOUNT NUMBER: 949

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Sydney Weiser

Name of Activity Fund: Theatre Account No: 949

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 9000 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Ticket sales | $ 3000 | |
| | Fundraisers | $ 3000 | |
| | donations | $ 200 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 6200 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 17200 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Venue | $ 1500 | |
| | Costumes | $ 500 | |
| | Set pieces | $ 500 | |
| | props | $ 250 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ 2750 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 14450 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Sydney Weiser

Name of Activity Fund: Theatre Account No: 949

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

School dance - concessions, admission

**PURPOSE OF RAISING FUNDS:**

To create theatre productions

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 3000 - EST. EXP. 0 = EST. PROFIT 3000

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Jennifer Daffern

Name of Activity Fund: Yearbook Account No: 951

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/17/25 **SITE:** SMS

**ACCOUNT NAME:** Yearbook

**PURPOSE**

to provide resources for yearbook workers, training, food for celebrations & work days, and to get yearbooks to select students at no cost to students

**SOURCE(S) OF INCOME**

Sale of yearbooks, fundraisers

**PLANNED EXPENSES**

Supplies for yearbook staff use, food/snacks for work days & celebrations, registration & travel expenses for training

**SPONSOR NAME**

Jennifer R. Daffern

**SIGNATURE**

Jenny Daffern.

**PRINCIPAL/DIRECTOR**

Ryan Blake

**SIGNATURE**

Ryan R

---

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 4/30/25

ACCOUNT NUMBER: 951

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Jennifer Daffern

Name of Activity Fund: Yearbook Account No: 951

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Yearbook Sales | $ 4,000 | |
| | Fundraisers | $ 300 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 4,300 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Supplies/Shirts | $ 1,000 | (usually less) |
| | Food/Snacks | $ 1,000 | (usually less) |
| | Registration | $ 1,000 | (usually less) |
| | Travel | $ 1,000 | (usually less) |
| | Yearbooks (Donated) | $ 300 | (could be more) |
| | | $ 4,300 | |
| | Total Expenditures: | $ 4,300 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Jennifer Daffern

Name of Activity Fund: Yearbook Account No: 951

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Pet Portrait Sales
Yearbook Ad Sales

**PURPOSE OF RAISING FUNDS:**

to raise money for yearbook funds to support its creation & to get yearbooks to low income students

**FUNDRAISER DATES:** START 11/3/25 END 11/21/25

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 300 - EST. EXP. 300 = EST. PROFIT -0-

Jenny Daffern
SPONSOR SIGNATURE

-NA-
ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: Robotics Account No: 932

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A Due to 22-23 carry over.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | RP |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | RP |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | RP |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** SJHS

**ACCOUNT NAME:** 932 Robotics

**PURPOSE**

Offset costs of materials and fees associated with VEX Robotics.

**SOURCE(S) OF INCOME**

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

**PLANNED EXPENSES**

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

**SPONSOR NAME** Rebecca Palmatary **SIGNATURE**

**PRINCIPAL/DIRECTOR** Doug Stafford **SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/14/25

ACCOUNT NUMBER: 932

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: Robotics Account No: 932

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Fundraising Event | $ 2,700.00 | |
| | Donations | $ 10,000.00 | |
| | Dues from students | $ 4,200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 16,900.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 27,700.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Fundraising expenses | $ -700.00 | |
| | Event registrations | $ -14,000.00 | |
| | Robotic supplies | $ -2,000.00 | |
| | Travel expenses | $ -2,000.00 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -18,700.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: Robotics Account No: 932

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Sell lollipops from Ozark Delight

**PURPOSE OF RAISING FUNDS:**

Offset costs of program materials and entry fees

**FUNDRAISER DATES:** START 08/15/2025 END 12/15/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 100.00 EST. EXP. $ 0.00 = EST. PROFIT $ 100.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (2) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: Robotics Account No: 932

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Trivia night/Family Feud Night

**PURPOSE OF RAISING FUNDS:**

Offset costs of program materials and entry fees

**FUNDRAISER DATES:** START 08/15/2025 END 12/15/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 1,200.00 - EST. EXP. -$ 200.00 = EST. PROFIT $ 1,000.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: Robotics Account No: 932

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Host of VRC Middle School and High School Robotics tournament at SJHS

**PURPOSE OF RAISING FUNDS:**

Offset costs of program materials and entry fees

**FUNDRAISER DATES:** START 10/01/2024 END 12/15/2024

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 1,000.00 - EST. EXP. -$ 500.00 = EST. PROFIT $ 500.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (4) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: Robotics Account No: 932

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Sell World's Finest Chocolate

**PURPOSE OF RAISING FUNDS:**

Offset costs of program materials and entry fees

**FUNDRAISER DATES:** ✓ START 10/01/2025 END 12/15/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 100.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 100.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025



# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Tisha Gossom

Name of Activity Fund: Peer Partners Account No: 934

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | TMQ |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | TMQ |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | TMQ |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** Stillwater Junior High School

**ACCOUNT NAME:** Peer Partners

**PURPOSE**

Provide supplies for Life Skills Classes and for Special Olympics.

**SOURCE(S) OF INCOME**

Academic Type Income: Advertising Sales, Awards/prizes, concessions sales, contest fees, contributions/donations, fees/fines/dues, field trip collection, BOE approved fundraisers, grants/scholarships, merchandise sales, redeposit of cash box/start up cash, registration costs, reimbursement/refunds/rebates, summer camps, and ticket sales.

**PLANNED EXPENSES**

Academic type expenses: awards, advertising, camp expenses, cash box/start up cash, charitable activities, apparel/uniforms, competition expenses, donations, equipment, fees/dues, field trip expenses, travel expenses to include meals, meeting supplies/refreshments, officials/judges, registration, reimbursements, rental fees, stipends, awards banquet, and other activitiy related supplies and materials

**SPONSOR NAME** **SIGNATURE**

Tisha Gossman

**PRINCIPAL/DIRECTOR** **SIGNATURE**

Doug Stafford

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/23/25

ACCOUNT NUMBER: 934

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Tisha Gossman

Name of Activity Fund: Peer Partners Account No: 934

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 2096 | $ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| Coffee Cart | $ 350- | |
| T-Shirt Sales / donations | $ 700- | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Revenues: | $ 1050- | $ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 3146 | $ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| Supplies - Coffee Cart | $ 250- | |
| Supplies - T-Shirt Sales | $ 650- | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Expenditures: | $ 900 | $ |
| 5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 2246- | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Tisha Gossman

Name of Activity Fund: Peer Partners Account No: 934

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Coffee, drinks, and snacks will be sold throughout the school year by studemts to work on life skills, social skills and adaptive skills.

**PURPOSE OF RAISING FUNDS:**

To replenish coffee cart stock, purchase life skills materials, and fund life skills activities.

**FUNDRAISER DATES:** START 07/01/2025 END 06/30/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 350.00 - EST. EXP. 250.00 = EST. PROFIT 100.00

Tisha Mc Gossman

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (2) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Tisha Gossman

Name of Activity Fund: Peer Partners Account No: 934

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Special Olympics Cheer fundraiser that the cheerpeaders will sell: cash fundraiser, t-shirt sales, and donations

**PURPOSE OF RAISING FUNDS:**

Purchase uniforms, equipment, snacks, fees, meals, and any other Special Olympics needs.

**FUNDRAISER DATES:** START 07-01-2025 END 06-30-2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 700.00 - EST. EXP. 650.00 = EST. PROFIT 50.00

Tisha M Gossman

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

Academic

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: R. Palmatary / A. Welsh

Name of Activity Fund: STEM/PLTW Account No: 936

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | AW |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | AW |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** SJHS

**ACCOUNT NAME:** 936 STEM/PLTW

**PURPOSE**

To provide hands on supplies for PLTW classes.

**SOURCE(S) OF INCOME**

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

**PLANNED EXPENSES**

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

**SPONSOR NAME** **SIGNATURE**

R. Palmatary / A. Welsh

**PRINCIPAL/DIRECTOR** **SIGNATURE**

Douglas Stafford

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: DATE: 5/16/25

ACCOUNT NUMBER: 936

BOARD OF EDUCATION APPROVAL DATE:

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: R. Palmatary / A. Welsh

Name of Activity Fund: STEM/PLTW Account No: 936

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $_____ | $_____ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Dues from students | $ 1,800.00 | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | Total Revenues: | $ 1,800.00 | $_____ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 1,800.00 | $_____ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Classroom Supples | $ -1,800.00 | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | Total Expenditures: | $ -1,800.00 | $_____ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $_____ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Kaylee Bermea

Name of Activity Fund: Student Council Account No: 946

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A Due to 23-24 spending large amount carried over from 22-23.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | KB |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | KB |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | KB |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** SJHS

**ACCOUNT NAME:** 946 Student Council

**PURPOSE**

SJHS Student Council exists for two reasons - (1) to grow and support SJHS school spirit and, (2) to support, grow and master leadership understanding and skills for individual student council members so each member may participate/contribute in their personal

**SOURCE(S) OF INCOME**

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

**PLANNED EXPENSES**

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

**SPONSOR NAME** Kaylee Bermea **SIGNATURE** Kaylee Bermea

**PRINCIPAL/DIRECTOR** Doug Stafford **SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/14/25

ACCOUNT NUMBER: 946

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Melissa Sutton

Name of Activity Fund: Student Council Account No: 946

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 0. | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Fundraising Event | $ 5500 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 5500 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 0 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Fundraising expenses | $ 3000 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ 3000 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kaylee Bermea

Name of Activity Fund: Student Council Account No: 946

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Spring Dance

**PURPOSE OF RAISING FUNDS:**

To fund student led activities

**FUNDRAISER DATES:** START 12/01/2025 END 03/30/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 3500. - EST. EXP. -2900.0 = EST. PROFIT 600

Kaylee Bermea
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

---

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (2) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kaylee Bermea

Name of Activity Fund: Student Council Account No: 946

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Hat day

**PURPOSE OF RAISING FUNDS:**

To fund student led activities

**FUNDRAISER DATES:** START 11/01/2025 END 12/30/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 100 - EST. EXP. 0 = EST. PROFIT 100

Kaylee Bermea
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (3) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kaylee Bermea

Name of Activity Fund: Student Council Account No: 946

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Hallween Dress Up Day

**PURPOSE OF RAISING FUNDS:**

To fund student led activities

**FUNDRAISER DATES:** START 10/31/2025 END 10/31/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 150 - EST. EXP. 0 = EST. PROFIT 150

Kaylee Bermea
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (4) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kaylee Bermea

Name of Activity Fund: Student Council Account No: 946

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

T-shirts sales

**PURPOSE OF RAISING FUNDS:**

To fund student led activities

**FUNDRAISER DATES:** START 09/01/2025 END 04/15/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 1000.00 - EST. EXP. -300 = EST. PROFIT 600

Kaylee Bermea
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (5) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kaylee Bermea

Name of Activity Fund: Student Council Account No: 946

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Encouragement Grams

**PURPOSE OF RAISING FUNDS:**

To fund student led activities

**FUNDRAISER DATES:** ✓ START 04/01/2026 END 04/30/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 150 - EST. EXP. 0 = EST. PROFIT 150

Kaylee Bermea
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kaylee Bermea

Name of Activity Fund: Student Council Account No: 946

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Hat day

**PURPOSE OF RAISING FUNDS:**

To fund student led activities

**FUNDRAISER DATES:** START 08/25/2025 END 09/30/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 100 - EST. EXP. 0 = EST. PROFIT 100

Kaylee Bermea
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kaylee Bermea

Name of Activity Fund: Student Council Account No: 946

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Christmas/Holiday grams

**PURPOSE OF RAISING FUNDS:**

To fund student led activities

**FUNDRAISER DATES:** START 12/01/2025 END 12/30/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 200 - EST. EXP. -40 = EST. PROFIT 160

Kaylee Bermea
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (B) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kaylee Bermea

Name of Activity Fund: Student Council Account No: 946

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Valentines Candy Grams

**PURPOSE OF RAISING FUNDS:**

To fund student led activities

**FUNDRAISER DATES:** START 02/01/2026 END 03/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 200 - EST. EXP. -40 = EST. PROFIT 160

Kaylee Bermea
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Adam Welsh

Name of Activity Fund: TSA Account No: 947

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | AW |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | AW |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | AW |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 3 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** SJHS

**ACCOUNT NAME:** 947 TSA

**PURPOSE**

Offset costs of materials and fees associated with the program.

**SOURCE(S) OF INCOME**

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

**PLANNED EXPENSES**

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

**SPONSOR NAME**

Adam Welsh

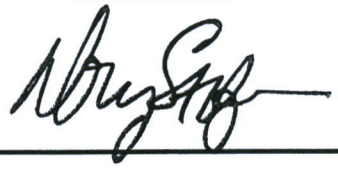
**SIGNATURE**



**PRINCIPAL/DIRECTOR**

Douglas Stafford

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 947

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Adam Welsh

Name of Activity Fund: TSA Account No: 947

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Fundraising Event | $ 900.00 | |
| | Donations | $ 200.00 | |
| | Dues from students | $ 600.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 1700.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Fundraising expenses | $ -100.00 | |
| | Event Registrations | $ -500.00 | |
| | Club Shirts | $ -200.00 | |
| | Meeting and Event supplies | $ -200.00 | |
| | Student led activities | $ -600.00 | |
| | | $ | |
| | Total Expenditures: | $ -1600.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Adam Welsh

Name of Activity Fund: TSA Account No: 947

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Student led Ozark Delight sucker sales during and after school hours.

**PURPOSE OF RAISING FUNDS:**

Student conference/competition registrations and required materials for student events

**FUNDRAISER DATES:** START 1/6/2026 END 2/6/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 1020 - EST. EXP. 554.40 = EST. PROFIT 465.60

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-26 Sponsor Name: B. Bowman

Name of Activity Fund: Vocal Music Account No: 949

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | Bb |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | Bb |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | Bb |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | Bb |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/28/25 **SITE:** SJHS

**ACCOUNT NAME:** Vocal Music

**PURPOSE**

To provide students with funds to participate contest, clinics and trips during the year. Participation requires fees for registration, music, travel and occasionally meals.

**SOURCE(S) OF INCOME**

Fundraising, grants, student fees and donations

**PLANNED EXPENSES**

District & All-state Choir fee's, Solo & Ensemble Fee's, District Choir Contest Fee's Spring Trip, Music, apparel and awards.

**SPONSOR NAME** **SIGNATURE**

Brandon Bowman B. Bowman

**PRINCIPAL/DIRECTOR** **SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 949

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-26 Sponsor Name: B. Bowman

Name of Activity Fund: Vocal Music Account No: 949

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 830.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Student Fee's | $ 6,000.00 | |
| | Fundraisers | $ 6,500.00 | |
| | Donations | $ 6,000.00 | |
| | Grants | $ 700.00 | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 19,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 18,830.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Trips and Travel | $ 16,000.00 | |
| | Music | $ 700.00 | |
| | Contest/Clinic Fee's | $ 2,000.00 | |
| | Apparel | $ 800.00 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ 19,500.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 350.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-26 Sponsor Name: B. Bowman

Name of Activity Fund: Vocal Music Account No: 949

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Online Catalogue sales (Instaraise)

**PURPOSE OF RAISING FUNDS:**

Student travel and trips, contest/clinic fee's, apparel and meals

**FUNDRAISER DATES:** START 9/01/25 END 9/28/25

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 12,000 - EST. EXP. 7,200.00 = EST. PROFIT 4,800.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (2) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-26 Sponsor Name: B. Bowman

Name of Activity Fund: Vocal Music Account No: 949

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Chili Feed before Fall Concert

**PURPOSE OF RAISING FUNDS:**

Student travel and trips, contest/clinic fee's, apparel and meals

**FUNDRAISER DATES:** START 10/1/25 END 10/18/25

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 1,500.00 - EST. EXP. 0 = EST. PROFIT 1,500.00

B. Bowman
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (3) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-26 Sponsor Name: B. Bowman

Name of Activity Fund: Vocal Music Account No: 949

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Singing Valentine's

**PURPOSE OF RAISING FUNDS:**

Student travel and trips, contest/clinic fee's, apparel and meals

**FUNDRAISER DATES:** ✓ START 2/1/26 END 2/15/26

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 1,000.00 - EST. EXP. 0 = EST. PROFIT 1,000.00

B. Bowman
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-26 Sponsor Name: B. Bowman

Name of Activity Fund: Vocal Music Account No: 949

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Online Catalogue sales M-Pact

**PURPOSE OF RAISING FUNDS:**

Student travel and trips, contest/clinic fee's, apparel and meals

**FUNDRAISER DATES:** START 1/10/26 END 3/1/26

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 8,000 - EST. EXP. 4,800.00 = EST. PROFIT 3,200.00

B. Bowman
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-26 Sponsor Name: B. Bowman

Name of Activity Fund: Vocal Music Account No: 949

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Restaurant nights (up to 10 for the school year)

**PURPOSE OF RAISING FUNDS:**

Student travel and trips, contest/clinic fee's, apparel and meals

**FUNDRAISER DATES:** START 8/12/25 END 5/20/26

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 1,000.00 - EST. EXP. 0 = EST. PROFIT 1,000.00

B. Bowman
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-26 Sponsor Name: B. Bowman

Name of Activity Fund: Vocal Music Account No: 949

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Sponsor a School Dance.

**PURPOSE OF RAISING FUNDS:**

Student travel and trips, contest/clinic fee's, apparel and meals

**FUNDRAISER DATES:** START 8/12/25 END 5/20/26

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 2,000.00 - EST. EXP. 0 = EST. PROFIT 2,000.00

B. Bowman
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025



# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025 - 2026 Sponsor Name: William Rogers

Name of Activity Fund: Yearbook Account No: 951

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025 - 2026 SITE: SJHS

ACCOUNT NAME: 951 Yearbook

**PURPOSE**

To produce and sell yearbooks.

**SOURCE(S) OF INCOME**

Yearbook Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Reimbursements/Refunds/Rebates, School Picture Commissions, Student Payments and Yearbook/Agenda Sales.

**PLANNED EXPENSES**

Yearbook Type Expenses: Awards, Advertising, Books, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Registrations, Reimbursements, Rental Fees, Scholarship/Awards, Stipends, Award Banquets, Subscriptions, Technology Expenses and other Activity related supplies and materials.

**SPONSOR NAME** William Rogers **SIGNATURE** W. B. Rogers

**PRINCIPAL/DIRECTOR** Douglas Stafford **SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 951

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025 - 2026 Sponsor Name: William Rogers

Name of Activity Fund: Yearbook Account No: 951

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ (TBD) | $ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| Yearbook sales | $ 10,000.00 | |
| Yearbook ads | $ 500.00 | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Revenues: | $ 10,500.00 | $ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 12,196.00 (TBD) | $ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| Yearbook order | $ -7,000.00 | |
| Yearbook refunds | $ -200.00 | |
| Supplies/equipment | $ -500.00 | |
| | $ | |
| | $ | |
| | $ | |
| Total Expenditures: | $ -7,700.00 | $ |
| 5. **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ (TBD) | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025 - 2026 Sponsor Name: William Rogers

Name of Activity Fund: Yearbook Account No: 951

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Selling yearbook ads

**PURPOSE OF RAISING FUNDS:**

To buy equipment and to take yearbook students on a field trip at the end of the year.

**FUNDRAISER DATES:** START 08/15/2025 END 04/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 500.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 500.00

William Rogers
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Susan Ammons

Name of Activity Fund: All Sports Account No: 970

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

Excess funds were due to greater attendance to games and less than expected expenses for equipment.

*COMBINED WITH HS ACCOUNT.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** SJHS

**ACCOUNT NAME:** 970 All Sports

**PURPOSE**

To support the athletes of the JH by purchasing supplies, updating technology and fulfilling other needs identified by the Athletic Department.

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** Susan Ammons **SIGNATURE** Susan Ammons

**PRINCIPAL/DIRECTOR** Brian Warwick **SIGNATURE** Brian Warwick

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/16/25

ACCOUNT NUMBER: 970

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Susan Ammons

Name of Activity Fund: All Sports Account No: 970

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 35,000.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Athletic pass sales &/or game entry | $ 20,000.00 | |
| | Donations | $ 5,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 25,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 60,000.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Athletic Attire | $ -10,000.00 | |
| | Athletic Equipment | $ -10,000.00 | |
| | Game Officials & Staff, Security & Judges | $ -20,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -40,000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 20,000.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Susan Ammons

Name of Activity Fund: All Sports Account No: 970

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT $ 0.00

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

Athletics or Performing Arts

# STILLWATER BOARD OF EDUCATION

**CFB-E1**

## ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: Cheer Account No: 976

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A

*COMBINED WITH HS ACCOUNT

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | RP |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | RP |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** SJHS

**ACCOUNT NAME:** 976 Cheer

**PURPOSE**

Offset cost of competition and new uniforms

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** Rebecca Palmatary **SIGNATURE**

**PRINCIPAL/DIRECTOR** Brian Warwick **SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: _____ DATE: 5/16/25

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: Cheer Account No: 976

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ -- | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Fundraising Events | $ 2,300.00 | |
| | Due from students | $ 7,200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 9,500.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 10,484.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Team Apparel | $ -4,000.00 | |
| | Competition Expenses | $ -450.00 | |
| | Choreography | $ -200.00 | |
| | Fundraising Expenses | $ -500.00 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -5,150.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

# STILLWATER BOARD OF EDUCATION | CFB

## FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Rebecca

Name of Activity Fund: Cheer Account No:

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

School Dance

**PURPOSE OF RAISING FUNDS:**

Offset cost associated with the program; uniforms and competitions.

**FUNDRAISER DATES:** START 08/01/2025 END 09/26/2

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 500.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 500.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUT.
(applicable only if athletic fund

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION AP

**FUNDRAISER CLOSEOUT**

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SI

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: Cheer Account No: 976

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Pura Vida Bracelets; blue and gold, orange and black.

**PURPOSE OF RAISING FUNDS:**

Offset cost associated with the program; uniforms and competitions.

**FUNDRAISER DATES:** START 08/01/2025 END 10/01/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 800.00 - EST. EXP. -$ 400.00 = EST. PROFIT $ 400.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

(3)

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: Cheer Account No: 976

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Winter Candy grams: sucker or small stuffed animal delivered to students around last day of December.

**PURPOSE OF RAISING FUNDS:**

Offset cost associated with the program; uniforms and competitions.

**FUNDRAISER DATES:** START 11/30/2025 END 12/17/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 500.00 - EST. EXP. -$ 100.00 = EST. PROFIT $ 400.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# STILLWATER BOARD OF EDUCATION

**CFB-E1**

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## FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: Cheer Account No: 976

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Spirit Wear: Pioneer gear...T-shirts, hoodies, hats, blankets, etc

**PURPOSE OF RAISING FUNDS:**

Offset cost associated with the program; uniforms and competitions.

**FUNDRAISER DATES:** START 08/01/2025 END 10/01/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 500.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 500.00

Rebecca Palmatary
SPONSOR SIGNATURE

BRIAN WARWICK
ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DAT

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to func

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATUI

*Adoption Date: February 21, 2012*

*Revision Date(s): 9/10/19*

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Taylor Transou

Name of Activity Fund: Pom (JH) Account No: 981

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

—

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | TT |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | TT |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | TT |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | TT |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/11/25 SITE: Junior High

ACCOUNT NAME: Pom (JH)

**PURPOSE**
fund the SJHS Pom Squad, have opportunities to compete and take the best choreography, supply team with needs like outfits

**SOURCE(S) OF INCOME**
fundraisers, donations, parent payments

**PLANNED EXPENSES**
registration fees, team clothes and uniforms, team poms, choreography and music, judges, camp fees

**SPONSOR NAME** Taylor Transou

**SIGNATURE** Taylor Transou

**PRINCIPAL/DIRECTOR** Brian Warwick

**SIGNATURE** Brian Warwick

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/16/25

ACCOUNT NUMBER: 981

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Taylor Transou

Name of Activity Fund: Pom (JH) Account No: 981

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $_____ | $_____ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Fundraisers | $15,000 | |
| | Donations | $500 | |
| | Parent payments | $1,000 | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | _____ | $_____ | |
| | Total Revenues: | $16,500 | $_____ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $_____ | $_____ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | registration fees | $700 | |
| | clothes/uniforms/poms | $5,000 | |
| | choreography and music | $2,500 | |
| | judges | $200 | |
| | camp fees | $6,000 | |
| | _____ | $_____ | |
| | Total Expenditures: | $14,400 | $_____ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $2,100 | $_____ |

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# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Taylor Transou

Name of Activity Fund: Pom (JH) Account No: 981

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Chris' University merchandise online fundraisers (1-3 rounds)

**PURPOSE OF RAISING FUNDS:**

Money will go towards competition registration fees, and new uniforms/poms if needed in Fall 2025

**FUNDRAISER DATES:** START 8/2025 END 12/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $800 - EST. EXP. Ø = EST. PROFIT $800

Taylor Transou
SPONSOR SIGNATURE

BRIAN WARWICK
ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

---

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (2) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Taylor Transou

Name of Activity Fund: Pom (TH) Account No: 981

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Concession stands at Pioneer Stadium

**PURPOSE OF RAISING FUNDS:**

Choreography fees, music mix fees, team wear

**FUNDRAISER DATES:** START 9/2025 END 11/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $1,000 - EST. EXP. Ø = EST. PROFIT $1,000

Taylor Transou
SPONSOR SIGNATURE

BRIAN WARWICK
ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (3) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Taylor Transou

Name of Activity Fund: Pom (JH) Account No: 981

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Selling water at Home OSU Football games

**PURPOSE OF RAISING FUNDS:**

registration fees for regional and state competition, new competition gear

**FUNDRAISER DATES:** START 9/2025 END 11/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 500 - EST. EXP. Ø = EST. PROFIT $ 500

Taylor Transou
SPONSOR SIGNATURE

BRIAN WARWICK
ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

---

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Courtesy Fund Account No: 802

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | KR |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | KR |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | KR |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** SJHS

**ACCOUNT NAME:** 802 Courtesy Fund

**PURPOSE**

The purpose of this activity fund is to help provide flowers, refreshments, decorations, and other items for employee celebrations and bereavement. Funded by SJHS employees

**SOURCE(S) OF INCOME**

SJHS Employees.

**PLANNED EXPENSES**

Flowers, plants, parties, cards, congratulation gifts, etc

**SPONSOR NAME**

Kristena Rudloff

**SIGNATURE**

**PRINCIPAL/DIRECTOR**

Doug Stafford

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 802

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Courtesy Fund Account No: 802

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 785. | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 300 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 300 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 1085 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Flowers, plants, parties, cards, congratulation gifts, etc | $ -300 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -300 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 785 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Courtesy Fund Account No: 802

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START_____ END_____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC._____ - EST. EXP._____ = EST. PROFIT $0.00

_____
SPONSOR SIGNATURE

_____
ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

_____
PRINCIPAL AUTHORIZATION

_____
BOARD OF EDUCATION APPROVAL DATE

---

**FUNDRAISER CLOSEOUT**

START DATE:_____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC._____ - ACT. EXP._____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #:_____ TO _____

_____
SPONSOR SIGNATURE

_____
FINANCIAL SECRETARY SIGNATURE

Library AF Packet

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Library Account No: 803

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

Excess revenue was the result of greater than anticipated profit from book fairs.

**PACKET CONTENTS:**

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| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | KR |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | KR |

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** SJHS

**ACCOUNT NAME:** 803 Library

**PURPOSE**

To purchase library books.

**SOURCE(S) OF INCOME**

Library Type Income: Advertising Sales, Awards/Prizes, Book Fair Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, BOE approved Fundraisers, Grants/Scholarships, Lost/Damaged Book Fee, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registrations, Reimbursements/Refund/Rebates, Rental Fees, Student Payments, and Ticket Sales.

**PLANNED EXPENSES**

Library Type Expenses: Awards, Advertising, Books, Cash-Box/Start-up Cash, Competition Expenses, Custodial Expenses, Equipment/Furniture, Fees/Dues, Fundraising Expenses, Meeting Supplies and Refreshments, Newspapers, Registrations, Reimbursements/Refunds, Rental Fees, Subscriptions, Supplies/Materials and Technology Expenses.

**SPONSOR NAME** Kristena Rudloff **SIGNATURE**

**PRINCIPAL/DIRECTOR** Doug Stafford **SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: DATE: 5/14/25

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE:

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Library Account No: 803

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 525.90 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Scholastic Book Fairs (2) | $ 4,500.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 4,500.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 5025.90 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Book Fair Expenses | $ -3,500.00 | |
| | Book repair supplies | $ -300 | |
| | Library Books | $ -500 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -4300.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 725.90 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Library Account No: 803

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Spring book fair

**PURPOSE OF RAISING FUNDS:**

To purchase library books

**FUNDRAISER DATES:** START 03/02/2026 END 03/06/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 2,000.00 - EST. EXP. -$ 1,500.00 = EST. PROFIT $ 500.00

Kristena Rudloff
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (2) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Library Account No: 803

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Fall book fair

**PURPOSE OF RAISING FUNDS:**

To purchase library books

**FUNDRAISER DATES:** START 10/06/2025 END 10/10/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 2,500.00 - EST. EXP. -$ 2,000.00 = EST. PROFIT $ 500.00

Kristena Rudloff
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Tammy Williamson

Name of Activity Fund: Site General Account No: 805

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** SJHS

**ACCOUNT NAME:** 805 Site General

**PURPOSE**

To purchase school related supplies, training, celebrations, appreciation gifts/awards, refreshments, toner and similar items.

**SOURCE(S) OF INCOME**

All listed BOE approved revenue sources for the 2025-2025 school year including but not limited to Fall School Picture Commissions, Donations, Drink Commissions, Damages, School Id's/ Lanyard

**PLANNED EXPENSES**

All listed BOE approved expenditures for the 2025-2026 school year including but not limited to school related supplies, Competition/Registration expense, Membership for organizations, refreshments and special events,

**SPONSOR NAME**

Tammy Williamson

**SIGNATURE**

Tammy Williamson

**PRINCIPAL/DIRECTOR**

Doug Stafford

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/14/25

ACCOUNT NUMBER: 805

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Tammy Williamson

Name of Activity Fund: Site General Account No: 805

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 8,000.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Fall School Picture Commission | $ 1,400.00 | |
| | Donations | $ 200.00 | |
| | Drink Commissions | $ 200.00 | |
| | Damages | $ 500.00 | |
| | School ID's/Lanyards | $ 6,200.00 | |
| | | $ | |
| | Total Revenues: | $ 8,500.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 16,500.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | School related supplies | $ -3,500.00 | |
| | Competition/Registration Expenses | $ -500.00 | |
| | Memberships for organizations and societies | $ -100.00 | |
| | Refreshments and special events | $ -1,000.00 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -5,100.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 11,400.00 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Tammy Williamson

Name of Activity Fund: Site General Account No: 805

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START_____ END_____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT $ 0.00

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Tammy Williamson

Name of Activity Fund: Lockers Account No: 813

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** SJHS

**ACCOUNT NAME:** 813 Lockers

**PURPOSE**

Maintain lockers, locks & keys

**SOURCE(S) OF INCOME**

Fees from lost and/or damaged locker locks and keys, transfer from acct 806

**PLANNED EXPENSES**

New locks and/or Keys.

**SPONSOR NAME**

Tammy Williamson

**SIGNATURE**

Tammy Williamson

**PRINCIPAL/DIRECTOR**

Doug Stafford

**SIGNATURE**

---

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Karla C Boyd DATE: 5/16/25

ACCOUNT NUMBER: 813

BOARD OF EDUCATION APPROVAL DATE:

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Tammy Williamson

Name of Activity Fund: Lockers Account No: 813

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 141.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Lost Locks & Keys | $ 105.00 | |
| | Transfer from JH Site Rental Acct (806) | $ 2,787.77 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 2,892.77 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 3,033.77 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | New Locks & or Keys | $ -1,300.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -1,300.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 1,733.77 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Tammy Williamson

Name of Activity Fund: Lockers Account No: 813

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT $ 0.00

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Susan Ammons

Name of Activity Fund: SPEF Grant Account No: 839

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | SA |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** JH

**ACCOUNT NAME:** 839 SPEF Grant

**PURPOSE**

To purchase school supplies for classrooms based on grant awarded by Stillwater Public Education Foundation (SPEF).

**SOURCE(S) OF INCOME**

Grants awarded by SPEF.

**PLANNED EXPENSES**

Items specified in the grant award and fall within the parameters set forth by the BOE approved expenditures for the 2025-2026 school year.

**SPONSOR NAME** **SIGNATURE**

Susan Ammons Susan Ammons

**PRINCIPAL/DIRECTOR** **SIGNATURE**

Doug Stafford

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Susan Ammons

Name of Activity Fund: SPEF Grant Account No: 839

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 0.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | SPEF grant awarded | $ 1,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 1,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 1,000.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Classroom Supplies | $ -800.00 | |
| | Instructional Supplies | $ -200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -1,000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Kristen Swank

Name of Activity Fund: Art Account No: 876

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: SJHS

ACCOUNT NAME: 876 Art

**PURPOSE**

To purchase art supplies.

**SOURCE(S) OF INCOME**

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

**PLANNED EXPENSES**

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

**SPONSOR NAME**

Kristen Swank

**SIGNATURE**

**PRINCIPAL/DIRECTOR**

Douglas Stafford

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: DATE: 5/16/25

ACCOUNT NUMBER: 876

BOARD OF EDUCATION APPROVAL DATE:

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kristen Swank

Name of Activity Fund: Art Account No: 876

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 120.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Student Supply Fees | $ 3,900.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 3,900.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 4,020.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Art Supplies | $ -3,800.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -3,800.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 220.00 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kristen Swank

Name of Activity Fund: Art Account No: 876

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT $ 0.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Samantha Allen

Name of Activity Fund: Science Account No: 880

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | |

#880 JH

**PURPOSE**

**SOURCE(S) OF INCOME**

Donations, BOE approved Fundraisers, Grants/Scholarships

**PLANNED EXPENSES**

School related, Student awards

**SPONSOR NAME**

Samantha Allen

**SIGNATURE**

Samantha Allen

**PRINCIPAL/DIRECTOR**

Douglas Stafford

**SIGNATURE**

Douglas Stafford

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 880

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025 - 2026 Sponsor Name: Samantha Allen

Name of Activity Fund: Science Account No: 880

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $_____ | $_____ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| Donations | $ 500 | |
| _____ | $_____ | |
| _____ | $_____ | |
| _____ | $_____ | |
| _____ | $_____ | |
| _____ | $_____ | |
| Total Revenues: | $ 500 | $_____ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $_____ | $_____ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| Classroom Supplies | $ 300 | |
| Student Awards | $ 200 | |
| _____ | $_____ | |
| _____ | $_____ | |
| _____ | $_____ | |
| _____ | $_____ | |
| Total Expenditures: | $ 500 | $_____ |
| 5. **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $_____ | $_____ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Janita Cormell

Name of Activity Fund: Speech & Drama Account No: 883

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

The carry over funds will be used to purchase materials that must be purchased prior to fundraising events. These things include scripts, royalties, licenses, batteries, subscriptions that provide access to scripts and scenes, costumes and props/set pieces for performances, and construction materials.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | JC |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | JC |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** SJHS

**ACCOUNT NAME:** 883 Speech & Drama

**PURPOSE**

This fund will pay royalty fees and purchase scripts, subscriptions for scene/play script resources, props, costumes, stage supplies, building materials, t-shirts, and cast party supplies.

**SOURCE(S) OF INCOME**

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

**PLANNED EXPENSES**

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

**SPONSOR NAME** **SIGNATURE**

Janita Cormell

**PRINCIPAL/DIRECTOR** **SIGNATURE**

Doug Stafford

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: DATE: 5/16/25

ACCOUNT NUMBER: 883

BOARD OF EDUCATION APPROVAL DATE:

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Janita Cormell

Name of Activity Fund: Speech & Drama Account No: 883

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 0.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Gate for Fall Shows and Spring Shows | $ 3,500.00 | |
| | Donation Drive | $ 3,000.00 | |
| | t shirt sales | $ 125.00 | |
| | Community Event (Jolly Jamboree or kid's event) | $ 200.00 | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 6,825.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 6,825.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Scripts, subscriptions | $ -2,000.00 | |
| | Royalty fees | $ -500.00 | |
| | Props, costumes, set materials | $ -1,500.00 | |
| | Supplies for cast parties | $ -200.00 | |
| | Musical Showkit | $ -1,000.00 | |
| | tshirts | $ -1,400.00 | |
| | Total Expenditures: | $ -6,600.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 225.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Janita Cornell

Name of Activity Fund: Speech & Drama Account No : 883

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Sponsorship Drive

**PURPOSE OF RAISING FUNDS:**

T-shirts for kids who can't afford to purchase one, fieldtrips, props, scripts, royalties, fees, classroom resources.

**FUNDRAISER DATES:** START Aug. 2025 END Dec. 2025

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. 3000.00 EST. EXP. 150.00 = EST. PROFIT 2850.00

Janita Cornell
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)

- ACT. EXP. _____ (Reconciles to fundraiser related POs)

= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (2) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Janita Cornell

Name of Activity Fund: Speech & Drama Account No : 883

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Spring Theatre Productions Gates - Admission to shows

**PURPOSE OF RAISING FUNDS:**

Rental of facility (Stillwater Community Center) posters for Advertising, Scripts, Royalties, performance materials.

**FUNDRAISER DATES:** START Jan. 2026 END May 2026

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. 3000.00 - EST. EXP. 1600.00 = EST. PROFIT 1400.00

Janita Cornell
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)
- ACT. EXP. _____ (Reconciles to fundraiser related POs)
= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (3) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Janita Cornell

Name of Activity Fund: Speech & Drama Account No : 883

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Fall Theatre Production Gates - Admission to show.

**PURPOSE OF RAISING FUNDS:**

Purchases - scripts, royalties, video license, props, scenery materials, classroom materials, stage materials.

**FUNDRAISER DATES:** START Oct. 2025 END Dec. 2025

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. 500.00 - EST. EXP. Ø = EST. PROFIT 500.00

Janita Cornell
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)
- ACT. EXP. _____ (Reconciles to fundraiser related POs)
= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (4) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Janita Cornell

Name of Activity Fund: Speech & Drama Account No : 883

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

t-shirt Sales

**PURPOSE OF RAISING FUNDS:**

Student activities

**FUNDRAISER DATES:** START Aug. 2025 END May 2025

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. 125.00 - EST. EXP. 125.00 = EST. PROFIT Ø

Janita Cornell
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)

- ACT. EXP. _____ (Reconciles to fundraiser related POs)

= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (5) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Janita Cornell

Name of Activity Fund: Speech & Drama Account No : 883

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Community event to give students another leadership and performance opportunity

**PURPOSE OF RAISING FUNDS:**

Student activities and resources

**FUNDRAISER DATES:** START Oct. 25 END March 26

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. 200.00 - EST. EXP. _____ = EST. PROFIT 200.00

Janita Cornell
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits)

- ACT. EXP. _____ (Reconciles to fundraiser related POs)

= ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-26 Sponsor Name: Clay Jackson

Name of Activity Fund: 9th gr. Art Activity Fund Account No: 904

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| APPROVAL OF ACCOUNT FORM | PAGE 2 | CJ |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | CJ |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | CJ |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** _____ **SITE:** Junior High

**ACCOUNT NAME:** 904 9th gr Art Activity Fund

**PURPOSE**
Fund 9th gr Art program & projects

**SOURCE(S) OF INCOME**
Student art fees

**PLANNED EXPENSES**
supplies for 9th gr Art

**SPONSOR NAME** Clay Jackson **SIGNATURE** Clay Jackson

**PRINCIPAL/DIRECTOR** Douglas Stafford **SIGNATURE** [signature]

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 904

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: _____ Sponsor Name: Clay Jackson

Name of Activity Fund: 9th gr Art Activity Fund Account No: 904

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $_____ | $_____ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| Student Supply Fee's | $ 4,500.00 | |
| _____ | $_____ | |
| _____ | $_____ | |
| _____ | $_____ | |
| _____ | $_____ | |
| _____ | $_____ | |
| Total Revenues: | $ 4,500.00 | $_____ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 4,500.00 | $_____ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| Art Supplies | $ 4500 - | |
| _____ | $_____ | |
| _____ | $_____ | |
| _____ | $_____ | |
| _____ | $_____ | |
| _____ | $_____ | |
| Total Expenditures: | $ - 4,500.00 | $_____ |
| 5. **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0 | $_____ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-26 Sponsor Name: Clay Jackson

Name of Activity Fund: 9th gr Art Activity Fund Account No: 904

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:** N/A

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT 0.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Beta Club Account No: 907

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | KR |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | KR |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | KR |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** SJHS

**ACCOUNT NAME:** 907 Beta Club

**PURPOSE**

Honors/service society

**SOURCE(S) OF INCOME**

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

**PLANNED EXPENSES**

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

**SPONSOR NAME** Kristena Rudloff **SIGNATURE** Kristena Rudloff

**PRINCIPAL/DIRECTOR** Doug Stafford **SIGNATURE** Doug Stafford

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 907

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Beta Club Account No: 907

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Dues from students | $ 6000 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 6000 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | National dues | $ -4800 | |
| | Supplies for projects | $ -1500 | |
| | Student led activities | $ -2,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ 8300 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kristena Rudloff

Name of Activity Fund: Beta Club Account No: 907

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT $ 0.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: William Rogers

Name of Activity Fund: BPA Account No: 909

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | |
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| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** SJHS

**ACCOUNT NAME:** 909 BPA

**PURPOSE**

A student organization that promotes business skills and prepares students for their future careers.

**SOURCE(S) OF INCOME**

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

**PLANNED EXPENSES**

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

**SPONSOR NAME** **SIGNATURE**

William Rogers W B Rogers

**PRINCIPAL/DIRECTOR** **SIGNATURE**

Douglas Stafford

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 909

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: William Rogers

Name of Activity Fund: BPA Account No: 909

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ (TBD) | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Membership dues | $ 400.00 | |
| | Student payments | $ 200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 600.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 809.00 (TBD) | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Competition registration | $ -600.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -600.00 (TBD) | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: William Rogers

Name of Activity Fund: BPA Account No: 909

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT $ 0.00

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Paula Sheppard

Name of Activity Fund: FCCLA Account No: 915

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | pr |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: SJHS

ACCOUNT NAME: 915 FCCLA

**PURPOSE**

To promote student involvement in a national career and technical student organization for young men and women in Family and Consumer Science.

**SOURCE(S) OF INCOME**

Membership dues and donations, transfer from account 939

**PLANNED EXPENSES**

Dues, Competition/Registration expenses, club t-shirts.

**SPONSOR NAME** Paula Sheppard **SIGNATURE** Paula Sheppard

**PRINCIPAL/DIRECTOR** Doug Stafford **SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 915

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Paula Sheppard

Name of Activity Fund: FCCLA Account No: 915

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 547.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Membership dues | $ 600.00 | |
| | Donations | $ 200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 1054.80 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 1,601.80 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Dues | $ -300.00 | |
| | Competition/Registration Expenses | $ -500.00 | |
| | Club Shirts | $ -200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -1,000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 601.80 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Paula Sheppard

Name of Activity Fund: FCCLA Account No: 915

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START_____ END_____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC._____- EST. EXP._____= EST. PROFIT $0.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE:_____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC._____- ACT. EXP._____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #:_____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED MAY 0 1 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Carla Nelson

Name of Activity Fund: SITE-LA Account No: 805

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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## ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: April 30, 2025 SITE: Lincoln

ACCOUNT NAME: SITE Activity

**PURPOSE**

Funds are used for Dues, fees & Registrations, Amazon Prime membership, Food, decorations, Field trips, luncheons for staff & students, Cashbox & Supplies

**SOURCE(S) OF INCOME**

All listed BOE approved Revenue Sources for 25-26 SY

**PLANNED EXPENSES**

All listed BOE approved expenditures for 25-26 SY

**SPONSOR NAME** Carla Nelson **SIGNATURE** Carla Nelson

**PRINCIPAL/DIRECTOR** George Horton **SIGNATURE** George Horton

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Booth DATE: 5/15/25

ACCOUNT NUMBER: 805

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Carla Nelson

Name of Activity Fund: Site Activity Account No: 805

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $269.09 | $253.13 |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| Ambus donation | $200.00 | |
| Coca-Cola commission | $100.00 | |
| Cash box return | $100.00 | |
| Fees - ID's | $50.00 | |
| Toy allotment | $100.00 | |
| | $ | |
| Total Revenues: | $550.00 | $590.54 |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $819.09 | $843.67 |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| Amazon Fee | $-65.00 | |
| Cash box | $-100.00 | |
| FCCLA Fees / Dues | $-175.00 | |
| Toy decor + food | $-100.00 | |
| office / class supplies | $-100.00 | |
| | $ | |
| Total Expenditures: | $-540.00 | $-561.06 |
| 5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $279.09 | $282.61 |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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## ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Carla Nelson

Name of Activity Fund: SITE-LA Account No: 805

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 282.61 | $ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| Coca-Cola Commission | $ 400- | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Revenues: | $ | $ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 682.61 | $ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| FCCLA Dues & Fees | $ 200.00 | |
| Cash box | $ 100.00 | |
| School supplies | $ 100 | |
| Office Supplies | $ 50 | |
| | $ | |
| | $ | |
| Total Expenditures: | $ -450.00 | $ |
| 5. **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 232.61 | $ |

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| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Carla Nelson

Name of Activity Fund: Grady Lambert Memorial Library Account No: 832

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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## ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: April 30, 2025 SITE: Lincoln

ACCOUNT NAME: Grady Lambert Memorial Library

**PURPOSE**

To honor the Legacy of Grady Lambert & his love of reading & the Arts

**SOURCE(S) OF INCOME**

All BOE approved revenue for 25-26 SY

**PLANNED EXPENSES**

All BOE Approved exenditures for 25-26 SY

**SPONSOR NAME** Carla Nelson **SIGNATURE** Carla Nelson

**PRINCIPAL/DIRECTOR** George Horton **SIGNATURE** George Horton

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/15/25

ACCOUNT NUMBER: 832

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Carla Nelson

Name of Activity Fund: GLML Account No: 832

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 5350.00 | $ 5350.00 |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations from public & Lambents | $ 200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 200.00 | $ 3750 |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 5550.00 | $ 9100 |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Screen projector | $ -1411.52 | |
| | Books | $ -550.00 | |
| | Art | $ -200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -2161.52 | $ -3307.82 |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 3388.48 | $ 5792.18 |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Carla Nelson

Name of Activity Fund: GLML Account No: 832

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $5792.18 | $ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| Donations from Public and/or SPEF | $250.00 | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Revenues: | $250.00 | $ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $6042.18 | $ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| Books + media | $1,200.00 | |
| Art + Displays | $500.00 | |
| Winter Art + Music show | $250.00 | |
| | $ | |
| | $ | |
| | $ | |
| Total Expenditures: | $-1950 | $ |
| **5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $4092.18 | $ |

RECEIVED MAY 01 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Carla Nelson

Name of Activity Fund: SPEF Account No: 839

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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## ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: April 30, 2025 SITE: Lincoln

ACCOUNT NAME: SPEF

PURPOSE Grant $ given to SPS staff for proposals approved by SPEF

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for 25-26 Sy

PLANNED EXPENSES

All listed BOE approved expenditures for the 25-26 Sy

SPONSOR NAME

Carla Nelson

SIGNATURE

Carla Nelson

PRINCIPAL/DIRECTOR

George Horton

SIGNATURE

George Horton

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [signature] DATE: 5/15/25

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Carla Nelson

Name of Activity Fund: SPEF Grants Account No: 839

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 1496.21 | $ 1496.21 |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| Garden club grant | $ 700.00 | |
| SPEF grant | $ 300.00 | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Revenues: | $ 1000.00 2496.21 | $ 4578.90 |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ ~~+00~~ | $ 6075.11 |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| Rock climbing | $ -600.00 | |
| Grant purchases | $ -1000.00 | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Expenditures: | $ -1600- | $ -4445.13 |
| 5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 896.21 | $ 1629.98 |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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## ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Carla Nelson

Name of Activity Fund: SPEF Account No: 839

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 1629.98 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | SPEF Grants | $ 1500.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 3129.98 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Shop club items | $ 300 | |
| | Garden club items | $ 200 | |
| | Other items approved by SPEF | $ 1,000 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -1500- | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 1629.98 | $ |

RECEIVED MAY 01 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Carla Nelson

Name of Activity Fund: Grant Account No: 850

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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## ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: April 30, 2025 SITE: LA

ACCOUNT NAME: Grant

PURPOSE To use funds obtained from Grants that staff receives

SOURCE(S) OF INCOME Funds obtained from Grants for schools

PLANNED EXPENSES All BOE Approved listed expenditures for 25-26 SY

SPONSOR NAME Carla Nelson SIGNATURE Carla Nelson

PRINCIPAL/DIRECTOR George Horton SIGNATURE George Horton

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Karla Bomba DATE: 5/15/25

ACCOUNT NUMBER: 850

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Carla Nelson

Name of Activity Fund: Grant Account No: 850

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 2941.68 | $ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | $ | |
| Art Council grant | $ 500.00 | |
| Simmons Bank grant | $ 25,000.00 | |
| TSET grant | $ 80,000.00 | |
| | $ | |
| | $ | |
| Total Revenues: | $ 105,500 | $ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 108,441.68 | $ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| Shop class items | $ -25,000 | |
| greenhouse items | $ -60,000 | |
| Capitol Tour | $ -500 | |
| | $ | |
| | $ | |
| | $ | |
| Total Expenditures: | $ -85,500.00 | $ |
| **5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 22,941.68 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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## ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Carla Nelson

Name of Activity Fund: Grant Account No: 850

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 15,352.57 | $ 15,352.57 |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Garden Club grant | $ 1200.00 | |
| | Guitar Club grant | $ 2000.00 | |
| | Prairie Arts grant | $ 1000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 4200.00 | $4500 |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 19,552.57 | $ 19852.57 |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Bikes + Equip | $ 15,000.00 | |
| | Garden Club supplies | $ 1200.00 | |
| | Guitar Club supplies | $ 1000.00 | |
| | Prairie Arts fees | $ 750.00 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ 17,950.00 | $ 16,910.89 |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 1602.57 | $ 2941.68 |

RECEIVED MAY 01 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: Carla Nelson

Name of Activity Fund: Friends of LA Account No: 858

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

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| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: April 30, 2025 SITE: Lincoln

ACCOUNT NAME: Friends of LA

PURPOSE To help pay for caps & gowns, Student Field trips, t-shirts and Class / Art Supplies

SOURCE(S) OF INCOME Fundraisers - Candy / Restaurant Nights Donations All other Approved BOE revenues listed for 25-26SY

PLANNED EXPENSES Caps & gowns, field trips, Staff & Student t-shirts luncheons & awards, Dues & fees All other BOE Approved listed expenditures for 25-26SY

SPONSOR NAME Carla Nelson SIGNATURE Carla Nelson

PRINCIPAL/DIRECTOR George Horton SIGNATURE George Horton

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [signature] DATE: 5/15/25

ACCOUNT NUMBER: 85

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Carla Nelson

Name of Activity Fund: Friends of Lincoln Account No: 858

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $1371.64 | $1371.64 |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| Candy gram Fundraiser | $150.00 | |
| Restaurant Nights | $$300.00 | |
| Capt Gown Reimbursements | $$450.00 | |
| Harvest II Donation | $50.00 | |
| Friends of LA Donations | $$150.00 | |
| | $ | |
| Total Revenues: | $1100.00 | $10,138.58 |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $2471.64 | $11,510.22 |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| Josten's Capt Gowns | $-700.00 | |
| Humane Society Donation | $-150.00 | |
| Student of the month t-shirts | $-390.00 | |
| Dues + fees | $-150.00 | |
| Field trips + transportation | $-500.00 | |
| Staff luncheons | $-$200.00 | |
| Total Expenditures: | $-2090.00 | $4875.61 |
| 5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $381.64 | $6634.61 |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Carla Nelson

Name of Activity Fund: Friends of LA Account No: 858

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 6634.61 | $ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| Restaurant Nights | $ 1,200.00 | |
| Candy Grams | $ 200.00 | |
| Capt Gown Reimbursements | $ $300.00 | |
| Harvest II Donation | $ 50.00 | |
| Friends of LA Donation | $ 250.00 | |
| | $ | |
| Total Revenues: | $ 2000- | $ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 8634.61 | $ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| Caps + Gowns | - $ 700 | |
| Dogs of LA | - $ 200- | |
| Staff Luncheons | - $ 350 | |
| PJ's + T-Shirts | - $ 1,000.00 | |
| Tour Shirts | - $ 1500.00 | |
| Other student needs | - $ 500.00 | |
| Total Expenditures: | $ 4250 | $ |
| **5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 4393.61 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Kris Fowler

Name of Activity Fund: Friends of Lincoln Account No: 858

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Candy grams- Valentine's Day Fundraiser

**PURPOSE OF RAISING FUNDS:**

Dogs of LA program- to donate to Humane Society of Stillwater and to purchase items for Dogs of LA

**FUNDRAISER DATES:** START 2/14/25 END 2/15/25

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1(2) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Carla Nelson

Name of Activity Fund: Friends of LA Account No: 858

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Local restaurants host DiNe Night on behalf of Lincoln Academy & donate part of tickets to Friends of LA fund.

**PURPOSE OF RAISING FUNDS:**

Capst gown, Field trips, Lincoln school shirts, Art + Club supplies - All other BOE Approved expenditures

**FUNDRAISER DATES:** START August 14, 2025 END April 30, 2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $1,200- - EST. EXP. 0 = EST. PROFIT $1,200-

Carla Nelson
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-26 Sponsor Name: Brian Warwick

Name of Activity Fund: All Sports Account No: 970

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

Carry over is necessary to meet each school year's needs for growth as a 6A competitive athletic/academic school and other items that the Athletic Department may be told to pay.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | YB |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | YB |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | n/a |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | n/a |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-26 **SITE:** High School Athletics

**ACCOUNT NAME:** 970 All Sports

**PURPOSE**

To provide the best experience for our coaches and athletes within SPS Athletic Department.

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials,

**SPONSOR NAME** Brian Warwick **SIGNATURE** BRIAN WARWICK

**PRINCIPAL/DIRECTOR** Brian Warwick **SIGNATURE** BRIAN WARWICK

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 970

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-26 Sponsor Name: Brian Warwick

Name of Activity Fund: All Sports Account No: 970

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 129,715.13 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Gates / Ticket Sells | $ 160,000.00 | |
| | Entry Fees | $ 6,000.00 | |
| | Donations | $ 55,000.00 | |
| | Reserve Parking | $ 2,000.00 | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 223,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 352,715.13 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Team Apparel / Equipment | $ -70,000.00 | |
| | Entry Fees | $ -42,000.00 | |
| | Game Day Labor / Ambulance Service | $ -64,000.00 | |
| | Technology / Subscriptions | $ -25,000.00 | |
| | Facility Equipment / Repairs | $ -35,000.00 | |
| | Other Athletic Expenses That Are Unfornseen | $ -70,000.00 | |
| | Total Expenditures: | $ -306,000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 46,715.13 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-26 Sponsor Name: Tracy Sodowsky

Name of Activity Fund: Concessions Account No: 971

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

Concession carry over is necessary every year to have start up money for all concessions that are run through the Athletic Department. Emergencies occur and equipment needs replaced.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | TS |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | TS |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | n/a |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | n/a |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-26 **SITE:** High School Athletics

**ACCOUNT NAME:** 971 Concessions

**PURPOSE**

To provide the best experience for our community and our guests.

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** Tracy Sodowsky **SIGNATURE** Sodowsky

**PRINCIPAL/DIRECTOR** Brian Warwick **SIGNATURE** Brian Warwick

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 971

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-26 Sponsor Name: Tracy Sodowsky

Name of Activity Fund: Concessions Account No: 971

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 61,044.08 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Concessions | $ 27,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 27,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 88,044.08 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Product / Hospitality | $ -25,000.00 | |
| | Game Day Labor | $ -10,000.00 | |
| | Equipment | $ -6,500.00 | |
| | Hotel Rooms | $ -6,000.00 | |
| | Technology | $ -5,000.00 | |
| | Other Activity Related Material | $ -10,000.00 | |
| | Total Expenditures: | $ -62,500.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 25,544.08 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-26 Sponsor Name: Brian Warwick

Name of Activity Fund: State Playoff Account No: 972

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

Concession carry over is necessary every year to have start up money for all concessions that are run through the Athletic Department. Emergencies occur and equipment needs replaced.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | TS |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | TS |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | n/a |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | n/a |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-26 **SITE:** High School Athletics

**ACCOUNT NAME:** 972 State Playoff

**PURPOSE**

To provide the best experience for our community and our guests.

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** Brian Warwick **SIGNATURE** BRIAN WARWICK

**PRINCIPAL/DIRECTOR** Brian Warwick **SIGNATURE** BRIAN WARWICK

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Bass DATE: 5/16/25

ACCOUNT NUMBER: 972

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-26 Sponsor Name: Brian Warwick

Name of Activity Fund: State Playoff Account No: 972

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 21,638.68 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | State Playoff Appearance Reimb from OSSAA | $ 5,000.00 | |
| | State Playoff Gates | $ 3,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 8,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 29,638.68 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Hotel Rooms | $ -6,000.00 | |
| | Security | $ -1,250.00 | |
| | Game Day Labor | $ -2,500.00 | |
| | Ambulance Service | $ -250.00 | |
| | Other Playoff Expenses That Occur | $ -1,000.00 | |
| | | $ | |
| | Total Expenditures: | $ -11,000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 18,638.68 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Marty Lees

Name of Activity Fund: Baseball Account No: 973

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | TB |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | TB |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | N/A |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School Athletics

**ACCOUNT NAME:** 973 Baseball

**PURPOSE**

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** Marty Lees **SIGNATURE** Marty Lees

**PRINCIPAL/DIRECTOR** Brian Warwick **SIGNATURE** Brian Warwick

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Bozza DATE: 5/16/25

ACCOUNT NUMBER: 973

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Marty Lees

Name of Activity Fund: Baseball Account No: 973

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 0.26 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 2,500.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 2,500.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 2,500.26 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Baseballs | $ -1,000.00 | |
| | Practice Equipment / Supplies | $ -1,000.00 | |
| | Practice Apparel | $ -500.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -2,500.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.26 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-26 Sponsor Name: Sean Morgan

Name of Activity Fund: Boys Basketball Account No: 974

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

Thought this account was going to be closed out and funds transferred to my All Sports account budget.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | SE |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | SE |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | n/a |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | n/a |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School Athletics

**ACCOUNT NAME:** 974 Boys Basketball

**PURPOSE**

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** Sean Morgan **SIGNATURE** Sean Morgan

**PRINCIPAL/DIRECTOR** Brian Warwick **SIGNATURE** Brian Warwick

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Kaleb Boggs DATE: 5/16/25

ACCOUNT NUMBER: 974

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Sean Morgan

Name of Activity Fund: Boys Basketball Account No: 974

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 1,129.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 2,500.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 2,500.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 3,629.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Practice Apparel / Travel Team Bags | $ -1,500.00 | |
| | Practice Equipment / Supplies | $ -1,000.00 | |
| | Technology | $ -1,000.00 | |
| | Subcription | $ -129.00 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -3,629.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Scott Morris

Name of Activity Fund: Girls Basketball Account No: 975

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | JB |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | JB |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | n/a |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | n/a |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School Athletics

**ACCOUNT NAME:** 975 Girls Basketball

**PURPOSE**

Provide the best opportunity and experience for our program and athletes

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** **SIGNATURE**

Scott Morris

**PRINCIPAL/DIRECTOR** **SIGNATURE**

Brian Warwick

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: DATE: 5/16/25

ACCOUNT NUMBER: 975

BOARD OF EDUCATION APPROVAL DATE:

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Scott Morris

Name of Activity Fund: Girls Basketball Account No: 975

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 123.55 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 2,500.00 | |
| | Concessions | $ 3,250.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 5,750.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 5,873.55 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Practice Apparel / Travel Team Bags | $ -2,373.55 | |
| | Practice Equipment / Supplies | $ -2,000.00 | |
| | Technology | $ -1,000.00 | |
| | Subcription | $ -500.00 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -5,873.55 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Lauren Duhon

Name of Activity Fund: Cheer Account No: 976

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School Athletics

**ACCOUNT NAME:** 976 Cheer

**PURPOSE**

Provide the best opportunity and experience for our program and athletes

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME**

Lauren Duhon

**SIGNATURE**

Lauren Duhon
Carolyn Wolstad

**PRINCIPAL/DIRECTOR**

Brian Warwick

**SIGNATURE**

BRIAN WARWICK

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/16/25

ACCOUNT NUMBER: 976

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Lauren Duhon

Name of Activity Fund: Cheer Account No: 976

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 297.02 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 1,200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 1,200.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 1,497.02 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Practice Apparel / Uniform Replacement | $ -1,000.00 | |
| | Practice Equipment / Supplies | $ -497.02 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -1,497.02 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Open

Name of Activity Fund: Cross Country Account No: 977

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

CC was funded $2,000 per team by the Pioneer Booster Club FY 2022-23 after the season was over. Funds were not spent.

CC worked concessions for home football games but did not make any purchases.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | n/a |

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| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School Athletics

**ACCOUNT NAME:** 977 Cross Country

**PURPOSE**

Provide the best opportunity and experience for our program and athletes

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** **SIGNATURE**

Position Open

**PRINCIPAL/DIRECTOR** **SIGNATURE**

Brian Warwick

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: DATE: 5/16/25

ACCOUNT NUMBER: 977

BOARD OF EDUCATION APPROVAL DATE:

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Open

Name of Activity Fund: Cross Country Account No: 977

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 7,629.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 0.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 7,629.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Practice Apparel / Uniform Replacement | $ -1,000.00 | |
| | Practice Equipment / Supplies | $ -800.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -1,800.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 5,829.00 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-06 Sponsor Name: Chad Cawood

Name of Activity Fund: Football Account No: 978

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-06 **SITE:** High School Athletics

**ACCOUNT NAME:** 978 Football

**PURPOSE**

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** Chad Cawood **SIGNATURE** Chad Cawood

**PRINCIPAL/DIRECTOR** Brian Warwick **SIGNATURE** Brian Warwick

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/16/25

ACCOUNT NUMBER: 978

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-06 Sponsor Name: Chad Cawood

Name of Activity Fund: Football Account No: 978

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 2,778.73 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 42,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 42,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 44,778.73 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | State Championship Rings | $ -35,000.00 | |
| | Team TShirts / Apparel | $ -2,500.00 | |
| | Equipment | $ -3,000.00 | |
| | Technology / Subscriptions | $ -2,500.00 | |
| | Facility Improvements | $ -1,200.00 | |
| | | $ | |
| | Total Expenditures: | $ -44,200.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 578.73 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Randy Patzkowski

Name of Activity Fund: Boys Golf Account No: ~~978~~ 979

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | n/a |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School Athletics

**ACCOUNT NAME:** ~~978~~ 979 Boys Golf

**PURPOSE**

Provide the best opportunity and experience for our program and athletes

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** Randy Patzkowski **SIGNATURE** RPatz

**PRINCIPAL/DIRECTOR** Brian Warwick **SIGNATURE** BRIAN WARWICK

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/16/25

ACCOUNT NUMBER: 979

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Randy Patzkowski

Name of Activity Fund: Boys Golf Account No: ~~978~~ 979

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 225.91 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 600.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 600.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 825.91 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Practice Apparel / Uniform Replacement | $ -525.91 | |
| | Practice Equipment / Supplies | $ -300.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -825.91 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Angela Knott

Name of Activity Fund: Girls Golf Account No: ~~979~~ 980

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | TB |
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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | n/a |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School Athletics

**ACCOUNT NAME:** ~~979~~ 980 Girls Golf

**PURPOSE**

Provide the best opportunity and experience for our program and athletes

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** Angela Knott **SIGNATURE**

**PRINCIPAL/DIRECTOR** Brian Warwick **SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/16/25

ACCOUNT NUMBER: 980

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Angela Knott

Name of Activity Fund: Girls Golf Account No: ~~979~~ 980

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 225.91 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 850.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 850.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 1,075.91 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Practice Apparel / Uniform Replacement | $ -525.91 | |
| | Practice Equipment / Supplies | $ -550.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -1,075.91 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Seth Condley

Name of Activity Fund: Boys Soccer Account No: ~~980~~ 982

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| APPROVAL OF ACCOUNT FORM | PAGE 2 | TB |
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| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | n/a |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | n/a |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School Athletics

**ACCOUNT NAME:** ~~980~~ 982 Boys Soccer

**PURPOSE**

Provide the best opportunity and experience for our program and athletes

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** Seth Condley **SIGNATURE** Seth Condley

**PRINCIPAL/DIRECTOR** Brian Warwick **SIGNATURE** Brian Warwick

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/16/25

ACCOUNT NUMBER: 982

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Seth Condley

Name of Activity Fund: Boys Soccer Account No: 982 ~~980~~

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 7.70 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 500.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 500.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 507.70 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Practice Apparel / Uniform Replacement | $ -250.00 | |
| | Practice Equipment / Supplies | $ -257.70 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -507.70 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Tanner Rivera

Name of Activity Fund: Girls Soccer Account No: ~~981~~ 983

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | TB |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | TB |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | n/a |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | n/a |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School Athletics

**ACCOUNT NAME:** ~~981~~ 983 Girls Soccer

**PURPOSE**

Provide the best opportunity and experience for our program and athletes

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** Tanner Rivera **SIGNATURE**

**PRINCIPAL/DIRECTOR** Brian Warwick **SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/16/25

ACCOUNT NUMBER: 983

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Tanner Rivera

Name of Activity Fund: Girls Soccer Account No: 983 ~~981~~

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 433.13 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 500.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 500.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 933.13 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Practice Apparel / Uniform Replacement | $ -400.00 | |
| | Practice Equipment / Supplies | $ -533.13 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -933.13 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Angela Knott

Name of Activity Fund: Swimming Account No: 984

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

Thought account was going to be closed out and funds moved to All Sports swim allotment balance.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | YB |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | YB |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | n/a |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | n/a |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School Athletics

**ACCOUNT NAME:** 984 Swimming

**PURPOSE**

Provide the best opportunity and experience for our program and athletes

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** Angela Knott **SIGNATURE**

**PRINCIPAL/DIRECTOR** Brian Warwick **SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/16/25

ACCOUNT NUMBER: 984

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Angela Knott

Name of Activity Fund: Swimming Account No: 984

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 1,579.60 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 500.00 | |
| | Concessions | $ 1,300.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 1,800.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 3,379.60 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Practice Apparel / Uniform Replacement | $ -1,200.00 | |
| | Practice Equipment / Supplies | $ -1,200.00 | |
| | Technology | $ -1,079.60 | |
| | Subscriptions | $ 100.00 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -3,379.60 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Chance Sistrunk

Name of Activity Fund: Boys Tennis Account No: 985

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

Boys TE was funded $2,000 by the Pioneer Booster Club FY 2022-23 and the funds were not spent

Thought account was going to be closed out and funds moved to All Sports tennis allotment balance.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| APPROVAL OF ACCOUNT FORM | PAGE 2 | CS |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | CS |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | n/a |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | n/a |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School Athletics

**ACCOUNT NAME:** 985 Boys Tennis

**PURPOSE**

Provide the best opportunity and experience for our program and athletes

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** Chance Sistrunk **SIGNATURE**

**PRINCIPAL/DIRECTOR** Brian Warwick **SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: _____ DATE: 5/16/25

ACCOUNT NUMBER: 985

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Chance Sistrunk

Name of Activity Fund: Boys Tennis Account No: 985

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 1,875.78 | $ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| DONATIONS | $ ? | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Revenues: | $ 0.00 | $ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 1,875.78 | $ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| Practice Apparel / Uniform Replacement | $ -800.00 | |
| Practice Equipment / Supplies | $ -500.00 | |
| State Hotel Rooms | $ -575.78 | |
| | $ | |
| | $ | |
| | $ | |
| Total Expenditures: | $ -1,875.78 | $ |
| 5. **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Chance Sistrunk

Name of Activity Fund: Girls Tennis Account No: 986

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

Girls TE was funded $2,000 by the Pioneer Booster Club FY 2022-23 and the funds were not spent

Thought account was going to be closed out and funds moved to All Sports tennis allotment balance.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | TS |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | TS |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | n/a |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | n/a |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School Athletics

**ACCOUNT NAME:** 986 Girls Tennis

**PURPOSE**

Provide the best opportunity and experience for our program and athletes

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** Chance Sistrunk **SIGNATURE**

**PRINCIPAL/DIRECTOR** Brian Warwick **SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: DATE: 5/16/25

ACCOUNT NUMBER: 986

BOARD OF EDUCATION APPROVAL DATE:

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Chance Sistrunk

Name of Activity Fund: Girls Tennis Account No: 986

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 2,085.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | DONATIONS | $ ? | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 0.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 2,085.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Practice Apparel / Uniform Replacement | $ -900.00 | |
| | Practice Equipment / Supplies | $ -600.00 | |
| | State Hotel Rooms | $ -585.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -2,085.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Paul Grant

Name of Activity Fund: Boys Track Account No: 987

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

Boys TR was funded $2,000 by the Pioneer Booster Club FY 2022-23 and the funds were not spent

Thought account was going to be closed out and funds moved to All Sports track allotment balance.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | TB |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | TB |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | n/a |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | n/a |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School Athletics

**ACCOUNT NAME:** 987 Boys Track

**PURPOSE**

Provide the best opportunity and experience for our program and athletes

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** Paul Grant **SIGNATURE** Paul Grant

**PRINCIPAL/DIRECTOR** Brian Warwick **SIGNATURE** Brian Warwick

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 987

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Paul Grant

Name of Activity Fund: Boys Track Account No: 987

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 2,673.00 | $ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| DONATIONS | $ ? | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Revenues: | $ 0.00 | $ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 2,673.00 | $ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| Practice Apparel / Uniform Replacement | $ -1,200.00 | |
| Practice Equipment / Supplies | $ -1,473.00 | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Expenditures: | $ -2,673.00 | $ |
| 5. **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Paul Grant

Name of Activity Fund: Girls Track Account No: 988

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

Girls TR was funded $2,000 by the Pioneer Booster Club FY 2022-23 and the funds were not spent

Thought account was going to be closed out and funds moved to All Sports track allotment balance.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | TB |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | TB |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | n/a |
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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School Athletics

**ACCOUNT NAME:** 988 Girls Track

**PURPOSE**

Provide the best opportunity and experience for our program and athletes

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** Paul Grant **SIGNATURE** Paul Grant

**PRINCIPAL/DIRECTOR** Brian Warwick **SIGNATURE** Brian Warwick

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/16/25

ACCOUNT NUMBER: 988

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Paul Grant

Name of Activity Fund: Girls Track Account No: 988

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 2,768.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | DONATIONS | $ ? | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 0.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 2,768.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Practice Apparel / Uniform Replacement | $ -1,295.00 | |
| | Practice Equipment / Supplies | $ -1,473.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -2,768.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Andrue Brown

Name of Activity Fund: Volleyball Account No: 989

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | AB |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | AB |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | n/a |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | n/a |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School Athletics

**ACCOUNT NAME:** 989 Volleyball

**PURPOSE**

Provide the best opportunity and experience for our program and athletes

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** Andrue Brown **SIGNATURE**

**PRINCIPAL/DIRECTOR** Brian Warwick **SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: DATE: 5/15/25

ACCOUNT NUMBER: 189

BOARD OF EDUCATION APPROVAL DATE:

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Andrue Brown

Name of Activity Fund: Volleyball Account No: 989

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 516.50 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 1,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 1,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 1,516.50 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Practice Apparel / Uniform Replacement | $ -1,000.00 | |
| | Practice Equipment / Supplies | $ -516.50 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -1,516.50 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Ethan Kyle

Name of Activity Fund: Wrestling Account No: 990

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | TS |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | TS |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | n/a |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | n/a |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School Athletics

**ACCOUNT NAME:** 990 Wrestling

**PURPOSE**

Provide the best opportunity and experience for our program and athletes

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** **SIGNATURE**

Ethan Kyle

**PRINCIPAL/DIRECTOR** **SIGNATURE**

Brian Warwick

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/15/25

ACCOUNT NUMBER: 990

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Ethan Kyle

Name of Activity Fund: Wrestling Account No: 990

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 119.10 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 1,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 1,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 1,119.10 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Practice Apparel / Uniform Replacement | $ -1,000.00 | |
| | Practice Equipment / Supplies | $ -119.10 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -1,119.10 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Karie Linsenmeyer

Name of Activity Fund: Softball Account No: 991

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

SB Boosters were not allowed to be paid by the school for working concessions. Athletic Office transferred funds from concessions for game day labor to our FR account after PO cutoff date.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | KB |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | KB |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | n/a |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | n/a |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School Athletics

**ACCOUNT NAME:** 991 Softball

**PURPOSE**

Provide the best opportunity and experience for our program and athletes

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

**SPONSOR NAME** Karie Linsenmeyer **SIGNATURE** Karie Linsenmeyer

**PRINCIPAL/DIRECTOR** Brian Warwick **SIGNATURE** Brian Warwick

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 991

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Karie Linsenmeyer

Name of Activity Fund: Softball Account No: 991

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 1,163.30 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 1,000.00 | |
| | Concessions | $ 1,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 2,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 3,163.30 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Practice Apparel / Uniform Replacement | $ -1,000.00 | |
| | Practice Equipment / Supplies | $ -1,163.30 | |
| | Technology | $ -1,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -3,163.30 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

RECEIVED APR 29 2025

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-26 Sponsor Name: Carolyn Walstad

Name of Activity Fund: Pioneer Play Day Account No: 995

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

Carry over is necessary to meet each school year's needs for growth as a 6A competitive athletic/academic school and other items that the Athletic Department may be told to pay for.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| APPROVAL OF ACCOUNT FORM | PAGE 2 | ts |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | ts |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | ts |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | n/a |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-26 **SITE:** High School Athletics

**ACCOUNT NAME:** 995 Pioneer Play Day

**PURPOSE**

To provide the best experience for our coaches and athletes within SPS Athletic Department.

**SOURCE(S) OF INCOME**

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

**PLANNED EXPENSES**

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials. Personnel

**SPONSOR NAME**

Carolyn Walstad

**SIGNATURE**

Carolyn Walstad

**PRINCIPAL/DIRECTOR**

Brian Warwick

**SIGNATURE**

Brian Warwick

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/16/25

ACCOUNT NUMBER: 995

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-26 Sponsor Name: Carolyn Walstad

Name of Activity Fund: Pioneer Play Day Account No: 995

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 189,433.90 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Pioneer Play Day Golf Tournament / Silent Auction / | $ 46,000.00 | |
| | Donations / Sponsorships | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 46,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 235,433.90 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Coaches Stipends | $ -12,000.00 | |
| | Strength & Conditioning Position | $ -70,000.00 | |
| | Other Athletic Expenses That Are Unfornseen | $ -30,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -112,000.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 123,433.90 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-26 Sponsor Name: Carolyn Walstad

Name of Activity Fund: Pioneer Play Day Account No: 995

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Type the description of the fundraiser here.

**PURPOSE OF RAISING FUNDS:**

Why are you raising the money? (i.e. Cover the cost of student travel expenses for competitions.)

**FUNDRAISER DATES:** START ~~07/15/2024~~ 6/7/2025 END ~~12/15/2024~~ 10/31/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. ~~$ 475.00~~ 50,000 - EST. EXP. ~~$ 200.00~~ 50,000 = EST. PROFIT ~~$ 275.00~~ 0.00

Carolyn Walstad
SPONSOR SIGNATURE

Walter R. Howell IV
PRINCIPAL AUTHORIZATION

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

SMAC will make a large donation to Payne County Youth Services approximately April 25. The next year estimate reflects this.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School

**ACCOUNT NAME:** 945 Stillwater Makes a Change (SMAC)

**PURPOSE**

SMAC is a student-led philanthropy activity which raises money for a local non-profit organization, which is chosen each year.

**SOURCE(S) OF INCOME**

Donations, Fundraisers

**PLANNED EXPENSES**

Fundraiser Expenses, Donations

**SPONSOR NAME**

Mitchell and Stepp

**SIGNATURE**

**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

**APPROVED BY:** **DATE:** 8/23/25

**ACCOUNT NUMBER:** 945

**BOARD OF EDUCATION APPROVAL DATE:**

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 2,700.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Fundraising Events | $ 40,000.00 | |
| | Donations | $ 15,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 55,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 57,700.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Fundraising Expenses | $ -5,000.00 | |
| | Donations | $ -51,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -56,000.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 1,700.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Jump 4 SMAC event in collaboration with the elementary PE programs

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 6,000.00 - EST. EXP. $ 1,000.00 = EST. PROFIT $ 5,000.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Restaurants Dine to Donate nights

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 2,000.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 2,000.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (3) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Sports Tournament (Pickleball and wiffle ball)

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 1,000.00 - EST. EXP. $ 300.00 = EST. PROFIT $ 700.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (4) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Student vs Teacher Competition (Kickball, corn hole, dodge ball)

**PURPOSE OF RAISING FUNDS:**

Donate profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 1,000.00 - EST. EXP. $ 300.00 = EST. PROFIT $ 700.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Dance-a-thon for SHS students, SMAC DAT, Silent Disco

**PURPOSE OF RAISING FUNDS:**

Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 2,000.00 - EST. EXP. $ 1,000.00 = EST. PROFIT $ 1,000.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

SMAC Gala

**PURPOSE OF RAISING FUNDS:**

Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 25,000.00 - EST. EXP. $ 10,000.00 = EST. PROFIT $ 15,000.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Letter writing donation campaign by students.

**PURPOSE OF RAISING FUNDS:**

Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 25,000.00 - EST. EXP. $ 500.00 = EST. PROFIT $ 24,500.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Mr. SHS Mangeant (male pageant)

**PURPOSE OF RAISING FUNDS:**

Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 4,000.00 - EST. EXP. $ 1,000.00 = EST. PROFIT $ 3,000.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Spring Merchandise Sales (theme shirt / SMAC logo shirt)

**PURPOSE OF RAISING FUNDS:**

Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 3,000.00 - EST. EXP. $ 1,500.00 = EST. PROFIT $ 1,500.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION Walter R. Howell IV

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (10) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

SHS Parking Space Auction

**PURPOSE OF RAISING FUNDS:**

Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 3,500.00 - EST. EXP. $ 500.00 = EST. PROFIT $ 3,000.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION Walter R. Howell II

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Penny Wars (Change for Change). Various school sites challenge to bring the most pennies.

**PURPOSE OF RAISING FUNDS:**

Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 8,000.00 - EST. EXP. $ 500.00 = EST. PROFIT $ 7,500.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (12) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Silent Auction of donated items

**PURPOSE OF RAISING FUNDS:**

Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 2,000.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 2,000.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (13) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Bake Sale (Cookies in Classrooms).

**PURPOSE OF RAISING FUNDS:**

Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 2,000.00 - EST. EXP. $ 400.00 = EST. PROFIT $ 1,600.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

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# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Run-Walk at Boomer Lake

**PURPOSE OF RAISING FUNDS:**

Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 2,000.00 - EST. EXP. $ 500.00 = EST. PROFIT $ 1,500.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

(15)

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

OSU Homecoming Parade Parking at BOE

**PURPOSE OF RAISING FUNDS:**

Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 500.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 500.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Fall Merchandise Sales (theme shirt / SMAC logo shirt)

**PURPOSE OF RAISING FUNDS:**

Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 3,000.00 - EST. EXP. $ 1,500.00 = EST. PROFIT $ 1,500.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

(17)

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**
Fashion Show

**PURPOSE OF RAISING FUNDS:**
Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 3,000.00 - EST. EXP. $ 500.00 = EST. PROFIT $ 2,500.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**
Trivia Night

**PURPOSE OF RAISING FUNDS:**
Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 1,000.00 - EST. EXP. $ 500.00 = EST. PROFIT $ 500.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**
Movie Night on the SHS Football Field

**PURPOSE OF RAISING FUNDS:**
Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 250.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 250.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (20) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Yoga/Gym Nights - Workout facilities donate based on nightly attendance.

**PURPOSE OF RAISING FUNDS:**

Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 200.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 200.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (21) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Benefit concert with Wyatt Flores

**PURPOSE OF RAISING FUNDS:**

Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 5,000.00 - EST. EXP. $ 2,500.00 = EST. PROFIT $ 2,500.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (22) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Candy grams for holidays

**PURPOSE OF RAISING FUNDS:**

Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 1,000.00 - EST. EXP. $ 500.00 = EST. PROFIT $ 500.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (23) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**
Reverse Powder Puff (boys learn cheer/dance routines)

**PURPOSE OF RAISING FUNDS:**
Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 2,000.00 - EST. EXP. $ 500.00 = EST. PROFIT $ 1,500.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (24) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Mitchell & Stepp

Name of Activity Fund: Stillwater Makes A Change (SMAC) Account No: 945

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Karaoke Night

**PURPOSE OF RAISING FUNDS:**

Donate Profits

**FUNDRAISER DATES:** START 08/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 2,000.00 - EST. EXP. $ 500.00 = EST. PROFIT $ 1,500.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION Walter R. Hoard IV

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Kristen Janloo & AnnDee Turner

Name of Activity Fund: Student Council Account No: 946

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A - Excess fund balance is due to carryover from 22-23 school year.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | aa |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | aa |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | aa |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School

**ACCOUNT NAME:** 946 Student Council

**PURPOSE**

SHS Student Council exists for two reasons - (1) to grow and support SHS school spirit and, (2) to support, grow and master leadership understanding and skills for individual student council members so each member may participate/contribute in their personal leadership journey.

**SOURCE(S) OF INCOME**

Donations, Dues/Fees, Fundraisers

**PLANNED EXPENSES**

Dues/Fees, Reimbursements, Fundraiser Expenses, Travel Expenses, Celebrations/Refreshments

**SPONSOR NAME**

Kristen Janloo & AnnDee Turner

**SIGNATURE**

AnDee R Turner
Kristen Janloo

**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**

Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boyer DATE: 5/23/25

ACCOUNT NUMBER: 946

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kristen Janloo & AnnDee Turner

Name of Activity Fund: Student Council Account No: 946

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 7,947.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 700.00 | |
| | Dues/Fees | $ 100.00 | |
| | Fundraisers | $ 450.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 1,250.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 9,197.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Dues/Fees | $ -2,700.00 | |
| | Reimbursements | $ -175.00 | |
| | Fundraiser Expenses | $ -150.00 | |
| | Travel Expenses | $ -1,300.00 | |
| | Celebrations/Refreshments | $ -1,900.00 | |
| | | $ | |
| | Total Expenditures: | $ -6,225.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 2,972.00 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kristen Janloo & AnnDee Turner

Name of Activity Fund: Student Council Account No: 946

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Howdy Week

**PURPOSE OF RAISING FUNDS:**

Howdy Week Fundraiser - Howdy Week provides an opportunity for all students to participate in a week of settling into a new school year with activities and apparel the beginning of school.

**FUNDRAISER DATES:** START 08/01/2025 END 08/31/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 5,000.00 - EST. EXP. -$ 4,000.00 = EST. PROFIT $ 1,000.00

AnnDee Turner Kristen Janloo
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howard IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Tanner Rivera

Name of Activity Fund: TSA Account No: 947

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenues.**

~~SPONSORS- Please provide an explanation here. This applies to your AF.~~

Will use this money to pay for National before the end of the year

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | TR |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | TR |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School

**ACCOUNT NAME:** 947 TSA

**PURPOSE**

To accelerate student achievement and support teachers by providing engaging opportunities to develop STEM skills and leadership experiences.

**SOURCE(S) OF INCOME**

Donations, Dues/Fees

**PLANNED EXPENSES**

Dues/Fees, Supplies, Refreshments

**SPONSOR NAME** Tanner Rivera **SIGNATURE**

**PRINCIPAL/DIRECTOR** Walter R. Howell, IV **SIGNATURE** Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boma DATE: 5/23/25

ACCOUNT NUMBER: 947

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Tanner Rivera

Name of Activity Fund: TSA Account No: 947

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 1,495.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 100.00 | |
| | Dues/Fees | $ 1,600.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 1,700.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 3,195.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Dues/Fees | $ -500.00 | |
| | Supplies | $ -100.00 | |
| | Refreshments | $ -100.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -700.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 2,495.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Elizabeth Ziegler

Name of Activity Fund: Theatre Account No: 948

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

Every year is dependent on variables beyond our control. Therefore, there has to be a larger balance remaining to cover if ticket sales are low, plus our board budget has been cut in half over the last three years, so almost all of our expenses are moved to this account, which may include bigger projects that we have to save up for.

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| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** SHS

**ACCOUNT NAME:** 948 Theatre

**PURPOSE**

To financially support the Theatre Department and the shows performed each semester.

**SOURCE(S) OF INCOME**

Donations, Dues/Fees, Ticket Sales

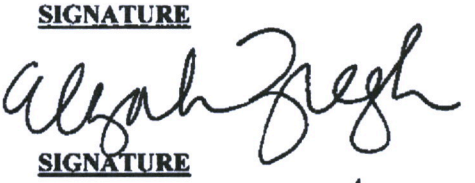
**PLANNED EXPENSES**

Dues/Fees, Supplies, Building Rental, Celebrations/Refreshments, Transportation, Stipends/Production Costs, Advertising, Scholarships

**SPONSOR NAME**

Elizabeth Ziegler

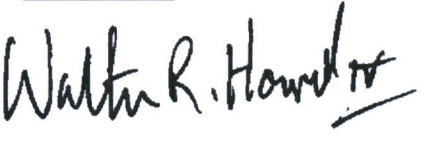
**SIGNATURE**



**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/23/25

ACCOUNT NUMBER: 948

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Elizabeth Ziegler

Name of Activity Fund: Theatre Account No: 948

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 76,927.00 | $ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| Ticket Sales | $ 15,000.00 | |
| Donations | $ 10,000.00 | |
| ~~Dr [illegible]~~ | $ ~~-1,000.00~~ | |
| | $ | |
| | $ | |
| | $ | |
| Total Revenues: | $ 25,000 | $ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 101,927.00 | $ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| Supplies/Dues/Fees | $ 20,000 ~~-13,500.00~~ | |
| Transportation/Competition/Contest Exps | $ -1,500.00 | |
| Stipends and Production Costs | $ -8,000.00 | |
| Refreshments/Celebrations/Scholarships | $ -3,000.00 | |
| Advertising | $ -2,000.00 | |
| Building Rental | $ -3,500.00 | |
| Student Achievement/Awards/Banquet | $ 1,000 | |
| Total Expenditures: | $ 39,000 ~~-31,500.00~~ | $ |
| 5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ ~~-71,427.00~~ 62,927 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Elizabeth Ziegler

Name of Activity Fund: Theatre Account No: 948

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Ticket Sales for the Fall Play and Spring Musical

**PURPOSE OF RAISING FUNDS:**

To cover the cost of the productions, student expenses related to competitions and improvements for the department.

**FUNDRAISER DATES:** START 08/01/2024 END 05/10/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 15,000.00 - EST. EXP. -$ 8,000.00 = EST. PROFIT $ 7,000.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

**STILLWATER BOARD OF EDUCATION** | **CFB-E1**

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

Excess fund balance is due to 2022-2023 carryover and greater than expected donation from OSU Follies. Because donations fluctuate, a carryover is necessary to cover expenses during harsh economic times. Also, some students that participate in fundraisers this year are building a payment balance for next year's trip.

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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School

**ACCOUNT NAME:** 949 Vocal Music

**PURPOSE**

To support the purchase of student uniforms, music purchases, contest expenses and travel expenses.

**SOURCE(S) OF INCOME**

Donations, Dues/Fees, Student Trip Payments, Fundraisers

**PLANNED EXPENSES**

Classroom Supplies, Celebrations/Refreshments, Dues/Fees, Fundraiser Expenses, Travel Expenses, Reimbursements, Uniforms and accessories, Curriculum/Music, Sight-reading Materials, Rehearsal Tracks, Workshops, Contest and Conference Registrations, Student Scholarships for travel/workshops/contests

**SPONSOR NAME** **SIGNATURE**

Aprill Raines Aprill Raines

**PRINCIPAL/DIRECTOR** **SIGNATURE**

Walter R. Howell, IV Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boone DATE: 5/23/25

ACCOUNT NUMBER: 949

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 28000 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 15000 | |
| | Student trip payments | $ 10000 | |
| | Fundraiser Events | $ 5000 | |
| | Dues/Fees | $ 2000 | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 32000 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 60000 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Supplies/Curriculum/Music/Rehearsal Tracks/Sight-Rea | $ -10000 | |
| | Dues/Fees/Registrations/Student Scholarships | $ -20000 | |
| | Travel Expenses and Reimbursements | $ -10000 | |
| | Fundraiser Expenses | $ -2800 | |
| | Celebrations/Refreshments | $ -1000 | |
| | Uniforms and Accessories | $ -10000 | |
| | Total Expenditures: | $ -53800 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 6200 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Aprill Raines

Name of Activity Fund: SHS Vocal Music Account No: 949

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**
Spring Catalog Sale (Century Resources, Oklahoma Fundraiser, ButterBraids, or Eagle Fundraising)

**PURPOSE OF RAISING FUNDS:**
Student activities, travel expenses, workshop registration fees

**FUNDRAISER DATES:** START 1/6/2026 END 3/13/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 3000 - EST. EXP. 1800 = EST. PROFIT 1200

Aprill Raines
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter L. Hamm, Jr.
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# STILLWATER BOARD OF EDUCATION

**CFB-E1** (2)

## FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Aprill Raines

Name of Activity Fund: SHS Vocal Music Account No: 949

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**
SHS Choir Sing-a-thon and bake sale (Fall)

**PURPOSE OF RAISING FUNDS:**
Fund student expenses for conferences, workshops, and group travel, support vocal program through additional purchases deemed necessary by the director.

**FUNDRAISER DATES:** START 9/2/2025 END 12/5/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 5000.00 - EST. EXP. 0 = EST. PROFIT 5000

Aprill Raines
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Hamilton
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Aprill Raines

Name of Activity Fund: SHS Vocal Music Account No: 949

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**
Silent Auctions at Fall and Spring Choir Concerts

**PURPOSE OF RAISING FUNDS:**
Fund student expenses for conferences, workshops, and group travel, support vocal program through additional purchases deemed necessary by the director.

**FUNDRAISER DATES:** START 9/2/2025 END 5/18/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 1500 - EST. EXP. 0 = EST. PROFIT 1500

Aprill Raines
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Hood
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (4) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Aprill Raines

Name of Activity Fund: SHS Vocal Music Account No: 949

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**
Online donations and snack product sales

**PURPOSE OF RAISING FUNDS:**
Student activities, travel expenses, workshop registration fees

**FUNDRAISER DATES:** START 9/2/2025 END 12/5/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 2500 - EST. EXP. 0 = EST. PROFIT 2500.00

Aprill Raines
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howell IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Aprill Raines

Name of Activity Fund: SHS Vocal Music Account No: 949

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**
Fall Cheesecake Sale (Eagle Fundraising)

**PURPOSE OF RAISING FUNDS:**
Fund student expenses for conferences, workshops, and group travel, support vocal program through addditional purchases deemed necessary by the director.

**FUNDRAISER DATES:** START 9/2/2025 END 12/15/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. 3000 - EST. EXP. 1600 = EST. PROFIT 1400

Aprill Raines
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter L. Howell IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

TBD

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT 0

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Kristin Janloo

Name of Activity Fund: Yearbook Account No: 951

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A - The excess funds are the result of a 2022-2023 carryover and is usually depleted at the beginning of the school to cover start-up yearbook production costs.

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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 951 Yearbook

**PURPOSE**

Enhancing the learning of students through the use of media by producing the yearbook and communicating with local business owners for the sale of advertising.

**SOURCE(S) OF INCOME**

Yearbook Sales, Yearbook Ad Sales

**PLANNED EXPENSES**

Yearbook Production, Yearbook Purchases, Celebrations/Refreshments, Supplies

**SPONSOR NAME** Kristin Janloo **SIGNATURE** Kristin Janloo

**PRINCIPAL/DIRECTOR** Walter R. Howell, IV **SIGNATURE** Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [illegible] DATE: 5/23/25

ACCOUNT NUMBER: 951

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kristin Janloo

Name of Activity Fund: Yearbook Account No: 951

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 25,922.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Yearbook Ad Sales | $ 8,800.00 | |
| | Yearbook Sales | $ 13,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 21,800.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 47,722.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Yearbook Production | $ -8,000.00 | |
| | Yearbook Purchases | $ -5,000.00 | |
| | Celebrations/Refreshments | $ -500.00 | |
| | Supplies | $ -1,000.00 | |
| | Newspaper Website Fees | $ -500.00 | |
| | | $ | |
| | Total Expenditures: | $ -15,000.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 32,722.00 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kristin Janloo

Name of Activity Fund: Yearbook Account No: 951

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Ad Sales

**PURPOSE OF RAISING FUNDS:**

Reduce the cost of yearbooks through ad sales to reduce burden on families and increase sales

**FUNDRAISER DATES:** START 08/15/~~2024~~ 2025 END 05/15/~~2025~~ 2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 7,500.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 7,500.00

Kristin Janloo
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howell IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Traci Richardson

Name of Activity Fund: Young Democrats Account No: 952

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A

**PACKET CONTENTS:**

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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 952 Young Democrats

**PURPOSE**

To support club activities.

**SOURCE(S) OF INCOME**

Donations, Dues/Fees

**PLANNED EXPENSES**

Supplies, Refreshments

**SPONSOR NAME**

Traci Richardson

**SIGNATURE**

Traci Richardson

**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**

Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 8/23/25

ACCOUNT NUMBER: 952

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Traci Richardson

Name of Activity Fund: Young Democrats Account No: 952

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 270.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Dues/Fees | $ 100.00 | |
| | Donations | $ 100.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 200.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 470.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Supplies | $ -100.00 | |
| | Refreshments | $ -100.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -200.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 270.00 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Traci Richardson

Name of Activity Fund: Young Democrats Account No: 952

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Young Dems t-shirt sales

**PURPOSE OF RAISING FUNDS:**

To fund club activities.

**FUNDRAISER DATES:** START 08/01/2025 END 12/15/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 600.00 - EST. EXP. -$ 450.00 = EST. PROFIT $ 150.00

Traci Richardson
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Hamlett III
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

Academic

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Josh Haar

Name of Activity Fund: Youth & Government Account No: 953

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 953 Youth & Government

**PURPOSE**

To afford students the opportunity to experience civic engagement, partake in debates that affect citizens in their state, and propose legislation.

**SOURCE(S) OF INCOME**

Donations, Dues/Fees

**PLANNED EXPENSES**

Supplies, Refreshments, Registrations/Dues

**SPONSOR NAME**

Josh Haar

**SIGNATURE**

Joshua Haar

**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**

Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/23/25

ACCOUNT NUMBER: 953

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Josh Haar

Name of Activity Fund: Youth & Government Account No: 953

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 534.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Dues/Fees | $ 100.00 | |
| | Donations | $ 100.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 200.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 734.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Supplies | $ -100.00 | |
| | Refreshments | $ -100.00 | |
| | Registrations/Dues | $ -100.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -300.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 434.00 | $ |

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025 Sponsor Name: Shannon Peters

Name of Activity Fund: Sophomore Class Account No: 960

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | SP |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | SP |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | SP |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | SP |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/16/25 SITE: SHS

ACCOUNT NAME: Sophomore Class

**PURPOSE**

To build up funds to follow the class to junior year to help with prom

**SOURCE(S) OF INCOME**

Class dues at enrollment

**PLANNED EXPENSES**

None

**SPONSOR NAME** Shannon Peters **SIGNATURE** Shannon Peters

**PRINCIPAL/DIRECTOR** Walter Howell **SIGNATURE** Walter H. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: _____ DATE: _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025 Sponsor Name: Shannon Peters

Name of Activity Fund: Sophomore Class Account No: 960

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 0 | $ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| Class dues | $ 2000.00 | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Revenues: | $ 2000.00 | $ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 2000.00 | $ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| None | $ Ø | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Expenditures: | $ Ø | $ |
| 5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 2000.00 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025 Sponsor Name: Shannon Peters

Name of Activity Fund: Sophomore Class Account No: 960

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Krissi Morton

Name of Activity Fund: Junior Class Account No: 961

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

The ending balance was greater than anticipated due to transfers from other accounts used to fund the start up costs for the Prom and the increased attendance of students at the Prom. As the income was generated so close to the end of the year, the junior class was not able to decide how to appropriately spend the extra income. The money will follow the students into their senior year.

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| APPROVAL OF ACCOUNT FORM | PAGE 2 | KM |
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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | KM |

**This is the form found on page 3, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School

**ACCOUNT NAME:** 961 Junior Class

**PURPOSE**

To host Prom 2025.

**SOURCE(S) OF INCOME**

Dues/Fees, Prom Tickets, Donations

**PLANNED EXPENSES**

Prom Costs, Refreshments, Supplies, one faculty meeting lunch

**SPONSOR NAME** **SIGNATURE**

Krissi Morton Krissi Morton

**PRINCIPAL/DIRECTOR** **SIGNATURE**

Walter R. Howell, IV Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boyd DATE: 5/23/25

ACCOUNT NUMBER: 961

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Krissi Morton

Name of Activity Fund: Junior Class Account No: 961

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 15,697.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Dues/Fees | $ 1,200.00 | |
| | Prom Tickets | $ 13,000.00 | |
| | Donations | $ 100.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 14,300.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 29,997.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Prom Costs | $ -8,500.00 | |
| | Refreshments | $ -250.00 | |
| | Supplies | $ -250.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -9,000.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 20,997.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Krissi Morton

Name of Activity Fund: Junior Class Account No: 961

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

None at this time.

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT $ 0.00

Krissi Morton
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howell IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account.

Reporting School Year: 2025-2026 Sponsor Name: H. Shepard

Name of Activity Fund: Senior Class Account No: 962

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School

**ACCOUNT NAME:** 962 Senior Class

**PURPOSE**

Fund all senior-specific events and graduation costs (flowers, programs, medals, VIP room, wristbands, incidentals).

**SOURCE(S) OF INCOME**

Dues/Fees

**PLANNED EXPENSES**

Graduation Expenses, Refreshments, Donations, Senior Events

**SPONSOR NAME** H. Shepard **SIGNATURE** Hope Shepard

**PRINCIPAL/DIRECTOR** Walter R. Howell, IV **SIGNATURE** Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boyd DATE: 5/23/25

ACCOUNT NUMBER: 962

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: H. Shepard

Name of Activity Fund: Senior Class Account No: 962

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 11,119.42 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Dues/Fees | $ 9,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 9,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 20,119.42 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ -3,140.00 | |
| | Senior Events | $ -2,750.00 | |
| | Graduation Costs | $ -2,500.00 | |
| | Refreshments | $ -2,000.00 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -10,390.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 9,729.42 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: H. Shepard

Name of Activity Fund: Senior Class Account No: 962

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

None at this time.

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT $ 0.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net increase to acct. due to fundraiser)

RECEIPT BOOK #: n/a TO _____

Hope Shepard
SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Kristy Self

Name of Activity Fund: Gender and Sexuality Alliance (GSA) Account No: 965

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A

**PACKET CONTENTS:**

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| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | KS |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | KS |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 965 Gender and Sexuality Alliance (GSA)

**PURPOSE**

To cover the cost of the senior party and gifts, in addition to field trips, supplies and refreshments for club meetings. registration fees, purchase club shirts, booth fees

**SOURCE(S) OF INCOME**

Academic Type Income: Advertising Sales, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

**PLANNED EXPENSES**

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

**SPONSOR NAME**

Kristy Self

**SIGNATURE**

Kristy Self

**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**

Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: _____ DATE: _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kristy Self

Name of Activity Fund: Gender and Sexuality Alliance (GSA) Account No: 965

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 560.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 100.00 | |
| | Student dues | $ 50.00 | |
| | Selling Apparel | $ 75.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 225.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 785.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Supplies | $ -50.00 | |
| | Celebrations/Refreshments | $ -150.00 | |
| | Travel Expenses | $ -200.00 | |
| | Reimbursements | $ -100.00 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -500.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 285.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kristy Self

Name of Activity Fund: Gender and Sexuality Alliance (GSA) Account No: 965

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**
Selling apparel, stickers, bracelets.

**PURPOSE OF RAISING FUNDS:**
Cover senior party, field trip expenses, supplies, food for meetings

**FUNDRAISER DATES:** START 08/01/2025 END 05/20/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 75.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 75.00

Kristy Self
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howell IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: Courtesy Fund Account No: 802

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

Increased contributions were from memorial donations for Curtis Davis and received donation from Employee Christmas Fund.

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| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | MH |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | MH |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 802 Courtesy Fund

**PURPOSE**

Funded by SHS employees to help provide flowers, refreshments, decorations, and other items for employee celebrations and bereavement.

**SOURCE(S) OF INCOME**

Donations

**PLANNED EXPENSES**

Bereavement expenses related to flowers, staff meals, decorations, cards, and reimbursements.
Donations to nonprofits in honor of deceased.

**SPONSOR NAME**

Misty Horne

**SIGNATURE**

Misty Horne

**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**

Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/23/25

ACCOUNT NUMBER: 802

BOARD OF EDUCATION APPROVAL DATE:

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: Courtesy Fund Account No: 802

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | BSTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 5,723.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 200.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 5,923.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Flowers, Cards, Decorations | $ -200.00 | |
| | Staff Meals | $ -2,000.00 | |
| | Reimbursements | $ -150.00 | |
| | Donations to non-profits in honor of deceased | $ -200.00 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -2,550.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 3,373.00 | $ |

HS-802

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: Courtesy Fund Account No: 802

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | | $ 752.50 | $ 977.50 |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | | |
| Donations from SHS employees | $ 200.00 | | |
| | $ | | |
| | $ | | |
| | $ | | |
| | $ | | |
| | $ | | |
| Total Revenues: | $ 200.00 | | $ 5340.07 |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | | $ 952.50 | $ 6317.57 |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | | |
| Flowers or plants | $ -200.00 | | |
| Donations "in honor of" | $ -200.00 | | |
| | $ | | |
| | $ | | |
| | $ | | |
| | $ | | |
| Total Expenditures: | | $ -400.00 | $ 5595.00 |
| 5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | | $ 552.50 | $ 5722.57 |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: Courtesy Fund Account No: 802

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

No Fundraising for FY 25-26

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT $ 0.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Brenda Ferguson

Name of Activity Fund: Library Account No: 803

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School

**ACCOUNT NAME:** 803 Library

**PURPOSE**

To purchase library books.

**SOURCE(S) OF INCOME**

Fees/Fines, Book Sales, Fundraisers, Redeposit of Cash Box/Start-up Change

**PLANNED EXPENSES**

Books, Registrations, Reimbursements/Refunds, Fundraiser Expenses, Cash Box/Start-up Change, Refreshments

**SPONSOR NAME**

Brenda Ferguson

**SIGNATURE**

Brenda Ferguson

**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**

Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/23/25

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Brenda Ferguson

Name of Activity Fund: Library Account No: 803

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 245.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Fees/Fines | $ 250.00 | |
| | Book Sales | $ 60.00 | |
| | Fundraiser | $ 800.00 | |
| | Redeposit of Cash Box/Start-up Change | $ 150.00 | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 1,260.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 1,505.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Books | $ -200.00 | |
| | Registrations | $ -200.00 | |
| | Reimbursements/Refunds | $ -95.00 | |
| | Fundraiser Expenses | $ -100.00 | |
| | Cash Box/Start-up Change | $ -150.00 | |
| | Refreshments | $ -100.00 | |
| | Total Expenditures: | $ -845.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 660.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Brenda Ferguson

Name of Activity Fund: Library Account No: 803

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Fall Scholastic Book Fair

**PURPOSE OF RAISING FUNDS:**

To buy more Library Books

**FUNDRAISER DATES:** START 09/01/2025 END 11/30/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 400.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 400.00

Brenda Ferguson
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Hamm
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (2) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Brenda Ferguson

Name of Activity Fund: Library Account No: 803

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Spring Scholastic Book Fair

**PURPOSE OF RAISING FUNDS:**

To buy more Library Books

**FUNDRAISER DATES:** START TBD END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 400.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 400.00

Brenda Ferguson
SPONSOR SIGNATURE

_____
ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howell
PRINCIPAL AUTHORIZATION

_____
BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____
SPONSOR SIGNATURE

_____
FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: Site General Account No: 805

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | MH |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | MH |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | MH |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 805 Site General

**PURPOSE**

To provide support for general activities within SHS and to support other budgets that may not fiscally support all needs of SHS.

**SOURCE(S) OF INCOME**

Vending Machine, Donations, Replacement IDs and Lanyards, Transcript Fees, Sponsorship Fees

**PLANNED EXPENSES**

IDs and Lanyards Supplies, Office and Classroom Supplies, Staff Refreshments, Spirit Clothing, Field Trip Expenses, Dues and Fees

**SPONSOR NAME**

Misty Horne

**SIGNATURE**

Misty Horne

**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**

Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/23/25

ACCOUNT NUMBER: 805

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: Site General Account No: 805

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 4,708.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Vending Machine | $ 75.00 | |
| | Donations | $ 4,500.00 | |
| | Replacement IDs and Lanyards | $ 3,500.00 | |
| | Transcript Fees | $ 100.00 | |
| | Sponsorship Fees | $ 100.00 | |
| | | $ | |
| | Total Revenues: | $ 8,275.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 12,983.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | IDs and Lanyards Supplies | $ -3,000.00 | |
| | Office and Classroom Supplies | $ -2,000.00 | |
| | Staff Refreshments | $ -1,500.00 | |
| | Spirit Clothing | $ -600.00 | |
| | Field Trip Expenses | $ -600.00 | |
| | Dues and Fees | $ -1,000.00 | |
| | Total Expenditures: | $ -8,700.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 4,283.00 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: Site General Account No: 805

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT $ 0.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: Parking Fees Account No: 812

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | MH |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | MH |
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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | MH |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School

**ACCOUNT NAME:** 812 Parking Fees

**PURPOSE**

To provide parking decals for students parking in SHS parking as well as fine those not following SHS parking procedures. This account assists with other costs within SHS that may not be supported by other funds.

**SOURCE(S) OF INCOME**

Parking Fines and Fees

**PLANNED EXPENSES**

Registrations, Parking/Office/School Supplies, Refreshments, Cash Boxes/Start-up Change/Payment for stipends not otherwise supported by district funds

**SPONSOR NAME**

Misty Horne

**SIGNATURE**

Misty Horne

**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**

Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/23/25

ACCOUNT NUMBER: 812

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Misty Home

Name of Activity Fund: Parking Fees Account No: 812

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 13,500.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Parking Fines and Fees | $ 25,000.00 | |
| | Redeposit of Cash boxes/Start Up Change | $ 3,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 28,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 41,500.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Registrations | $ -500.00 | |
| | Parking/Office/School Supplies | $ -5,000.00 | |
| | Refreshments | $ -5,000.00 | |
| | Cash boxes/Start Up Change | $ -3,000.00 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -13,500.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 28,000.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: Parking Fees Account No: 812

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT $ 0.00

_____
SPONSOR SIGNATURE

_____
ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

_____
PRINCIPAL AUTHORIZATION

_____
BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____
SPONSOR SIGNATURE

_____
FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Steve Shanks

Name of Activity Fund: Performing Art Center (PAC) Account No: 817

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** School Site

**ACCOUNT NAME:** 817 Performing Art Center (PAC)

**PURPOSE**

The SHS PAC activity account earns money by charging for facility rentals. The money is used for a variety of things, all of which positively impact students, the performing art departments, our school district, and our community. Things that are vital to Tech Theater include sound and lighting equipment, student celebrations, new equipment/technology/tools and student scholarships/activities.

**SOURCE(S) OF INCOME**

Donations, Fees, Sales, Facility Rental

**PLANNED EXPENSES**

Equipment, Equipment Repair, Supplies, Security, Celebrations, Refreshments

**SPONSOR NAME**

Steve Shanks

**SIGNATURE**

**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: _____ DATE: 5/23/25

ACCOUNT NUMBER: 817

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Steve Shanks

Name of Activity Fund: Performing Art Center (PAC) Account No: 817

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 49,196.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 10,000.00 | |
| | Fees | $ 200.00 | |
| | Sales | $ 200.00 | |
| | Facility Rentals | $ 3,000.00 | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 13,400.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 62,596.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Equipment | $ -30,000.00 | |
| | Equipment Repairs | $ -20,000.00 | |
| | Supplies | $ -1,000.00 | |
| | Security | $ -2,000.00 | |
| | Celebrations | $ -700.00 | |
| | Refreshments | $ -1,000.00 | |
| | Total Expenditures: | $ -54,700.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 7,896.00 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Steve Shanks

Name of Activity Fund: Performing Art Center (PAC) Account No: 817

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT $ 0.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

SPEF Grant

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: SPEF Grant Account No: 839

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

This is an account that the funds flow through when teachers get a SPEF Grant

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | MH |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | MH |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** School Site

**ACCOUNT NAME:** 839 SPEF Grant

**PURPOSE**

To purchase school supplies for classrooms based on grant awarded by Stillwater Public Education Foundation (SPEF).

**SOURCE(S) OF INCOME**

Grants awarded by SPEF.

**PLANNED EXPENSES**

Supplies, Reimbursements, Books, Celebrations

**SPONSOR NAME**

Misty Horne

**SIGNATURE**

Misty Horne

**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**

Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/23/25

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: SPEF Grant Account No: 839

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ Ø | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | SPEF grant awarded | $ 10,500.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 10,500.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 12,381.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Supplies | $ -7,900.00 | |
| | Reimbursements | $ -300.00 | |
| | Books | $ -300.00 | |
| | Celebrations | $ -1,000.00 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -9,500.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 2,881.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: Class of 1963 Account No: 860

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | MM |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 860 Class of 1963

**PURPOSE**

To receive donations from prior graduates to be used for needs at Stillwater High School. The class of 1963 has left the needs up to the high school principal.

**SOURCE(S) OF INCOME**

Donations

**PLANNED EXPENSES**

Classroom Needs Appreciation Meals
Staff Needs
Student Needs

**SPONSOR NAME** **SIGNATURE**

Misty Horne — Misty Horne

**PRINCIPAL/DIRECTOR** **SIGNATURE**

Walter R. Howell, IV — Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/23/25

ACCOUNT NUMBER: 860

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: Class of 1963 Account No: 860

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 1,853.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Donations | $ 200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 200.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 2,053.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Classroom Needs | $ 250 | |
| | Staff Needs | $ 250 | |
| | Student Needs | $ 250 | |
| | Appreciation Meals | $ 250 | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -1,000.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 1,053.00 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: Class of 1963 Account No: 860

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT $ 0.00

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

Academic

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Josh Haar

Name of Activity Fund: Debate Team Account No: 862

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| APPROVAL OF ACCOUNT FORM | PAGE 2 | JH |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | JH |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | JH |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School

**ACCOUNT NAME:** 862 Debate Team

**PURPOSE**

To afford students the opportunity to experience civic engagement, partake in debates that affect citizens in their state, and propose legislation.

**SOURCE(S) OF INCOME**

Donations, Dues/Fees

**PLANNED EXPENSES**

Supplies, Registrations/Dues, Refreshments

**SPONSOR NAME** Josh Haar **SIGNATURE**

**PRINCIPAL/DIRECTOR** Walter R. Howell, IV **SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Ba DATE: 5/23/25

ACCOUNT NUMBER: 862

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Josh Haar

Name of Activity Fund: Debate Team Account No: 862

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 0.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Dues/Fees | $ 150.00 | |
| | Donations | $ 150.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 300.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 300.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Supplies | $ -100.00 | |
| | Refreshments | $ -100.00 | |
| | Registrations/Dues | $ -100.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -300.00 | $ |
| 5. | **ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)** | $ 0.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Josh Haar

Name of Activity Fund: Debate Team Account No: 862

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT $ 0.00

_____
SPONSOR SIGNATURE

_____
ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

_____
PRINCIPAL AUTHORIZATION

_____
BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____
SPONSOR SIGNATURE

_____
FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025 Sponsor Name: Shannon Peters

Name of Activity Fund: Advanced Art Account No: 874

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | SP |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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## ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 4/16/25 SITE: SHS

ACCOUNT NAME: Advanced Art

**PURPOSE**

To purchase student art supplies

**SOURCE(S) OF INCOME**

Art Fees

**PLANNED EXPENSES**

Student art supplies

**SPONSOR NAME**

Shannon Peters

**SIGNATURE**

Shannon Peters

**PRINCIPAL/DIRECTOR**

Walter Howell

**SIGNATURE**

Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/23/25

ACCOUNT NUMBER: 874

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025 Sponsor Name: Shannon Peters

Name of Activity Fund: Advanced Art Account No: 874

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 250.00 | $ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| Art Fees | $ 3825 | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Revenues: | $ | $ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 4075 | $ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| Art Supplies | $ 3900 | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Expenditures: | $ 3900 | $ |
| 5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025 Sponsor Name: Shannon Peters

Name of Activity Fund: Advanced Art Account No: 874

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: MR. JOEY PARKER

Name of Activity Fund: POTTERY Account No: 878

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | JP |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/16/25 **SITE:** SHS

**ACCOUNT NAME:** #878 POTTERY / SCULPTURE

**PURPOSE**

SUPPLIES / STUDENT

**SOURCE(S) OF INCOME**

ART FEE'S

**PLANNED EXPENSES**

PURCHASE SUPPLIES
THROUGH OUT YEAR

**SPONSOR NAME** JOEY PARKER **SIGNATURE** Joey Parker

**PRINCIPAL/DIRECTOR** Walter Howell **SIGNATURE** Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

**APPROVED BY:** Rachel Boggs **DATE:** 5/23/25

**ACCOUNT NUMBER:** 878

**BOARD OF EDUCATION APPROVAL DATE:** _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: JOEY PARKER

Name of Activity Fund: POTTERY/SCULPTURE Account No: 878

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 2013.92 | $ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| ART FEES | $ 3990.00 | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Revenues: | $ 3990.00 | $ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 6003.92 | $ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| Purchased Supplies | $ 4235.51 | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Expenditures: | $ 4235.51 | $ |
| 5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 1768.41 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: Instructional Account No: 885

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A - As all monies collected for testing will be paid when the invoice arrives in late May.
*Next year's estimate is based on this.

**PACKET CONTENTS:**

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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 885 Instructional

**PURPOSE**

Student testing to include the PSAT and AP tests.

**SOURCE(S) OF INCOME**

Exam Fees

**PLANNED EXPENSES**

Tests, Supplies, Awards, Reimbursement

**SPONSOR NAME** Misty Horne **SIGNATURE** Misty Horne

**PRINCIPAL/DIRECTOR** Walter R. Howell, IV **SIGNATURE** Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/23/25

ACCOUNT NUMBER: 885

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: Instructional Account No: 885

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 10,000.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Exam Fees | $ 29,500.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 29,500.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 39,500.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Tests | $ -25,000.00 | |
| | Supplies | $ -1,600.00 | |
| | Awards | $ -100.00 | |
| | Reimbursement | $ -150.00 | |
| | Test Proctor Payment | $ 500.00 | |
| | | $ | |
| | Total Expenditures: | $ 27,350 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 12,150 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Misty Horne

Name of Activity Fund: Instructional Account No: 885

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

N/A

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT $ 0.00

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Matt Nance

Name of Activity Fund: Academic Team Account No: 901

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A

**PACKET CONTENTS:**

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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School

**ACCOUNT NAME:** 901 Academic Team

**PURPOSE**

To pay for registration at numerous NAQT tournaments throughout the year, to repair or replace our buzzer systems if needed, to pay for awards and snacks at a fundraising tournament in the spring and, hopefully, to help pay for airfare and hotel rooms at the National Tournament in Atlanta.

**SOURCE(S) OF INCOME**

Fundraisers, Donations, Fees

**PLANNED EXPENSES**

Fees, Equipment and Repairs, Fundraiser Expenses

**SPONSOR NAME** Matt Nance **SIGNATURE**

**PRINCIPAL/DIRECTOR** Walter R. Howell, IV **SIGNATURE**

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/23/25

ACCOUNT NUMBER: 901

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Matt Nance

Name of Activity Fund: Academic Team Account No: 901

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 967.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Fundraisers | $ 1,600.00 | |
| | Donations | $ 150.00 | |
| | Fees | $ 100.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 1,850.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 2,817.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Fees | $ -550.00 | |
| | Equipment and Repairs | $ -300.00 | |
| | Fundraiser Expenses | $ -300.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -1,150.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 1,667.00 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Matt Nance

Name of Activity Fund: Academic Team Account No: 901

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Snack sales in Mr. Nance's classroom during the school day, while adhering to BOE policy CFB-R4.

**PURPOSE OF RAISING FUNDS:**

To cover tournament registration fees and defer the cost of attending Nationals as much as possible.

**FUNDRAISER DATES:** START 08/14/2025 END 05/20/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 1,600.00 - EST. EXP. -$ 300.00 = EST. PROFIT $ 1,300.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

**STILLWATER BOARD OF EDUCATION** | **CFB-E1**

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Kat Stepp, Coach Davis

Name of Activity Fund: Afro Am Club Account No: 903

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A

**PACKET CONTENTS:**

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| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | ee |
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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School

**ACCOUNT NAME:** 903 Afro Am Club

**PURPOSE**

To help students of all races celebrate, embrace, and expand their knowledge of African American history and culture.

**SOURCE(S) OF INCOME**

Fundraising, Donations

**PLANNED EXPENSES**

Supplies, Trip Expenses, Fundraising Expenses

**SPONSOR NAME**

Kat Stepp, Coach Davis

**SIGNATURE**

K. Stepp

**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**

Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boggs DATE: 5/23/25

ACCOUNT NUMBER: 903

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kat Stepp, Coach Davis

Name of Activity Fund: Afro Am Club Account No: 903

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 478.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Dues/Fees | $ 200.00 | |
| | Donations | $ 200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 400.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 878.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Supplies | $ -200.00 | |
| | Trip Expenses | $ -200.00 | |
| | Refreshments | $ -200.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Expenditures: | $ -600.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 278.00 | $ |

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 25-26 Sponsor Name: JUDY PARKER

Name of Activity Fund: ART CLUB Account No: 904

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

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|---|---|---|
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| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | N/A |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | JP |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

## ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/16/25 **SITE:** SHS

**ACCOUNT NAME:** ART CLUB # 904

**PURPOSE**

ACTIVITIES THROUGHOUT YEAR

**SOURCE(S) OF INCOME**

DUES

**PLANNED EXPENSES**

FOOD FOR MEETINGS
SUPPLIES FOR PROJECTS

**SPONSOR NAME** JOEY PARKER **SIGNATURE**

**PRINCIPAL/DIRECTOR** Walter Howell **SIGNATURE** Walter H. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

**APPROVED BY:** [signature] **DATE:** 4/23/25

**ACCOUNT NUMBER:** 904

**BOARD OF EDUCATION APPROVAL DATE:** _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: JOEY PARKER

Name of Activity Fund: ART CLUB Account No: 904

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 890.82 | $ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| DUES | $ 30.00 | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Revenues: | $ 30.00 | $ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 920.82 | $ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| FOOD | $ 67.88 | |
| art Supplies | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| Total Expenditures: | $ 67.88 | $ |
| 5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 852.94 | $ |

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Kevin Zamborsky

Name of Activity Fund: Band Account No: 905

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
|---|---|---|
| APPROVAL OF ACCOUNT FORM | PAGE 2 | KZ |
| ACTIVITY FUND SUBACCOUNT BUDGET | PAGE 3 | KZ |
| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | KZ |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | KZ |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 4/11/25 **SITE:** HS

**ACCOUNT NAME:** 905 Band

**PURPOSE**

Students will raise money for individual accounts to be used for various expenses throughout their time in band, to include entry fees, instrument supplies and repairs, apparel, refreshments, travel, and more.

**SOURCE(S) OF INCOME**

Athletic and Performing Arts type income: Advertising sales, awards/prizes, concession sales, contest fees, contributions/donations, fees/fines/dues, field trip collections, BOE approved fundraisers, grants/scholarships, merchandies sales, rental fees, student payments, etc.

**PLANNED EXPENSES**

Awards, advertising, camp expenses, apparel/uniforms, competition expenses, equipment, fees/dues, field trip expenses, fundraising expenses, travel expenses to include meals, meeting supplies and refreshments, judges, payroll reimbursement, registrations, reimbursements, rental fees, security, stipends, subscriptions, technology, transportation, awards banquets, and other activity related materials.

**SPONSOR NAME**

Kevin Zamborsky

**SIGNATURE**



**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**

Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boone DATE: 5/23/25

ACCOUNT NUMBER: 905

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Kevin Zamborsky

Name of Activity Fund: Band Account No: 905

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 93,684.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Fundraising events | $ 50,000.00 | |
| | Donations | $ 40,000.00 | |
| | Dues from students | $ 60,000.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 150,000.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 243,684.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Achievement awards | $ -1,500.00 | |
| | Apparel and uniforms | $ -33,000.00 | |
| | Competition and registration | $ -7,500.00 | |
| | Field trip expenses | $ -120,000.00 | |
| | Supplies | $ -16,000.00 | |
| | | $ | |
| | Total Expenditures: | $ -178,000.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 65,684.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kevin Zamborsky

Name of Activity Fund: Band Account No: 905

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Students will sell items from an online catalog.

**PURPOSE OF RAISING FUNDS:**

Funds raised will go towards individual student accounts to be used for personal band-related expenses (i.e. entry fees, uniform needs, travel, etc.)

**FUNDRAISER DATES:** START 09/01/2025 END 10/30/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $15,000.00 - EST. EXP. $0.00 = EST. PROFIT $15,000.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howell IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Kevin Zamborsky

Name of Activity Fund: Band Account No: 905

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Students and parents will work the concession stands at OSU athletic events.

**PURPOSE OF RAISING FUNDS:**

Funds raised will go towards individual student accounts to be used for personal band-related expenses (i.e. entry fees, uniform needs, travel, etc.)

**FUNDRAISER DATES:** START 08/01/2025 END 05/20/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $35,000.00 - EST. EXP. $0.00 = EST. PROFIT $35,000.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howell IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Karie Linsenmeyer

Name of Activity Fund: Best Buddies Account No: 906

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A

**PACKET CONTENTS:**

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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School

**ACCOUNT NAME:** 906 Best Buddies

**PURPOSE**

To intentionally provide meaningful social inclusion by bringing together students with and without intellectual disabilities to create accepting school environments, utilizing three interconnected components: Special Olympics Unified Sports, inclusive sports leadership, and whole school engagement.

**SOURCE(S) OF INCOME**

Donations, Dues/Fees

**PLANNED EXPENSES**

Supplies, Fees, Field Trips, Celebrations, Events, Campaigns, Club Clothing

**SPONSOR NAME** **SIGNATURE**

Karie Linsenmeyer

**PRINCIPAL/DIRECTOR** **SIGNATURE**

Walter R. Howell, IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Beam DATE: 4/23/25

ACCOUNT NUMBER: 906

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Karie Linsenmeyer

Name of Activity Fund: Best Buddies Account No: 906

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 633.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Special Olympics Unified Schools Donations | $ 800.00 | |
| | Student Dues | $ 500.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 1,300.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 1,933.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Field Trips | $ -400.00 | |
| | Celebrations & Events | $ -150.00 | |
| | Club Clothing | $ -150.00 | |
| | Supplies | $ -300.00 | |
| | Fees | $ -425.00 | |
| | Campaigns | $ -100.00 | |
| | Total Expenditures: | $ -1,525.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 408.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Karie Linsenmeyer

Name of Activity Fund: Best Buddies Account No: 906

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT $ 0.00

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Krissi Morton & Drue Brown

Name of Activity Fund: Beta Club Account No: 907

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

| FORM | FOUND ON PAGE | INITIAL IF COMPLETE |
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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | KM |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND REQUEST FOR ACCOUNT

**DATE:** 2025-2026 **SITE:** High School

**ACCOUNT NAME:** 907 Beta Club

**PURPOSE**

To promote the ideals of honesty, service, morality, ethical conduct and leadership among elementary and secondary school students; to reward meritorious academic achievement; and to encourage and assist students in continuing their education after high school. Funds from dues and donations will be used to purchase graduation cords, senior gifts and other expenses deemed necessary to our purpose.

**SOURCE(S) OF INCOME**

Dues, Donations

**PLANNED EXPENSES**

Graduation Cords, Gifts, Refreshments, Fundraiser Expenses, Dues/Fees

**SPONSOR NAME**

Krissi Morton & Drue Brown

**SIGNATURE**

Krissi Morton & Drue Brown

**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**

Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [illegible] DATE: 5/23/25

ACCOUNT NUMBER: 907

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Krissi Morton & Drue Brown

Name of Activity Fund: Beta Club Account No: 907

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 3,958.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Membership Dues | $ 1,500.00 | |
| | Donations | $ 100.00 | |
| | | $ | |
| | | $ | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 1,600.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 5,558.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Graduation Cords | $ -400.00 | |
| | Gifts | $ -200.00 | |
| | Refreshments | $ -1,600.00 | |
| | Fundraiser Expenses | $ -100.00 | |
| | Dues/Fees | $ -600.00 | |
| | | $ | |
| | Total Expenditures: | $ -2,900.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 2,658.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2025-2026 Sponsor Name: Krissi Morton & Drue Brown

Name of Activity Fund: Beta Club Account No: 907

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

N/A

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT $ 0.00

Krissi Morton

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howell IV

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025 - 2026 Sponsor Name: Diana Swinford Jennifer Nealis

Name of Activity Fund: Business Professionals of America (BPA) Account No: 909

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

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| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
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## ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 5/1/25 SITE: Stillwater High School

ACCOUNT NAME: Business Professionals of America (BPA)

**PURPOSE** To develop and empower students to discover their passion & change the world by creating unmatched opportunities in learning, professional growth & service.

**SOURCE(S) OF INCOME**

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

**PLANNED EXPENSES**

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

**SPONSOR NAME**
Diana Swinford
Jennifer Nealis

**SIGNATURE**
Diana Swinford
[signature]

**PRINCIPAL/DIRECTOR**
Walter Howell

**SIGNATURE**
Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: [signature] DATE: 5/23/25

ACCOUNT NUMBER: 909

BOARD OF EDUCATION APPROVAL DATE: _____

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 25-26 Sponsor Name: Diana Swinford, Jennifer Nealis

Name of Activity Fund: Business Professionals of America (BPA) Account No: 909

| | NEXT YEAR EST. | ACTUALS* |
|---|---|---|
| 1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 50.00 | $ |
| 2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| Donations | $ 200.00 | |
| Dues from students | $ 200.00 | |
| Fundraiser - Shoes (AA sponsored) (Ends 20th) | $ 200.00 | |
| | $ | |
| | $ | |
| | $ | |
| Total Revenues: | $ | $ |
| 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 650.00 | $ |
| 4. EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| Competition Expenses | $ -200.00 | |
| Refreshments for student Meetings | $ -250.00 | |
| Fall Leadership Conference Expenses | $ -100.00 | |
| Donations | $ - 50.00 | |
| | $ | |
| | $ | |
| Total Expenditures: | $ 600.00 | $ |
| 5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 50.00 | $ |

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: _____ Sponsor Name: _____

Name of Activity Fund: _____ Account No: _____

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START _____ END _____

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

_____ SPONSOR SIGNATURE

_____ ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

_____ PRINCIPAL AUTHORIZATION

_____ BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

_____ SPONSOR SIGNATURE

_____ FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Jody D Webber

Name of Activity Fund: FCCLA Account No: 915

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds $1000 and 30% of projected revenue:**

N/A - Made large deposit mid-April 2025 to cover 4 students going to Nationals in July 2025. Total amount will go to pay for Nationals 2025 expenses. Next year's estimate reflects this.

**PACKET CONTENTS:**

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| ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) | PAGE 4 | |
| REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* | PAGE 2 | |

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

# ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 915 FCCLA

**PURPOSE**

This activity account is for the Career Tech Student Organization and FCCLA (Family, Career and Community Leaders of America). It will be funded by student dues and student fundraisers to cover the costs of trips/travel, lunch meetings, donations to POW and SMAC Bake Sale, Contest Entries/Supplies, Group Leadership Conferences, and miscellaneous equipment and supplies needed by the group.

**SOURCE(S) OF INCOME**

Donations, Dues/Fees, Fundraisers, Merchandise Sales

**PLANNED EXPENSES**

Refreshments, Charitable Activities, Dues/Fees, Travel Expenses, Supplies

**SPONSOR NAME**

Jody D Webber

**SIGNATURE**

Jody D Webber

**PRINCIPAL/DIRECTOR**

Walter R. Howell, IV

**SIGNATURE**

Walter R. Howell IV

**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY: Rachel Boone DATE: 5/23/25

ACCOUNT NUMBER: 915

BOARD OF EDUCATION APPROVAL DATE: _____

# ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Jody D Webber

Name of Activity Fund: FCCLA Account No: 915

| | | NEXT YEAR EST. | ACTUALS* |
|---|---|---|---|
| 1. | ESTIMATED BEGINNING CASH BALANCE, JULY 1 | $ 1,000.00 | $ |
| 2. | SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS: | | |
| | Fundraisers | $ 2,750.00 | |
| | Dues/Fees | $ 2,000.00 | |
| | Donations | $ 100.00 | |
| | Merchandise sales | $ 500.00 | |
| | | $ | |
| | | $ | |
| | Total Revenues: | $ 5,350.00 | $ |
| 3. | TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) | $ 6,350.00 | $ |
| 4. | EXPENDITURES AND ESTIMATED AMOUNTS: | | |
| | Refreshmenists | $ -1,000.00 | |
| | Charitable Activities | $ -400.00 | |
| | Dues/Fees | $ -950.00 | |
| | Travel Expenses | $ -1,400.00 | |
| | Supplies | $ -400.00 | |
| | | $ | |
| | Total Expenditures: | $ -4,150.00 | $ |
| 5. | ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) | $ 2,200.00 | $ |

| STILLWATER BOARD OF EDUCATION | CFB-E1 (1) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA Account No: 915

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

FCCLA Intro to Fashion & Fashion Production Fangear creation & sales through curriculum lessons in the class & a partnership with Duprees

**PURPOSE OF RAISING FUNDS:**

Chapter Expenses

**FUNDRAISER DATES:** START 09/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 1,000.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 1,000.00

Jody D Webber
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter L. Howell IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA Account No: 915

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

FCCLA Bake Sale: Bake Sale at SHS. Cookies made & bagged by FCCLA Members in the FCS Dept. Cookie bags sold by Members to Students during National FCCLA Week

**PURPOSE OF RAISING FUNDS:**

Chapter Expenses

**FUNDRAISER DATES:** START 02/09/2026 END 02/13/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 1,000.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 1,000.00

Jody D Webber
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howell IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (3) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA Account No: 915

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Crock STAR Fundraiser: FCCLA Members will market & promote their Crock STAR Fundraiser where patrons can order crock pot meal kits to be shipped to their homes

**PURPOSE OF RAISING FUNDS:**

Chapter Expenses

**FUNDRAISER DATES:** START 11/01/2025 END 11/30/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 500.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 500.00

Jody D Webber
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howell IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (4) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA Account No: 915

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

FCCLA Restaurant Nights: School & Community Patrons will be encouraged to eat at various participating restaurants with a percentage of sales to be donated to SHS FCCLA

**PURPOSE OF RAISING FUNDS:**

Chapter Expenses

**FUNDRAISER DATES:** START 11/01/2025 END 05/01/2026

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 500.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 500.00

Jody D Webber
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R Howell JR
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

| STILLWATER BOARD OF EDUCATION | CFB-E1 (5) |
|---|---|

# FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 25-26 Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA Account No: 915

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Mpact Tumbler and Food Sales: Students selling items to family and friends

**PURPOSE OF RAISING FUNDS:**

Chapter Expenses

**FUNDRAISER DATES:** START 09/01/2025 END 09/30/2025

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. $ 1,000.00 - EST. EXP. $ 0.00 = EST. PROFIT $ 1,000.00

Jody Dwebber
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howell IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ (Reconciles to Deposits) - ACT. EXP. _____ (Reconciles to fundraiser related POs) = ACT. PROFIT _____ (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** Jun 10, 2025

---

**AGENDA ITEM:**
Finance Department FY 2025-2026 Contracts, Proposals, Agreements, and Bids:

Finance:
1. Affinity Marketing (Arvest Bank Affinity Agreement)
2. Arbiter Sports (Pay system for Athletic Refs, Umps, etc.)
3. CCOSA (District Services)
4. Coca-Cola (District Beverage Contract)
5. Hilltop Securities (Bond Arbitrage Rebate Compliance)
6. Municipal Finance Services (Bond Services)
7. OSIG Proposal (Property/Liability Insurance)
8. Rosenstein, Fist, and Ringold (Legal Services)
9. SPEF Contract (Use of Facility Agreement)
10. Sylogist (Accounting System)
11. The Public Finance Law Group (Bond Legal Counsel Services)
12. Tyler Technologies (Accounting Software)

Nutrition:
1. Bussell's Pest Control (Nutrition Pest Control)
2. CNP Renewal Agreement (Annual Nutrition Agreement)
3. Cybersoft Renewal Quote (Nutrition Software)
4. EcoLab (Chemicals and Cleaners)
5. Great Plains Coca-Cola Proposal (Coke products for Secondary)
6. Hiland Dairy Bid (Milk and Dairy)
7. Klement Proposal (Frozen Treats for Secondary)
8. ODAFF (Grant for Local Produce)
9. SFSP Agreement (Summer Food Service)
10. US Foods Bid (Groceries, Small Equipment, and Cleaning Supplies)

**BOARD ACTION REQUESTED:**
Motion to Approve the Renewal of Existing or Revised Contracts, Proposals, Agreements, and Bids for FY 2025-2026

**BACKGROUND INFORMATION:**
Oklahoma statutes require public schools to annually approve all new contact and renew any ongoing and long-term contracts.

**Renewal Contracts & Agreements for Finance:**

| Contract | | Term | Funding Source | Dates of Contract |
|---|---|---|---|---|
| Affinity Marketing | | Annual | N/A | July 1, 2025 – June 30, 2026 |
| Arbiter Sports | | Annual | Activities | July 1, 2025 – June 30, 2026 |
| CCOSA | | Annual | General | July 1, 2025 – June 30, 2026 |
| Coca-Cola | | 2 of 5 | N/A | July 1, 2025 – June 30, 2026 |
| Hilltop Securities | (Renewed) | 1 of 5 | Bond | July 1, 2025 – June 30, 2026 |

| Contract | | Term | Funding Source | Dates of Contract |
|---|---|---|---|---|
| Municipal Finance Services | | Annual | Bond | July 1, 2025 – June 30, 2026 |
| OSIG | | Annual | General | July 1, 2025 – June 30, 2026 |
| Rosenstein, Fist, & Ringold | | Annual | General | July 1, 2025 – June 30, 2026 |
| SPEF | | Annual | N/A | July 1, 2025 – June 30, 2026 |
| Sylogist | | Annual | General | July 1, 2025 – June 30, 2026 |
| The Public Finance Law Group | | Annual | Bond | July 1, 2025 – June 30, 2026 |
| Tyler Technologies | | Annual | General | July 1, 2025 – Jan 31, 2026 |

**Renewal Contracts & Agreements for Nutrition:**

| Contract | | Term | Funding Source | Dates of Contract |
|---|---|---|---|---|
| Bussell's Pest Control | | Annual | Nutrition | July 1, 2025 – June 30, 2026 |
| CNP Agreement | | Annual | N/A | July 1, 2025 – June 30, 2026 |
| Cybersoft | | Annual | Nutrition | July 1, 2025 – June 30, 2026 |
| EcoLab | | Annual | Nutrition | July 1, 2025 – June 30, 2026 |
| Great Plains Coca-Cola | | Annual | Nutrition | July 1, 2025 – June 30, 2026 |
| Hiland Dairy | | 2 of 5 | Nutrition | July 1, 2025 – June 30, 2026 |
| Klement | (Renewed) | 1 of 5 | Nutrition | July 1, 2025 – June 30, 2026 |
| ODAFF | | Annual | Nutrition | July 1, 2025 – June 30, 2026 |
| SFSP Agreement | | Annual | N/A | July 1, 2025 – June 30, 2026 |
| US Foods | (Renewed) | 1 of 5 | Nutrition | July 1, 2025 – June 30, 2026 |

# AFFINITY MARKETING AGREEMENT

This Affinity Marketing Agreement (the "Agreement") is made and entered into as of July 1, 2025 (the "Effective Date"), by and between ARVEST BANK, Fayetteville, Arkansas ("Arvest"), and Stillwater Public Schools ("Endorser"), with reference to the following:

WHEREAS, Arvest desires to market and promote the use of its VISA debit cards (collectively, the "Cards") to its current and prospective customers using Endorser's name, trademarks, service marks and logo (collectively, the "Marks") upon the terms and conditions set forth herein; and

WHEREAS, Endorser desires to have its Marks identified on the Cards pursuant to the terms of this Agreement (each, an "Affinity Card," and collectively, the "Affinity Cards").

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. Marketing of Affinity Cards. Throughout the Term (as hereinafter defined), Arvest and Endorser shall cooperate to develop advertising, marketing strategies and materials to promote the use of the Affinity Cards. In connection therewith, Arvest may, from time to time, present to Endorser promotional and solicitation strategies. Endorser shall provide to Arvest the artwork to be included on the Affinity Cards. Prior to use, Arvest and Endorser must mutually approve in writing or via email, confirmed receipt, (a) the promotional and solicitation strategies and the artwork, and (b) all advertising and marketing materials relating to the Affinity Cards, which approvals shall not be unreasonably withheld or delayed. Endorser shall not independently undertake any marketing of the Affinity Cards without Arvest's prior written consent.

2. Marks. For the duration of the Term, Endorser hereby grants to Arvest a non-transferable, non-exclusive and royalty-free license to use the Marks on its Cards and in its advertising and marketing materials promoting use of the Affinity Cards as contemplated in this Agreement. Arvest shall have the non-exclusive right to utilize the Marks in connection with debit cards during the Term. Endorser represents and warrants that (a) it is the owner of the Marks, (b) has authority to grant the license extended hereunder, and (c) the Marks do not infringe the rights of any third party. Endorser will deliver the Marks to Arvest within fifteen (15) days after execution of this Agreement. Nothing in this Agreement shall confer upon Arvest a proprietary interest of any kind in or to the Marks, other than the right to use the Marks in accordance with the terms and conditions of this Agreement.

3. Records. Endorser understands that Arvest shall not disclose to Endorser, and Endorser shall not have access to, any non-public, non-published customer information or other privacy protected data, which information shall remain confidential in all respects. Further, the terms of this Agreement and any proposal, financial information and/or proprietary information provided by or on behalf of one party to the other party are confidential. Such confidential information will not be disclosed by the recipient thereof to any other person or entity, except as permitted under this Agreement, as required by operation of law or as mutually agreed in writing.

4. Cardholders. Arvest will issue Affinity Cards to prospective customers based upon Arvest's customary practices and shall make all decisions and bear all risk with respect to each customer's account(s). Arvest shall be identified as the issuer of each Affinity Card and have the sole and **exclusive** right to make all determinations with respect to the terms and features and issuance of the Affinity Cards.

5. Term. The initial term of this Agreement shall begin on the Effective Date and continue for a period of twelve (12) months thereafter (the "Initial Term"). This Agreement shall automatically renew for successive periods of one (1) year each (each, a "Renewal Term"), unless either party delivers to the other party written notice, at least thirty (30) days prior to the expiration of the Initial Term or any Renewal Term, of its election not to extend this Agreement beyond the then-scheduled expiration date. The Initial Term and any Renewal Term(s) are collectively referred to herein as the "Term." Notwithstanding the foregoing, if there is a material default by either party under this Agreement, and such default shall continue for a period of fifteen (15) days after written notice thereof from the non-defaulting party to the defaulting party, the non-defaulting party shall have the right to terminate this Agreement upon at least fifteen (15) days' additional written notice.

Upon the expiration or termination of this Agreement, (a) Arvest shall discontinue use of the Marks; provided, however, that Arvest shall not be required to invalidate any Affinity Card issued during the Term prior to such Affinity Card's normal expiration or termination date, and (b) for a period of one (1) year following such expiration or termination, Endorser agrees that it shall not, by itself or in conjunction with others, directly or indirectly, specifically target any offer of a debit card to any persons who are holders of the Affinity Cards.

6. Condition. This Agreement is expressly made conditional upon Arvest's receipt of written approval of the transactions contemplated herein and the design of the Affinity Cards from VISA U.S.A. Inc. If approval is not obtained within thirty (30) days after the execution of this Agreement, this Agreement shall automatically terminate without further action by either party, and each party shall be released from its obligations hereunder.

7. Indemnity. Endorser shall defend, indemnify and hold Arvest and its affiliates harmless from and against any and all claims, losses, liability, damages, costs and expenses (including reasonable attorneys' fees) directly or indirectly arising from or related to any actual or alleged infringement (including contributory infringement), misappropriation or violation of **any** third party's patents, copyrights, trade secret rights, trademarks or other intellectual property or proprietary rights of any nature in any jurisdiction, resulting from the use of the Marks or other materials produced hereunder. The respective rights and obligations of the parties under this section shall survive termination of this Agreement.

8. Other Affinity Programs. Endorser acknowledges that Arvest is, and shall remain during the Term, the issuer of Cards through this and other affinity programs which may be in competition with the Affinity Cards contemplated hereunder. Endorser acknowledges that the other programs may contain benefits and terms that are different from those offered under this Agreement.

9. Miscellaneous.

9.1 Assignment. Neither party may transfer or assign its rights or delegate its duties under this Agreement without the prior written consent of the other; provided, however, that Arvest may assign any of its rights and obligations hereunder to an affiliate or successor if such affiliate or successor assumes, either expressly or by operation by law, all of Arvest's obligations hereunder.

9.2 Notices. Notices or other communication required or permitted under this Agreement shall be in writing and shall be deemed to have been given (a) when delivered in person, (b) one (1) business day after being sent by nationally recognized overnight courier, charges prepaid, (c) four (4) business days after being mailed, postage prepaid, by registered or certified mail, or (d) when sent by email, with confirmed receipt, in each case addressed as follows:

(a) If to Arvest:

Arvest Bank
Contract Filing
202 S. Goad Springs Rd
Lowell, AR 72745
Email: contractfilinggroup@arvest.com

(b) If to Endorser:

Attn: Roberta Douglas
Address: 314 S. Lewis St City: Stillwater
State: OK Zip: 74074
Email: spsfinance@stillwaterschools.com

or to such other address as any party may from time to time designate by notice given to the other party in the manner provided herein. Courtesy or informational notices may be delivered by email only.

9.3 Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Arkansas.

9.4 Amendment; Waiver. This Agreement may be amended only by a written agreement signed by the parties hereto. A waiver of a breach of any provision of this Agreement by any party shall not operate or be construed as a waiver of any subsequent breach.

9.5 Binding Effect. This Agreement shall be binding upon all parties and their respective successors and permitted assigns.

9.6 Severability. If any provision of this Agreement as applied to any party or to any circumstances shall be adjudged by a court of competent jurisdiction to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity or enforceability of this Agreement.

9.7 Counterparts; Electronic Transmission. This Agreement may be executed in counterparts, each of which will be deemed an original. An electronic transmission of a signed counterpart of this Agreement shall be sufficient to bind the party or parties whose signature(s) appear thereon.

9.8 No Agency. The parties are independent contractors. Nothing in this Agreement creates any agency, partnership, employment, joint venture, partnership or fiduciary relationship between the parties, and neither party shall have the right or authority to act for or on behalf of the other party.

9.9 Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof, and there are no agreements, understandings, specific restrictions, warranties or representations relating to such subject matter between the parties other than those set forth herein.

EXECUTED as of the day and year first above written.

ARVEST: **ARVEST BANK**




Name:

Title:

ENDORSER: Organization: Stillwater Public Schools




Name: Roberta Douglas

Title: Board President

## Subscription Order Form

| | | | |
|---|---|---|---|
| Company Address | 9815 S Monroe St, STE 204<br>Sandy, Utah 84070<br>United States | Quote Number | 00685487 |
| | | Contract Length | 1 Year |
| Created Date | 5/12/2025 | Start Date | 7/1/2025 |
| Prepared By | Devin McCarthy | End Date | 6/30/2026 |
| Email | devin.mccarthy@arbitersports.com | | |
| Billing Schedule | One-Time | | |

## Customer Billing

| | | | |
|---|---|---|---|
| Account Name | Stillwater High School | Primary Contact | Tracy Sodowsky |
| Billing Contact | Tracy Sodowsky | Primary Email | tsodowsky@stillwaterschools.com |
| Billing Email | tsodowsky@stillwaterschools.com | Primary Title | Athletic Administrative Assistant |
| Billing Phone | (405) 533-6338 | Primary Phone | (405) 533-6338 |
| Bill To | 1224 North Husband Street<br>Stillwater, Oklahoma 74075-3630<br>United States | Address | 1224 North Husband Street<br>Stillwater, Oklahoma 74075-3630<br>United States |

## Subscriptions & Services

| Product | Quantity | Sales Price | Total Price |
|---|---|---|---|
| 300- (YEAR 1) ArbiterPay | 1.00 | $1,955.00 | $1,955.00 |

## Year 1

| | | | |
|---|---|---|---|
| Year 1 Start Date | 7/1/2025 | Year 1 Total | $1,955.00 |
| Year 1 End Date | 6/30/2026 | Year 1 Payment Due | 7/31/2025 |

## Contract Total

| | |
|---|---|
| Subtotal | $1,955.00 |
| Total Discount | $0.00 |
| Grand Total | $1,955.00 |

## Terms & Conditions

Standard Conditions:

1. This Subscription Order Form is governed by ArbiterSports website's standard Terms and Conditions ("Terms and Conditions") https://www.arbitersports.com/terms-and-conditions/, if Customer is subscribing to ArbiterPay, by ArbiterSports' standard Payor Agreement for ArbiterPay Users (the "ArbiterPay Agreement") https://www.arbitersports.com/payor-agreement (if applicable), each incorporated herein by reference.

2. In the event of any conflict or inconsistency between the Special Instructions or Standard Conditions of this Subscription Order Form and any provisions of the Terms and Conditions or the ArbiterPay Agreement, this Subscription Order Form shall govern and control.

3. Notwithstanding any provision of the Terms and Condition or the ArbiterPay Agreement, upon a material breach by ArbiterSports which is not cured within 30 days following receipt of written notice, Customer may terminate its subscription and receive the prorated amount paid by

Customer for the applicable year.

4. The Terms and Conditions and the ArbiterPay Agreement (if applicable), together with this Subscription Order Form, represent the entire agreement between the parties and cannot be overridden by terms contained in any later received document unless the additional terms are accepted in writing by both parties.

5. All references to monetary values shall mean United States dollars and do not include any taxes that may apply.

**6. CUSTOMER MUST PROVIDE ARBITERSPORTS WITH VALID AUTOMATED PAYMENT INFORMATION AS A CONDITION TO RECEIVE OR USE THE SERVICES. BY PROVIDING ARBITERSPORTS WITH AUTOMATED PAYMENT INFORMATION, CUSTOMER AUTHORIZES ARBITERSPORTS TO CHARGE CUSTOMER'S PAYMENT ACCOUNT FOR ANY AMOUNTS ARISING FROM OR RELATING TO THE ABOVE SERVICES WITHOUT FURTHER AUTHORIZATION FROM CUSTOMER. CUSTOMER IS RESPONSIBLE FOR AND AGREES TO UPDATE ARBITERSPORTS WITH ANY CHANGES TO CUSTOMER'S BILLING AND/OR AUTOMATED PAYMENT INFORMATION (E.G., NEW OR UPDATED CREDIT CARD, CREDIT CARD EXPIRATION DATE OR OTHER PAYMENT BANK ACCOUNT INFORMATION).**

**7. CUSTOMER AUTHORIZES ARBITERSPORTS TO CHARGE CUSTOMER'S ARBITERSPORTS ACCOUNT FOR ANY AMOUNTS ARISING FROM OR RELATING TO THE ABOVE SERVICES WITHOUT FURTHER AUTHORIZATION FROM CUSTOMER.**

**8. UNLESS CUSTOMER NOTIFIES ARBITERSPORTS IN WRITING (INCLUDING VIA THE ABOVE ARBITERSPORTS EMAIL ADDRESS) 10 DAYS PRIOR TO THE END OF CUSTOMER'S SUBSCRIPTION, CUSTOMER'S SUBSCRIPTION WILL AUTOMATICALLY RENEW FOR AN ADDITIONAL TERM EQUAL TO THE LENGTH OF THE ORIGINAL TERM (FOR EXAMPLE, A TWO-YEAR TERM WILL AUTOMATICALLY RENEW FOR AN ADDITIONAL TWO-YEAR TERM). IF ARBITERSPORTS INCREASES THE ANNUAL SUBSCRIPTION PRICE FOR ANY SERVICES, ARBITERSPORTS WILL NOTIFY CUSTOMER IN WRITING (INCLUDING VIA THE ABOVE CUSTOMER EMAIL ADDRESS) OF SUCH INCREASE AT LEAST 30 DAYS PRIOR TO THE END OF CUSTOMER'S SUBSCRIPTION. IN THE EVENT CUSTOMER DOES NOT TERMINATE, THE RENEWAL WILL BE AT THE INCREASED PRICES.**

9. I hereby authorize ArbiterSports, LLC to initiate a withdrawal from my account within ArbiterPay to pay for services as indicated. I also authorize ArbiterSports, LLC to make deposits to this account in the event that an entry is made in error. I agree that no prior notification will be provided unless the date or amount changes, in which case you will receive notice at least 10 days prior to the payment being collected.

**Customer to Complete:**

Is a Purchase Order required for ArbiterSports to receive payment for the Services in this Subscription Order Form? Please fill in **YES** or **NO** here:

**Acknowledgment and Acceptance of Terms**

By signing this Subscription Order Form, the individual signing on behalf of Customer is committing and confirming that they are authorized by Customer to execute this Subscription Order Form and to purchase the Service listed above.

| **Accepted By (Legal Entity):** | **Accepted By (Legal Entity):**<br>ArbiterSports, LLC |
|---|---|
| **Signature:** | **Signature:** |
| **Print Name:** | **Print Name:**<br>John Hopkins |
| **Title:** | **Title:**<br>Chief Financial Officer (CFO) |
| **Date:** | **Date:** |

CCOSA
The Cooperative Council for
Oklahoma School Administration

2901 North Lincoln Boulevard
Oklahoma City, OK 73105
405-524-1191 office
405-524-1196 fax
www.ccosa.org

# CCOSA's District Level Services (DLS) Program
## (Agreement 2025-2026)

This letter sets out the Agreement between the Cooperative Council for Oklahoma School Administration (CCOSA) and Stillwater School District No. 16 of Payne County, Oklahoma (District) concerning the District's participation in **CCOSA's District Level Services Program** (Program) for the fiscal year ending June 30, 2026.

For participating Oklahoma cooperatives, interlocals, and technology centers, the cost of participation will be determined based upon the total 2023-24 ADM for your district.

# P.O. CALCULATION GRID

County Name: Payne _____ County Number: 60 _____

District Name: Stillwater _____ District Number: I-16 _____

**P.O. CALCULATION GRID**

| ADM | COST |
|---|---|
| 25,000 plus | $ 4,000 |
| 10,000 to 24,999 | $ 3,000 |
| 5,000 to 9,999 | $ 2,500 |
| 1,500 to 4,999 | $ 2,000 |
| 500 to 1,499 | $ 1,800 |
| 499 or less | $ 1,500 |

| ADM (2023-24) | TOTAL COST |
|---|---|
| 5776 | $2,500 |

**Purchase Order Number:** _____

**Purchase Order Amount:** **$2,500** _____

**Please attach a copy of the purchase order when submitting completed forms**

CCOSA
The Cooperative Council for
Oklahoma School Administration

2901 North Lincoln Boulevard
Oklahoma City, OK 73105
405-524-1191 office
405-524-1196 fax
www.ccosa.org

# Superintendent Certification of Participation

I certify that on the 10th day of June 2025, the Board of Education of Stillwater Public Schools voted to allow our school district to participate in the CCOSA District Level Services Program. The Stillwater Board of Education has encumbered $ 2,500 for the purpose of participating in the CCOSA District Level Services Program. The Board of Education acknowledges that participation in the Program will result in the provision of **advisory services** to designated administrators with Stillwater Public Schools.

_____ _____

Signature of Superintendent Date

The District understands that CCOSA's District Level Services Program emphasizes assistance in areas that help to create high-quality schools based on the research in *For the People* and seven areas that create a quality system: Culture and Climate; Learning; Teaching, and Assessment; Expanded Learning Opportunities; Governance, Leadership, and Accountability; Human Capital Development; Physical Resources; and Financial Resources.

If consultation and/or professional learning is in the school district, the school district would agree to pay travel expenses that would not be a part of this agreement.

The District understands that CCOSA and/or its partners will be unable to provide assistance in some areas and with some issues. The District understands that, in those situations, CCOSA and/or its partners may recommend that the District seek advice, assistance, and services beyond those offered by this Program, which may cause the District to incur expenses that are not covered by this Program. **This Program is ADVISORY ONLY and CCOSA and/or its partners do not warrant or guarantee any specific outcome related to the advisory services provided. CCOSA reserves the right to refuse participation to school districts and to remove school districts from participation in the Program.**

The term of this Agreement begins on the date it is approved by the District's Board of Education and ends on June 30, 2026. Either the District or CCOSA may terminate this Agreement upon notice in writing to the other party. However, a delay in contract approval could result in your district missing valued services and workshops!

CCOSA
The Cooperative Council for
Oklahoma School Administration

2901 North Lincoln Boulevard
Oklahoma City, OK 73105
405-524-1191 office
405-524-1196 fax
www.ccosa.org

# CCOSA's District Level Services (DLS) Program

## Designated Administrator Contact Form 2025-2026

While all of your district leaders have full access by phone, email, or in person, we need you to designate district administrators who serve as your main contacts to share information from CCOSA and its partners. **These designated administrators will need to commit to forwarding Professional Learning opportunities to your other district and/or school team members to ensure that all of your leaders get maximum benefit from the program.** Districts with an ADM of 10,000 and above may designate three district administrators. The District may include additional school personnel at no additional cost in conference calls, on-site visits, and training sessions.

**Designated Administrators**
(based upon each district's size in ADM for the 2023-24 school year)

| ADM | # of eligible administrators |
|---|---|
| 10,000 + | 3 |
| 1 to 9,999 | 2 |

| ADMINISTRATOR | PHONE NUMBER | EMAIL ADDRESS |
|---|---|---|
| | | |
| | | |
| * | | |

*only if ADM exceeds 10,000

**Please send a copy of the completed forms to Jen Knight (jennifer@ccosa.org) or fax to 405.524.1196 (ATTN: Jen Knight). Keep one copy for your records.**

BOARD OF EDUCATION

AUG 13 2024

MINUTES

# BEVERAGE PROVIDER AGREEMENT

This agreement (the "**Agreement**") is made by and between Coca-Cola Southwest Beverages LLC, a Delaware limited liability company (**"Beverage Provider"**), and the Independent School District No. 16 of Payne County, Oklahoma a/k/a Stillwater Public Schools having its principal place of business at 314 S Lewis Ave Stillwater, OK 74074 ("**District**").

## WITNESSETH:

WHEREAS, Beverage Provider is dedicated to being responsive to local school needs and to improving the communities in which it does business, including by supporting youth development and education, and District has requested a variety of beverages for the use of students, faculty and staff;

WHEREAS, District is vested with the appropriate authority and wishes to grant to Beverage Provider the exclusive beverage availability rights described herein with respect to all schools in the Stillwater Independent School District ("Schools") and with respect to all other facilities owned or operated by the District.

NOW, THEREFORE, in consideration of the promises herein contained, the parties hereto agree as follows:

1. Definitions.

(a) "Agreement Year" means each twelve-month period beginning with the first day of the Term.

(b) "Approved Cups" means disposable cups approved by Beverage Provider from time to time as its standard trademark cups and/or vessels and/or other (disposable and non-disposable) containers approved by Beverage Provider from time to time, all of which shall prominently bear the trademark(s) of Products (as herein defined) on all of the cup surface.

(c) "Beverages" means all non-alcoholic beverages (i.e. anything consumed by drinking), whether or not such beverages (i) contain nutritive, food, or dairy ingredients, OR (ii) are in a frozen form. This definition applies without regard to the beverage's labeling or marketing. Powders, syrups, grounds (such as for coffee), herbs (such as for tea), concentrates, K-Cups® pods and all other beverage bases from which Beverages can be made, and brands and products of water purification and beverage making systems (e.g. Brita®, Soda Stream®, Keurig®) are deemed to be included in this definition. For the avoidance of doubt, "flavor enhancers", "liquid water enhancers", and non-alcoholic beverages sold as "shots" or "supplements" are considered Beverages. "Beverage" or "Beverages" shall not include fresh-brewed unbranded coffee and fresh-brewed unbranded tea products, unflavored dairy products, water drawn from the public water supply or unbranded juice squeezed fresh on the Campus.

(d) "Campus" means the entire premises of each and every School and facility owned or operated by District either now or in the future, including without limitation, all elementary, middle, high, post-secondary and alternative schools, athletic facilities, offices, maintenance facilities, and including for each such location, the grounds, parking lots, all buildings which are a part of the location, all cafeterias, faculty and staff lounges, dining facilities, branded and unbranded food service outlets, concession stands, press rooms, sky boxes, stadium suites, vending locations, and players' benches, sidelines and locker rooms. The defined terms "Schools" and "Stadium" are included within the collective term "Campus."

(e) "Competitive Products" means any and all Beverages other than Products (as defined herein).

(f) "Concessionaire" means any third party providing services under contract with District on Campus or to Team that directly or indirectly relates to the service of Beverages.

(g) "Products" shall mean Beverage products purchased directly from Beverage Provider or sold through vending machines owned and stocked by Beverage Provider.

(h) "Stadium" shall mean the Stillwater Public Schools Football Stadium, which is located at 1224 N Husband St Stillwater, OK 74075 and all other stadiums within the Campus including, but not limited to, the grounds, parking lots, all buildings which are part of the Stadium, all concession stands, dining facilities, branded and unbranded food service outlets, press rooms, sky boxes, stadium suites, vending and players' benches, sidelines and locker rooms.

(i) "Team" or "Team(s)" means all interscholastic athletic teams associated with District.

2. Term.

Beverage Provider shall have the rights provided herein for a term of Five (5) years, beginning July 1, 2024 ("Term"), unless mutually extended by written Agreement of the parties or unless sooner terminated as provided herein. After the end of the first full Agreement Year of the Term, District shall have the right to terminate this Agreement, for any reason, by giving Beverage Provider written notice sixty (60) days prior to the anniversary date of this Agreement each year of the Term. Additionally, effective at the end of each full Agreement Year, either party shall have the right to terminate this Agreement, with or without cause, by giving the other party sixty (60) days advance written notice. In the event of such early termination, the provisions of Section 10 below regarding repayment shall apply.

3. Consideration.

In order to advance the educational mission of the District, to benefit the District, its students and educators, to support school wellness efforts and in exchange for the rights granted to Beverage Provider hereunder, Beverage Provider agrees to provide the following funding, programs and other support described below. The parties intend that the use of funding will be focused on some or all of the following:

- Academic enrichment and scholarships
- Improvement of technology at the Schools
- Additional or improved educational materials
- School and Campus improvements
- Student extra-curricular activities
- Educator and Student reward and recognition programs
- Physical fitness and nutrition education programs
- Teaching kids to consume a balanced diet and be physically active

(a) Sponsorship Funding. Beverage Provider agrees to pay District an aggregate of Fifteen Thousand Dollars ($15,000) for the entire Term (the **"Sponsorship Funding"**). The Sponsorship Funding will be in equal annual installments of Three Thousand ($3,000). The first installment will be paid within sixty (60) days of the date that this Agreement is fully executed and subsequent payments shall be due on the anniversary date. The Sponsorship Funding shall be deemed earned evenly on a monthly basis over the Agreement Year in which they are paid.

(b) Rebates. Beverage Provider will pay District a rebate of Three Dollars ($3.00) for each standard physical case (i.e. 24 units) of 20oz Sparkling, 20oz Dasani Water, 20oz Smartwater, 20oz Powerade and 16oz BodyArmor Products purchased and paid for by the District for sale on the Campus during the Term (Rebates). The Rebates shall be paid quarterly in arrears, within Sixty (60) days after the end or each applicable quarter in with the Rebate was earned and will be based on Beverage Provider's case sales records. Rebates shall not be earned for sales of Products through Beverage Provider's full service vending machines.

(c) Commissions. Beverage Provider shall pay the District commissions on full-service Beverage vending sales based on the following rates and initial vend prices:

| Package | Vend Rate | Commission Rate |
|---|---|---|
| 20oz Sparkling | $2.25 | 15% |
| 20 oz PET - Dasani | $2.25 | 10% |
| 20 oz PET - Powerade | $2.25 | 15% |
| 12 oz PET - Body Armor | $2.00 | 10% |
| 20 oz PET - Smartwater | $2.50 | 10% |
| 15.5 oz PET - Topo Chico | $2.25 | 10% |
| 18.5 oz PET - Gold Peak | $2.50 | 10% |
| 16 oz Can - Monster Brands | $3.50 | 10% |

Beverage Provider may at any time decrease commissions by more than that percentage in the event of a substantial increase of a material component of Beverage Provider's cost of goods, manufacture or delivery. Beverage Provider shall notify District thirty (30) days in advance prior to the date any such substantial commission decrease takes effect. The annual commission decrease shall occur automatically.

Commissions are paid based upon cash collected, after deducting legally imposed taxes, deposits, recycling fees, other handling fees, communication charges and credit and debit card fees, if any.

Commissions shall not be payable on any sales from vending machines not filled or serviced by Beverage Provider. Vend prices and packages shall be in effect for the current Agreement Year. There will be a vend rate increase of twenty-five cents (S.25) in Agreement Year 3 and Agreement Year 5. In addition, Beverage Provider may adjust the vend prices on an annual basis as necessary to reflect changes in its costs, including cost of goods, or to implement cash discounts. Commissions will be paid in arrears, on or about the 20th of each month with an accounting of all sales and monies.

(d) Other Consideration: Beverage Provider shall provide the following to the District:

(i) Powerade Equipment. Each Agreement Year during the Term, Beverage Provider shall provide District with athletic equipment, including but not limited to, coolers, squeeze bottles and towels. The approximate annual retail value of athletic equipment will not exceed Five Hundred Dollars ($500.00) in retail value for each Agreement Year, as determined in good faith by Beverage Provider.

(ii) Complimentary Product. Each Agreement Year during the Term, Bottler shall provide District, upon District's request, complimentary Product of Beverage Provider's choosing, with an estimated retail value of up to One Thousand Dollars ($1,000), as determined in good faith by Beverage Provider. In the event District does not request all complimentary Product by the end of each Agreement Year,

any remaining complimentary Product shall be retained by Beverage Provider with no further obligation to District.

(iii) Marketing Fund. Each Agreement Year during the Term, Beverage Provider will establish a marketing fund in the maximum amount of Five Hundred Dollars ($500) to be used to support promotional and marketing activities to promote the sale of Products at the concession locations on Campus (the "Marketing Fund"). Beverage Provider will hold, manage and administer this Marketing Fund. Any amounts remaining unused at the end of any such Agreement Years shall be retained by Beverage Provider with no further obligation to District.

4. Grant of Beverage Availability and Beverage Merchandising Rights.

District hereby grants to Beverage Provider the following exclusive Beverage availability and merchandising rights:

(a) Beverage Availability on Campus. Beverage Provider shall have the exclusive right to make Beverages available for sale and distribution on Campus. District agrees that Products shall be the exclusive Beverages sold, dispensed, served or sampled at all locations and at all functions on the Campus. District agrees that District and all other persons serving Beverages on Campus, including without limitation Concessionaires, food service vendors, teams, and booster clubs, shall purchase all (100%) of their requirements for Products, Approved Cups and carbon dioxide from Beverage Provider. In particular, District shall cause each School administration to do the following:

(i) Offer a selection of Beverage Provider's Products to comply with the following standard Beverage guidelines (the "Guidelines") at the Schools indicated below:

First, the Standards:

**Elementary:**

- bottled water, including carbonated (no size limit)
- low-fat unflavored milk and non-fat milk (including flavored) and milk alternatives (8 oz or less)
- 100% juice, including diluted with water (with or without carbonation) and no added sweeteners (9 fl oz or less)
- No caffeine, except for trace amounts of naturally occurring.

**Middle:**

- same as elementary, except serving sizes for milk and 100% juice/diluted juice increase to 12 ounces
- No caffeine, except for trace amounts of naturally occurring.

**High:**

- plain bottled water, including carbonated (no size limited)
- low-fat unflavored milk and non-fat milk (including flavored) and milk alternatives (12 fl oz or less)
- 100% juice, including diluted with water (with or without carbonation) and no added sweeteners (12 fl oz or less)
- Diet beverages up to 20 fl oz (defined as those that are labeled to contain less than 5 calories per 8 fl oz, or less than or equal to 10 calories per 20 fl oz)
- Mid-calorie beverages that are 40 calories or less per 8 fl oz, capped at 60 calories in a 12 fl oz portion size

- Caffeine Permitted

Products offered at the Schools in compliance with the Guidelines shown above shall be available during the regular and extended school day and at all locations in the Schools, except where not permitted by federal or state regulations. The extended school day includes, but is not limited to, activities such as clubs, athletic practices, yearbook, band and choir practice, student government, drama, and childcare/latchkey programs. District represents and warrants that current federal and state regulations permit the sale of Beverages in Schools at least in accordance with the above Guidelines;

(ii) Obtain Beverage vending services from Beverage Provider, which shall have the exclusive right to provide Beverage vending on Campus;

(iii) Offer juice Products, juice-containing Products and other Products in cafeteria lines of all Schools, if such Products meet state, and federal nutrition and procurement regulations and the above Guidelines;

(iv) Permit Beverage Provider to place a minimum of Six (6) Beverage vending machines and Sixteen (16) Beverage Coolers for Concessions in mutually agreed upon locations as required to meet Beverage availability needs on Campus;

(v) Permit Beverage Provider to place vending machines in all athletic facilities operated by the District, including the Stadium;

(vi) Except as otherwise limited by this Agreement, cause Products to be hawked in stands in Approved Cups and plastic bottles at all sporting events and during all events when any items of any make or description are hawked on the Campus.

(b) Beverage Merchandising Rights. Beverage Provider shall have the exclusive right to merchandise Beverages on Campus including the following specific rights:

(i) Trademarks for Products shall be prominently listed on the menu boards of all food refreshment outlets on Campus;

(ii) District shall ensure that all post-mix Beverages served or pre-mix Beverages served, sold or dispensed at concessions and for Team use (including Beverages sold, served or made available in locker rooms, sidelines and players' benches) shall be served in Approved Cups.

5. Signage for Products.

Beverage Provider shall be entitled to signage locations as selected by Beverage Provider at the Schools and athletic facilities, including but not limited to advertising panels located on the Scoreboard. Such signage shall meet Beverage Provider's reasonable specifications as to design, construction, and general appearance. The location, size and appearance of any sign are subject to District approval, not to be unreasonably withheld. Without the express written consent of Beverage Provider, Beverage Provider's signage on the Campus shall not be altered, obscured in any way or draped at any time or for any reason by any person or entity, including any broadcaster. District shall maintain the Scoreboard, all signs and other promotional materials for Products in good order and repair. All lighted signs and panels promoting Products (including lighted concession advertising) shall be fully illuminated at all events on the Campus for

which any signs are illuminated. Beverage Provider shall have the right of access to its permanent signage at all reasonable times for the purpose of replacement or removal of the same or to modify, change or alter the promotional messages appearing thereon at Beverage Provider's cost and discretion, subject to District approval of content, not to be unreasonably withheld.

6. Competitive Products. During the entire Term and any renewal or extension thereof:

(a) No Competitive Products may be sold, dispensed or served anywhere on the Campus.

(b) No permanent or temporary advertising, signage or trademark visibility for Competitive Products will be displayed or permitted anywhere on the Campus, including locker rooms, sidelines and players benches.

(c) No agreement or relationship will be entered into or maintained by District pursuant to which Competitive Products are associated in any manner with the Campus, Schools, Stadium, Teams and/or events at the Stadium in any advertising, promotional activity or other endeavor which creates or tends to create the impression of a relationship or connection between Competitive Products and Campus, Schools, Stadium, Teams and/or events at the Stadium.

7. Pricing. During Agreement Year one, Beverage Provider agrees to offer District the pricing as set forth in **Exhibit A**. Such prices shall remain in effect until June 30, 2025. Thereafter, such prices will be subject to an annual increase of no more than Five percent (5%) over the previous Agreement Year's price, except in the event of an increase of a component of Beverage Provider's cost of goods, manufacture or delivery or increases in taxes, deposits and other government related fees, in which case Beverage Provider may increase prices to cover such increased costs. Annual price increases shall occur automatically on July 1st.

8. Concessionaires. If, during the Term, District elects to contract with a Concessionaire, District will cause Concessionaire to purchase from Beverage Provider all requirements for Products, Approved Cups, lids and carbon dioxide, as applicable. Such purchases will be made at prices and on terms set forth in Beverage Provider's existing agreement with such Concessionaire, if any. If no agreement exists between Concessionaire and Beverage Provider, such purchases will be made at prices and on terms set forth in this Agreement. District acknowledges that there will be no duplication of allowances, funding or benefits (including pricing) to District or a Concessionaire if such Concessionaire has an existing agreement with Beverage Provider. If such Concessionaire requires Beverage Provider to pay Concessionaire funding or to provide Products pursuant to prices under the separate agreement with Concessionaire, then District agrees that Beverage Provider may deduct such duplicate funding and lost margin on such lower cost Products paid or sold to Concessionaire from any payment made by Beverage Provider to District.

9. Equipment and Service.

(a) During the Term, Beverage Provider will loan to District all Beverage dispensing equipment ("**Equipment**") which is reasonably required in Beverage Provider's discretion to dispense Products at the Campus. District represents and warrants that electrical service on the Campus is proper and adequate for the installation of Equipment, and District agrees to indemnify and hold harmless Beverage Provider from any damages arising out of defective electrical services.

(b) District agrees (i) it will execute documents evidencing Beverage Provider's ownership of the Equipment, (ii) upon request of Beverage Provider, District will execute Beverage Provider's Equipment Placement Agreement ("BPEPA"), however, if any of the terms of the BPEPA are in conflict with the terms of this Agreement, this Agreement will control, (iii) the Equipment may not be removed from the

Campus without Beverage Provider's written consent, (iv) District will not encumber the Equipment in any manner or permit any attachment thereto except as authorized by Beverage Provider for the Equipment, and (v) District will be responsible to Beverage Provider for any loss or damage to the Equipment, reasonable wear and tear excepted.

(c) Beverage Provider will provide District with reasonable, free service to its Equipment. All equipment service will be provided during normal business hours. Beverage Provider shall not be obligated to provide service hereunder during periods in which it is prevented from doing so due to strikes, civil disturbances, unavailability of parts or other causes beyond the control of Beverage Provider. Beverage Provider shall not be liable for damages of any kind arising out of delays in rendering service.

10. Repayment of Funding. In the event of termination during the Term for any reason, District agrees to repay Beverage Provider pursuant to the terms of **Exhibit B** and not to claim that any of the amounts in **Exhibit B** constitute a penalty and to pay a pro rata refund of the costs of refurbishing and installing the Equipment. The parties further agree that, in the event of termination of the Agreement prior to the end of the Term, the District will pay any costs of court, attorneys' fees or related expenses incurred by Beverage Provider to enforce the terms of this Agreement.

11. Remedies for Loss of Rights.

(a) In addition to any other legal or equitable remedy, District will have the right to terminate this Agreement upon forty-five (45) days prior written notice to Beverage Provider at any time if:

(i) Beverage Provider fails to make any payment due under this Agreement, and if such default continues uncured for the forty-five day period referenced in this Section 11(a); or

(ii) Beverage Provider breaches any material term or condition of this Agreement, and if such breach continues uncured for the forty-five day period referenced in this Section 11(a).

(b) In addition to any other legal or equitable remedy, Beverage Provider will have the right to terminate this Agreement upon forty-five (45) days prior written notice to District at any time if:

(i) District breaches any material term or condition of this Agreement, and if such breach continues uncured for the forty-five day period referenced in this Section 11(b); or

(ii) District's right to convey the promotional and Beverage availability rights contained in this Agreement expire or are revoked; or

(iii) Any material component of the Campus is closed for a period of one hundred twenty (120) days or more.

(c) Upon termination of this Agreement for any reason, except as set forth in Section 11(a), District shall pay to Beverage Provider the repayment terms set forth in **Exhibit B** and a pro rata refund of the costs of refurbishing and installing the Equipment.

(d) If any material component of the Campus is closed for more than thirty (30) consecutive days, but less than one hundred twenty (120) consecutive days, Beverage Provider may extend the Term for a corresponding period, whether or not such closure is due to a cause beyond the reasonable control of District.

(e) If (i) any of the rights granted to Beverage Provider herein are materially restricted or limited during the Term or (ii) if there is a closing of any material component of the Campus, or (iii) a Team fails to play all of its scheduled home games on the Campus for a period of more than thirty (30) consecutive days during its scheduled season, (iv) the average daily census for students on Campus for in-person classes, which District will report to Beverage Provider no later than thirty (30) days after the end of each semester, declines below 90% of the average on Campus, in-person enrollment from Fall 2019, (v)the standard school year is shortened; or (vi) government or other regulation limits or prohibits the availability of Beverages as outlined in Section 4; (whether or not due to a cause beyond the reasonable control of District including a strike or other work stoppage), then in addition to any other remedies available to Beverage Provider, Beverage Provider may elect, at its option, to adjust the Sponsorship Funding to be paid to District for the then remaining portion of the Term (and District shall pay to Beverage Provider as required by **Exhibit B** and a pro rata refund of the costs of refurbishing and installing the Equipment), or to extend the Term of this Agreement, to reflect the diminution of the value of rights granted hereunder to Beverage Provider. In the event Beverage Provider elects to exercise its right to such adjustment and refund, District may, at its option, within ten (10) days following receipt of notice of any adjustment, notify Beverage Provider of its disagreement with the amount of the adjustment. The parties will then attempt in good faith to resolve the disagreement over such adjustment. If the parties cannot, after good faith negotiations, resolve the matter, Beverage Provider may exercise the right of termination described in Section 11(b) above.

(f) Beverage Provider shall have the right to withhold and not pay further Sponsorship Funding or any other amounts which may become payable to District pursuant to this Agreement if: (i) District has failed to perform its obligations hereunder, (ii) Beverage Provider's rights hereunder have been lost, limited or restricted, or (iii) there exists a bona fide dispute between the parties.

12. Notices. Any notices or other communication hereunder shall be in writing, shall be sent via registered or certified mail, and shall be deemed given when received.

If to Beverage Provider:

Coca-Cola Southwest Beverages LLC
600 N May Ave
Oklahoma City, OK 73107
Attention: Hector Amaya

with a copy to:

Coca-Cola Southwest Beverages LLC
Two Lincoln Centre
5420 Lyndon B. Johnson Freeway, Suite 800
Dallas, TX 75240
Attention: General Counsel

If to District:

Stillwater Public Schools
314 S Lewis Ave
Stillwater, OK 74074
Attention: Superintendent

## TERMS AND CONDITIONS

Representations, Warranties and Covenants

(a) Representations, Warranties and Covenants of District. District represents, warrants and covenants to Beverage Provider as follows:

(i) District Authority. District has full power and authority to enter into this Agreement and to grant and convey to Beverage Provider the rights set forth herein.

(ii) District Binding Obligation. All necessary approvals for the execution, delivery and performance of this Agreement by District have been obtained, and this Agreement has been duly executed and delivered by District and constitutes the legal and binding obligation of District enforceable in accordance with its terms.

(iii) No Conflict With Other Agreements. District has not entered into, and during the Term of this Agreement, will not enter into (a) any other agreements (including agreements with any broadcaster or any other Beverage providers of the Campus, Schools, Stadium and/or the Teams) which would prevent it from fully complying with the provisions of this Agreement or (b) any agreement granting Beverage availability and merchandising that are inconsistent with the rights granted to Beverage Provider pursuant to this Agreement, including any agreements with Concessionaires or third party food service operators, vending companies, boosters, parents and student groups, and/or other entities which sell, distribute or advertise Beverages and/or food (including agreements with broadcasters or other Beverage Providers of the Campus, Schools, Stadium and/or the Teams). District further covenants that it will require compliance with the relevant provisions of this Agreement by third party food service operators, vending companies, Concessionaires, boosters, parent and student groups, and/or other entities which sell, distribute or advertise Beverages and/or food on the Campus, or which sponsor events on the Campus.

(b) Representations and Warranties and Covenants of Beverage Provider. Beverage Provider hereby represents, warrants and covenants as follows:

(i) Authority. Beverage Provider has full power and authority to enter into and perform this Agreement.

(ii) Binding Agreement. All necessary approvals for the execution, delivery and performance of this Agreement by Beverage Provider, have been obtained, and this Agreement has been duly executed and delivered by Beverage Provider, and constitutes the legal and binding obligation of Beverage Provider, enforceable in accordance with its terms.

(iii) No Conflict With Other Agreements. Beverage Provider has not entered into and during the Term of this Agreement, will not enter into, any other agreements which would prevent it from fully complying with the provisions of this Agreement.

© General. Each of the parties hereto agree that the representations, warranties and covenants contained herein shall survive the execution and delivery, and if appropriate the termination, of this Agreement.

Assignment. District may not assign this Agreement without the prior written consent of Beverage Provider. Beverage Provider may assign all or part of its rights and obligations under this Agreement to any licensed bottler of The Coca-Cola Company ("Company"), Company or any of Company's subsidiaries.

Claims. In no event will Beverage Provider accept any audits of, or claims of discrepancies or errors in, pricing, rebates, commissions, funding, discounts, or other consideration provided under this Agreement ("Claims") more than one (1) year from the date of invoice or the date of funding or consideration, as applicable. In order to present Claims within forty-five (45) days of the date of invoice, commission report, check or other applicable documentation, District shall provide Beverage Provider a detailed, written request specifying the particular price, commission, funding, product, amount in dispute and reason for dispute, along with a true copy of the original invoice, commission report, check or other applicable documentation. In order to present Claims later than forty-five (45) days from the date of invoice (but not more than one (1) year from the date of invoice), District shall provide to the Beverage Provider a request as specified above, and, in addition, submit true copies of any check remittances, and any other relevant documentation showing proof of Claim. Beverage Provider will review each Claim in good faith and provide responses to each properly-made Claim. Beverage Provider will work directly with the District to resolve any Claims or audit issues, but will not interact with third-party auditors or contractors. Any audits requested by District shall take place during normal business hours and shall be conducted at Beverage Provider's place of business.

Modifications. No modification or waiver of any of the terms and conditions of this Agreement shall be effective unless such modification or waiver is expressed in writing and executed by each of the parties hereto. This Agreement may be amended only in writing signed by each of the parties hereto.

Relationship of Parties. The parties are acting herein as independent contractors and independent employers. Nothing herein contained shall create or be construed as creating a partnership, joint venture or agency relationship between any of the parties and no party shall have the authority to bind the other in any respect.

Retention of Rights. District shall not obtain, by this Agreement, any right, title or interest in the trademarks of The Coca-Cola Company, nor shall this Agreement give District the right to use, refer to, or incorporate in marketing or other materials the name, logos, trademarks or copyrights of The Coca-Cola Company.

Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

Applicable Law. Each of the parties hereto agrees that it will, in its performance of its obligations hereunder, fully comply with all applicable laws, regulations and ordinances of all relevant authorities and shall obtain all licenses, registrations or other approvals required in order to fully perform it obligations hereunder.

Jury Waiver. **EACH PARTY, TO THE EXTENT PERMITTED BY LAW, KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVES ITS RIGHT TO A TRIAL BY JURY IN ANY ACTION OR OTHER LEGAL PROCEEDING ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT AND THE TRANSACTIONS IT CONTEMPLATES. THIS WAIVER APPLIES TO ANY ACTION OR LEGAL PROCEEDING, WHETHER ARISING IN CONTRACT, TORT OR OTHERWISE.**

Captions. The captions used in this Agreement are for convenience only and shall not affect in any way the meaning or interpretation of the provisions set forth herein.

Entire Agreement. This Agreement shall constitute the complete and exclusive written expression of the intentions of the parties hereto and shall supersede all previous communications, representations, Agreements, promises or statements, either oral or written, by and between either party.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed as of the date last below written.

**Beverage Provider:**

By: Kimberly Adler
Kimberly Adler (Aug 1, 2024 16:09 CDT)

Printed Name: Kimberly Adler

Title: Director Food Service & On-Premise

Date: 08/01/2024

**District:**

By: Marshall A Baker

Printed Name: Marshall Baker

Title: Board President

Date: 8-13-24

## EXHIBIT A

### Pricing Schedule*

| Package | Units Per | Price Y1 |
|---|---|---|
| 20 oz PET - KO CSD | 24 | $34.32 |
| 20 oz PET - Dasani | 24 | $22.80 |
| 20 oz PET - Smartwater | 24 | $33.60 |
| 20 oz PET - Powerade | 24 | $30.48 |
| 16 oz PET - BodyArmor | 12 | $20.16 |
| 18.5 oz PET - Gold Peak | 12 | $21.82 |
| 23 oz CAN - Peace Tea | 12 | $13.68 |
| 20 oz PET - Vitaminwater | 12 | $19.32 |
| 14 oz PET - YUP | 12 | $19.56 |
| 14 oz PET - Core Power | 12 | $33.48 |
| 16 oz Can - Monster Brands | 24 | $42.72 |

*All prices are exclusive of taxes, deposits, handling fees and recycling fees.

## EXHIBIT B

### Repayment Terms

In the event of termination during any Agreement Year of the Term, District shall pay the following to Beverage Provider:

| Month in which termination occurs during any Agreement Year | Amount due Beverage Provider |
|---|---|
| first month of any Agreement Year | $3,000.00 |
| second month | $2,750.00 |
| third month | $2,500.00 |
| fourth month | $2,250.00 |
| fifth month | $2,000.00 |
| sixth month | $1,750.00 |
| seventh month | $1,500.00 |
| eighth month | $1,250.00 |
| Ninth month | $1,000.00 |
| Tenth month | $750.00 |
| eleventh month | $500.00 |
| twelfth month | $250.00 |

These figures assume that the Agreement Year payment has been made for the Agreement Year in question. If no payment has been made, nothing shall be payable to Beverage Provider pursuant to this Exhibit B.

# Stillwater Public Schools Coca-Cola Contract for Signature 07-24-24

Final Audit Report 2024-08-01

| | |
|---|---|
| Created: | 2024-07-31 |
| By: | Beatriz Rodriguez (rodriguezbeatriz@cocacolaswb.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAA5od5sSqUBs_wJHbjBINiAg-WQ399YW2d |

## "Stillwater Public Schools Coca-Cola Contract for Signature 07-24-24" History

Document created by Beatriz Rodriguez (rodriguezbeatriz@cocacolaswb.com)
2024-07-31 - 3:33:42 PM GMT

Document emailed to kimberly.adler@cocacolaswb.com for signature
2024-07-31 - 3:33:47 PM GMT

Email viewed by kimberly.adler@cocacolaswb.com
2024-08-01 - 9:09:13 PM GMT

Signer kimberly.adler@cocacolaswb.com entered name at signing as Kimberly Adler
2024-08-01 - 9:09:48 PM GMT

Document e-signed by Kimberly Adler (kimberly.adler@cocacolaswb.com)
Signature Date: 2024-08-01 - 9:09:50 PM GMT - Time Source: server

Agreement completed.
2024-08-01 - 9:09:50 PM GMT

Form No. 148(f); Revised 02/01/2022

**AGREEMENT FOR**
**ARBITRAGE REBATE COMPLIANCE SERVICES**
**BETWEEN**
**INDEPENDENT SCHOOL DISTRICT NUMBER 16, PAYNE COUNTY, OKLAHOMA**
**(STILLWATER BOARD OF EDUCATION)**
**(Hereinafter Referred to as the "ISSUER")**
**AND**
**HILLTOP SECURITIES ASSET MANAGEMENT, LLC**
**(Hereinafter Referred to as "HSAM")**

It is understood and agreed that the Issuer, in connection with the sale and delivery of certain bonds, notes, certificates, or other tax-exempt obligations (the "***Obligations***" or "***Bonds***"), will have the need to determine to what extent, if any, it will be required to rebate certain investment earnings (the amount of such rebate being referred to herein as the "***Arbitrage Amount***") from the proceeds of the Obligations to the United States of America pursuant to the provisions of Section 148(f)(2) of the Internal Revenue Code of 1986, as amended (the "***Code***"). For purposes of this Agreement, the term "Arbitrage Amount" includes payments made under the election to pay penalty in lieu of rebate for a qualified construction issue under Section 148(f)(4) of the Code.

If it is accepted by the Issuer, this shall become the agreement (the "***Agreement***") between the Issuer and HSAM and will become effective at the date of its acceptance as provided for herein below.

1. This Agreement shall apply to all issues of tax-exempt Obligations delivered subsequent to the effective date of the rebate requirements under the Code, except for (i) issues which qualify for exceptions to the rebate requirements in accordance with Section 148 of the Code and related Treasury regulations, or (ii) issues excluded by the Issuer in writing in accordance with the further provisions hereof, (iii) new issues effected in a fashion whereby HSAM is unaware of the existence of such issue, (iv) issues in which, for reasons outside the control of HSAM, HSAM is unable to procure the necessary information required to perform such services.

**Covenants of Hilltop Securities Asset Management**

2. HSAM agrees to provide our professional services in determining the Arbitrage Amount with regard to the Obligations. The Issuer will assume and pay the fee of HSAM as such fee is set out in Appendix A attached hereto. HSAM shall not be responsible for any expenses incurred on behalf of Issuer in connection with providing such professional services, including any costs incident to litigation, mandamus action, test case or other similar legal actions.

3. HSAM agrees to perform the following duties in connection with providing arbitrage rebate compliance services:

   a. To cooperate fully with the Issuer in reviewing the schedule of investments made by the Issuer with (i) proceeds from the Obligations, and (ii) proceeds of other funds of the Issuer which, under Treasury Regulations Section 1.148, or any successor regulations thereto, are subject to the rebate requirements of the Code;

   b. To perform, or cause to be performed, consistent with the Code and the regulations promulgated thereunder, calculations to determine the Arbitrage Amount under Section 148(f)(2) of the Code; and

   c. To provide a report to the Issuer specifying the Arbitrage Amount based upon the investment schedule, the calculations of bond yield and investment yield, and other information deemed relevant by HSAM. In undertaking to provide the services set forth in paragraph 2 and this paragraph 3, HSAM does not assume any responsibility for any record retention requirements which the Issuer may have under the Code or other applicable laws, it being understood that the Issuer shall remain responsible for compliance with any such record retention requirements. HSAM shall maintain Issuer records and work product pursuant to its own internal document retention policy.

**Covenants of the Issuer**

4. In connection with the performance of the aforesaid duties, the Issuer agrees to the following:

    a. The fees due to HSAM in providing arbitrage rebate compliance services shall be calculated in accordance with Appendix A attached hereto. The fees will be payable upon delivery of the report prepared by HSAM for each issue of Obligations during the term of this Agreement.

    b. The Issuer will provide HSAM all information regarding the issuance of the Obligations and the investment of the proceeds therefrom, and any other information necessary in connection with calculating the Arbitrage Amount. HSAM will rely on the information supplied by the Issuer without inquiry, it being understood that HSAM will not conduct an audit or take any other steps to verify the accuracy or authenticity of the information provided by the Issuer.

    c. The Issuer will notify HSAM in writing of the retirement, prior to the scheduled maturity, of any Obligations included under the scope of this Agreement within 30 days of such retirement. This notification is required to provide sufficient time to comply with Treasury Regulations Section 1.148-3(g) which requires final payment of any Arbitrage Amount within 60 days of the final retirement of the Obligations. In the event the Issuer fails to notify HSAM in a timely manner as provided hereinabove, HSAM shall have no further obligation or responsibility to provide any services under this Agreement with respect to such retired Obligations.

5. In providing the services set forth in this Agreement, it is agreed that HSAM shall not incur any liability for any error of judgment made in good faith by a responsible officer or officers thereof and, except to the limited extent set forth in this paragraph, shall not incur any liability for any other errors or omissions, unless it shall be proved that such error or omission was a result of the gross negligence or willful misconduct of said officer or officers. In the event a payment is assessed by the Internal Revenue Service due to an error by HSAM, the Issuer will be responsible for paying the correct Arbitrage Amount and HSAM's liability shall not exceed the amount of any penalty or interest imposed on the Arbitrage Amount as a result of such error. Additionally, it is understood and agreed that HSAM shall incur no liability for any errors, omissions, or failure to make a timely payment in connection with any IRS Computation Date calculations occurring prior to the effective date of the Initial Agreement with the Issuer, even if the error is discovered after the date of HSAM's engagement.

**No Coordination with Private Activity Regulations**

6. The purpose of HSAM's engagement is to determine the Arbitrage Amount pursuant to Section 148(f)(2) of the Code. Sections 141-147 of the Code and the related Treasury Regulations set forth requirements with respect to the amount of obligation proceeds that may be used for the benefit of a private person or entity. Treasury Regulations Section 1.141-6(a) requires that allocations of expenditures of obligation proceeds for purposes of computing the Arbitrage Amount must be the same as the allocations of expenditures used to test the private use of projects financed with proceeds of the Obligations.

7. For purposes of calculating the Arbitrage Amount, our calculations assume that the allocation of the expenditures of Obligation proceeds as provided to us are the same for both purposes of Sections 141-147 and Section 148 of the Code. The scope of this engagement does not include procedures to analyze the private use limitations associated with the Obligations.

**Obligations Issued Subsequent to Initial Agreement**

8. The services contracted for under this Agreement will automatically extend to any additional Obligations (including financing lease obligations) issued during the term of this Agreement if such Obligations are subject to the rebate requirements under Section 148(f)(2) of the Code. In connection with the issuance of additional Obligations, the Issuer agrees to the following:

    a. The Issuer will notify or cause the notification, in writing, to HSAM of any tax-exempt financing (including financing lease obligations) issued by the Issuer during any calendar year of this Agreement, and will provide HSAM with such information regarding such Obligations as HSAM may request in connection with its performance of the arbitrage rebate services contracted for hereunder. If such notice is not provided to HSAM

with regard to a particular Obligation, HSAM shall have no obligation to provide any services hereunder with respect to such Obligation.

b. At the option of the Issuer, any additional Obligations to be issued subsequent to the execution of this Agreement may be excluded from the services provided for herein. In order to exclude an issue, the Issuer must notify HSAM in writing of their intent to exclude any specific Obligations from the scope of this Agreement, which exclusion shall be permanent for the full life of the Obligations; and after receipt of such notice, HSAM shall have no obligation to provide any services under this Agreement with respect to such excluded Obligations.

**Effective Date of Agreement**

9. This Agreement shall become effective at the date of acceptance by the Issuer as set out herein below and remain in effect thereafter for a period of five (5) years from the date of acceptance, provided, however, that this Agreement may be terminated with or without cause by the Issuer or HSAM upon thirty (30) days prior written notice to the other party. In the event of such termination, it is understood and agreed that only the amounts due to HSAM for services provided and expenses incurred to and including the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement. In the event this Agreement expires or is terminated prior to the completion of its stated term, all records provided to HSAM with respect to the investment of monies by the Issuer shall be returned to the Issuer as soon as practicable following written request by Issuer, provided that such records have not been destroyed pursuant to HSAM's internal document retention policy. In addition, the parties hereto agree that, upon termination of this Agreement, HSAM shall have no continuing obligation to the Issuer regarding any arbitrage rebate related services contemplated herein, regardless of whether such services have previously been undertaken, completed, or performed.

**Acceptance of Agreement**

10. When accepted by the Issuer in accordance with the terms hereof, it, together with Appendix A attached hereto, will constitute the entire Agreement between the Issuer and HSAM for the purposes and the consideration herein specified. In order for this Agreement to become effective, it must be accepted by the Issuer within sixty (60) days of the receipt by the Issuer. After the expiration of such 60-day period, acceptance by the Issuer shall only become effective upon delivery of written acknowledgement and reaffirmation by HSAM that the terms and conditions set forth in this Agreement remain acceptable to HSAM.

**Counterpart Signatures**

11. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Each Party may execute this Agreement on a facsimile or PDF hereof. In addition, facsimile or PDF signatures of either Party shall be valid and binding, and delivery of a facsimile or PDF signature by either Party shall constitute due execution and delivery of this Agreement.

**Governing Law**

12. This Agreement will be governed by and construed in accordance with the laws of the State of Oklahoma, without regard to its principles of conflicts of laws.

**Acceptance**

13. Acceptance will be indicated by returning one executed copy to HSAM. An electronic version is acceptable. HSAM will then execute the Agreement and return a fully executed electronic version of the Agreement to the Issuer.

Respectfully submitted,

HILLTOP SECURITIES ASSET MANAGEMENT, LLC

By_____

Brian Helming, Managing Director

Date_____

**ISSUER'S ACCEPTANCE CLAUSE**

The above and foregoing is hereby in all things accepted and approved by:

_____, on this the _____ day of _____, _____.

By_____
Authorized Representative

Title _____

Printed Name _____

## APPENDIX A - FEES

The Obligations to be covered initially under this Agreement include all issues of tax-exempt obligations delivered subsequent to the effective dates of the rebate requirements, under the Code, except as set forth in Section I of the Agreement.

The fee for any Obligations under this Agreement shall only be payable if a computation is required under Section 148(f)(2) of the Code. In the event that any of the Obligations fall within an exclusion to the computation requirement as defined by Section 148 of the Code or related regulations and no calculations were required by HSAM to make that determination, no fee will be charged for such issue. For example, certain obligations are excluded from the rebate computation requirement if the proceeds are spent within specific time periods. In the event a particular issue of Obligations fulfills the exclusion requirements of the Code or related regulations, the specified fee will be waived by HSAM if no calculations were required to make the determination.

HSAM's fee for arbitrage rebate services is based upon a fixed Calculation Period fee per issue. The Calculation Period fee is charged based upon the number of Calculation Periods that proceeds exist subject to rebate from the delivery date of the issue to the Calculation Date.

HSAM's fees are payable upon delivery of the report. The first report will be made following one Calculation Period from the date of delivery of the Obligations and on each Calculation Date thereafter during the term of the Agreement. The fees for computations of the Arbitrage Amount which encompass more, or less, than one Calculation Period shall be prorated to reflect the longer, or shorter, period of work performed during that period.

The fee for each of the Obligations included in this Agreement shall be based on the table below.

**Additionally, due to significant time saving efficiencies realized when investment information is submitted in an electronic format, HSAM passes the savings to its clients by offering a 10% reduction in its fees if information is provided in a spreadsheet or electronic text file format.**

| Description | FEE |
|---|---|
| ***ANNUAL CALCULATION PERIOD FEE*** | **$1,400** |
| ***COMPREHENSIVE ARBITRAGE COMPLIANCE SERVICES INCLUDE:*** | |
| • Commingled Funds Analysis & Calculations<br>• Spending Exception Analysis & Calculations<br>• Yield Restriction Analysis & Calculations (for yield restricted Project Funds, Reserve Funds, Escrow Funds, etc.)<br>• Parity Reserve Fund Allocations<br>• Transferred Proceeds Calculations<br>• Universal Cap Calculations<br>• Debt Service Fund Calculations (including earnings test when required)<br>• Preparation of all Required IRS Paperwork for Making a Rebate Payment / Yield Reduction Payment<br>• Retention of Records Provided for Arbitrage Computations<br>• IRS Audit Assistance<br>• Delivery of Rebate Calculations Each Year That Meets the Timing Requirements of the Audit Schedule<br>• On-Site Meetings, as Appropriate, to Discuss Calculation Results / Subsequent Planning Items | **INCLUDED** |
| **OTHER SERVICES AVAILABLE:** | |
| **IRS Refund Request –** Update calculation, prepare refund request package, and assist issuer as necessary in responding to subsequent IRS Information Requests | **$3,000** |

**EXPLANATION OF TERMS:**

a. **Bond Year**: A "Bond Year" is each 1-year period selected by the issuer. The first and last bond years may be short periods. If no bond year is selected, bonds years will end on each anniversary date of the issue and at final maturity.

b. **Computation Date**: A "Computation Date" is a five bond year period no longer than five years after the issue date. Subsequent Computation Dates will be for a period not later then 5 years after the previous Computation Date and at final maturity of the issue.

c. **Calculation Period:** A "Calculation Period" represents a one year period from the delivery date of the issue to the date that is one calendar year after the delivery date, and each subsequent one-year periods thereafter. Therefore, if a calculation is required that covers more than one Calculation Period, the Calculation Period fee is multiplied by the number of periods contained in the calculation being performed. If a calculation includes a portion of a Calculation Period, i.e., if the calculation includes 1 ½ Calculation Periods, then the base fee will be multiplied by 1.5**.**

d. **Electronic Data Submission:** The data should be provided electronically in MS Excel or ASCII text file (comma delimited text preferred) with the date, description, dollar amount, and an activity code (if not in debit and credit format) on the same line in the file.

e. **Variable/Floating Rate Bond Issues:** Special services are also required to perform the arbitrage rebate calculations for variable rate bonds. A bond is a variable rate bond if the interest rate paid on the bond is dependent upon an index which is subject to changes subsequent to the issuance of the bonds. The computational requirements of a variable rate issue are more complex than those of a fixed rate issue and, accordingly, require significantly more time to calculate. The additional complexity is primarily related to the computation of the bond yield, which must be calculated on a "bond year" basis. Additionally, the regulations provide certain flexibility in computing the bond yield and determining the arbitrage amount over the first IRS reporting period; consequently, increased calculations are required to determine which bond yield calculation produces the lowest arbitrage amount.

f. **Commingled Fund Allocations:** By definition, a commingled fund is one that contains either proceeds of more than one bond issue or proceeds of a bond issue and non-bond proceeds (i.e., revenues) of $25,000 or more. The arbitrage regulations, while permitting the commingling of funds, require that the proceeds of the bond issue(s) be "carved out" for purposes of determining the arbitrage amount. Additionally, interest earnings must be allocated to the portion of the commingled fund that represents proceeds of the issue(s) in question. Permitted "safe-harbor" methods (that is, methods that are outlined in the arbitrage regulations and, accordingly, cannot be questioned by the IRS under audit), exist for allocating expenditures and interest earnings to issues in a commingled fund. HSAM uses one of the applicable safe-harbor methods when doing these calculations.

g. **Debt Service Reserve Funds:** The authorizing documents for many revenue bond issues require that a separate fund be established (the "Reserve Fund") into which either bond proceeds or revenues are deposited in an amount equal to some designated level, such as average annual debt service on all parity bonds. This Reserve Fund is established for the benefit of the bondholders as additional security for payment on the debt. In most cases, the balance in the Reserve Fund remains stable throughout the life of the bond issue. Reserve Funds, whether funded with bond proceeds or revenues, must be included in all rebate calculations.

h. **Debt Service Fund Calculations:** Issuers are required under the regulations to analyze the invested balances in their debt service funds annually to determine whether the fund depletes as required during the year and is, therefore, "bona fide" (i.e., potentially exempt from rebate in that year). It is not uncommon for surplus balances to develop in the debt service fund that services an issuer's tax supported debt, particularly due to timing differences of when the funds were due to be collected versus when the funds were actually collected. HSAM performs this formal analysis of the debt service fund and, should it be determined that a surplus balance exists in the fund during a given year, allocates the surplus balance among the various issues serviced by the fund in a manner that is acceptable under IRS review.

i. **Earnings Test for Debt Service Funds:** Certain types of bond issues require an additional level of analysis for the debt service fund, even if the fund depletes as required under the regulations and is "bona fide." For short-term, fixed rate issues, private activity issues, and variable rate issues, the regulations require that an "earnings test" be performed on a bona fide debt service fund to determine if the interest earnings reached $100,000 during the year. In cases where the earnings reach or exceed the $100,000 threshold, the entire fund (not just the surplus or residual portion) is subject to rebate.

j. **Transferred Proceeds Calculations:** When a bond issue is refinanced (refunded) by another issue, special services relating to "transferred proceeds" calculations may need to be performed. Under the regulations, when proceeds of a refunding issue are used to retire principal of a prior issue, a pro-rata portion of the unspent proceeds of the prior issue becomes subject to rebate and/or yield restriction as transferred proceeds of the refunding issue. The refunding issue essentially "adopts" the unspent proceeds of the prior issue for purposes of the arbitrage calculations. These calculations are required under the regulations to ensure that issuers continue to exercise due diligence to complete the project(s) for which the prior bonds were issued.

k. **Universal Cap:** Current regulations provide an overall limitation on the amount of gross proceeds allocable to an issue. Simply stated, the value of investments allocated to an issue cannot exceed the value of all outstanding bonds of the issue. For example, this situation can occur if an issuer encounters significant construction delays or enters into litigation with a contractor. It may take months or even years to resolve the problems and begin or resume spending the bond proceeds; however, during this time the debt service payments are still being paid, including any scheduled principal payments. Thus, it's possible for the value of the investments purchased with bond proceeds to exceed the value of the bonds outstanding. In such cases, a "de-allocation" of proceeds may be required to comply with the limitation rules outlined in the regulations.

l. **Yield Restriction Analysis/Yield Reduction Computations:** The IRS strongly encourages issuers to spend the proceeds of each bond issue as quickly as possible to achieve the governmental purpose for which the bonds were issued. Certain types of proceeds can qualify for a "temporary period," during which time the proceeds may be invested at a yield higher than the yield on the bonds without jeopardizing the tax-exempt status of the issue. The most common temporary period is the three-year temporary period for capital project proceeds. After the end of the temporary period, the proceeds must be yield restricted or the issuer must remit the appropriate yield reduction payment when due. HSAM performs a comprehensive yield restriction analysis when appropriate for all issues having proceeds remaining at the end of the applicable temporary period and also calculates the amount of the yield reduction payment due to the IRS.

MUNICIPAL FINANCE SERVICES, INC.
est. 1990

mfsok.com

P: 405.340.1727

1017 N. Bryant Ave., Ste 100
Edmond, OK 73034

P.O. Box 747
Edmond, OK 73083-0747

May 5, 2025

**PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT is entered by and among MUNICIPAL FINANCE SERVICES, INC. ("MFSOK") and the INDEPENDENT SCHOOL DISTRICT NUMBER 16, PAYNE COUNTY, OKLAHOMA (Stillwater Board of Education), Stillwater, Oklahoma (the "Client").

The Client desires to engage MFSOK and agrees as follows:

***I. Scope of Services.***

Some or all of the following services listed below shall be provided under this Agreement and pertain to the Client's new and outstanding debt obligations, including general obligation bonds and lease financings (the "Issues"). Some of these services may be non-municipal advisor services. The Client designates MFSOK as the Client's independent registered municipal advisor ("IRMA") for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the "IRMA Exemption").

A. New Issue and Refunding of Existing Client Issues

1. Assist Client with bond planning that includes compliance with Oklahoma Constitutional Debt Cap and Client's mill levy target.
2. Evaluate options or alternatives with respect to the proposed new Issue.
3. Provide financial analysis to the Client to assist in understanding the benefits, costs, and risks of the proposed new Issue.
4. Review recommendations made by other parties to the Client.
5. Assist Client in preparing a plan of finance.
6. Advise Client on structure, terms and timing of the proposed new Issue.
7. Prepare financing schedule.
8. Attend meetings as requested by the Client.
9. Assist the Client in preparation of their notices of sale, instructions to bidders, or official statements, as appropriate.
10. Coordinate as appropriate with Client staff, legal representatives, government agencies, accountants, auditors, engineers, consultants, rating agencies, banks, lenders, placement agents, trustees, paying agents, escrow agents, bond insurers and other credit enhancers, to facilitate the plan of finance.
11. If new Issue is a competitive bond sale, assist Client in collecting and analyzing bids submitted by underwriters and selecting the winning bidder.
12. Coordinate closing of the new Issue with Client and other parties.
13. Review Client's Estimate of Needs to be submitted to County.
14. Evaluate potential refunding opportunities on outstanding Issues.

B. Continuing Disclosure Assistance

1. Assisting the Client annually in compiling the financial information and operating data set forth in their Continuing Disclosure Agreement ("CDA") included in any Official Statement; and
2. If necessary, assisting the Client in preparing their "Failure to File Notice" should documents not be available for filing within the prescribed time frame designated in the CDA; and
3. Upon request, assisting the Client in their submission of the aforementioned information to the Electronic Municipal Marketplace Access system ("EMMA").

MFSOK and the Client acknowledge that the Client will engage Bond Counsel and other legal service providers under separate contracts. MFSOK may rely on opinions and advice from legal representatives of the Client and will not be held responsible for any legal advice, directly or indirectly, rendered by the legal representatives.

Neither MFSOK as Municipal Advisor nor its Municipal Advisor Representatives are licensed to engage in the practice of law and, consequently, will offer no legal advice. None of the fee for services under this Agreement relates to legal services. If such legal services are necessary, it shall be the responsibility of the Client to obtain them.

MFSOK's services are limited to those specifically set forth herein.

## *II. Compensation and Reimbursements*

A. General Obligation Bonds. MFSOK shall be paid at the time of closing a fee calculated as follows:

½ of 1% of the par amount of each series of bonds issued

Minimum fee: $17,500.00 for each series of bonds

B. Lease Purchase Transactions. MFSOK shall be paid at the time of closing a fee calculated as follows:

½ of 1% of the Lease Purchase Note Amount

Minimum fee: $17,500.00

C. Compensation for Continuing Disclosure Assistance. MFSOK will receive a fee annually of $3,500.00 for the services performed.

D. Expenses for New Issues and Refunding Issues. MFSOK shall also be paid a fixed amount of $2,500.00 per transaction to cover expenses incurred as part of the transaction, provided that any filing, publication, recording or printing costs or similar third-party costs required in connection with the Issue shall be paid directly by the Client.

E. Payment and Contingency for New Issues and Refunding Issues. Payment for all fees and expenses shall be made at closing from proceeds of the Issue or from other available funds of the Client and shall be contingent upon closing of the Issue.

## *III. Term and Termination*

A. Term of Agreement. Unless otherwise terminated as provided herein, this Agreement shall be in force and effect for Fiscal Year Ending June 30, 2026, and may be renewed for successive fiscal years beginning July 1 and ending June 30 upon mutual consent of both parties.

B. Termination of Agreement and Services. This Agreement and all services to be rendered hereunder may be terminated at any time by written notice from either party, with or without cause, with at least thirty (30) days' notice. In that event, all finished and unfinished documents prepared for the Client, shall, at the option of Client, become its property and shall be delivered to it or any party it may designate, provided that MFSOK shall have no liability whatsoever for any subsequent use of such documents.

## *IV. Successors and Assigns*

MFSOK may not assign its obligations under this Agreement without the written consent of Client except to a successor partnership or corporation to which all or substantially all of the assets and operations of MFSOK are transferred. Client may assign its rights and obligations under this Agreement to (but only to) any other public entity that incurs the loan. Client shall not otherwise assign its rights and obligations under this Agreement without written consent of MFSOK. All references to MFSOK and Client in this Agreement shall be deemed to refer to any successor of MFSOK and to any such assignee of Client and shall bind and inure to the benefit of such successor and assignee whether so expressed or not.

## *V. Municipal Advisor Registration and Acknowledgement*

Pursuant to Municipal Securities Rulemaking Board Rule (MSRB) G-10, on Investor and Municipal Advisory Client Education and Protection, Municipal Advisors are required to provide certain written information to their municipal advisory client and/or obligated person clients which include the following:

Within the MSRB website at www.msrb.org, the Client may obtain the Municipal Advisory client brochure that is posted on the MSRB website. The brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

## *VI. Conflict of Interest Statement*

As of the date of this agreement, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the Client. During the diligence process, MFSOK has determined that no material conflict of interest has been identified, however, would like to provide the following disclosures:

MFSOK serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of another MFSOK client. For example, MFSOK serves as municipal advisor to other clients and, in such cases, owes a regulatory duty to such other clients just as it does to the Client. These other clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various clients, MFSOK could potentially face a conflict of interest arising from these competing client interests. MFSOK fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with its clients.

The compensation arrangement included in Section II includes a component that is based on the size and completion of a transaction. Consistent with certain regulatory requirements, MFSOK hereby discloses that such contingent and/or transactional compensation presents a conflict of interest regarding MFSOK's ability to provide unbiased advice to enter into such transaction. The contingent fee arrangement creates an incentive for MFSOK to recommend unnecessary financings or financings that are disadvantages to the client, or to advise client to increase the size of the issue. This viewed conflict of interest will not impair MFSOK's ability to render unbiased and competent advice or to fulfill its fiduciary duty. The fee paid to MFSOK increases the cost of borrowing to the Client. The increased cost occurs from compensating MFSOK for municipal advisory services provided.

If MFSOK becomes aware of any other actual or potential conflict of interest not mentioned above during this agreement, MFSOK will promptly provide the Client a supplement written disclosure with sufficient details of the change, if any, which will allow the Client to evaluate the situation.

## *VII. Legal Events and Disciplinary History*

A regulatory disclosure action has been made on MFSOK's Form MA and on Form MA-I for two of MFSOK's municipal advisory personnel relating to a 2017 U.S. Securities and Exchange Commission ("SEC") order. The details of which are available in Item 9; C (2), C (4), C (5) and the corresponding regulatory action DRP section on Form MA and Item 6: C (2), C (4), C (5), C (6) and the corresponding regulatory action DRP

section on Form MA-I for both Rick A. Smith and Jon Wolff. In addition, the Oklahoma Department of Securities adopted the above proceedings which are identified in Item 9; D (2), D (4) and the corresponding regulatory action DRP section on Form MA.

The Client may electronically access MFSOK's most recent Form MA and each most recent Form MA-I filed with the Commission at the following website:

www.sec.gov/edgar/searchedgar/companysearch.html.

There has been no change to any legal or disciplinary event that has been disclosed on MFSOK's SEC registration for MA filings since December 18, 2017.

## *VIII. Fiduciary Duty*

MFSOK is registered as a Municipal Advisor with the SEC and MSRB. As such, MFSOK has a Fiduciary duty to the Client and must provide both a Duty of Care and a Duty of Loyalty that entails the following.

Duty of Care:

A. exercise due care in performing its municipal advisory activities;

B. possess the degree of knowledge and expertise needed to provide the Client with informed advice;

C. make a reasonable inquiry as to the facts that are relevant to the Client's determination as to whether to proceed with a course of action or that form the basis for any advice provided to the Client; and

D. undertake a reasonable investigation to determine that MFSOK is not forming any recommendation on materially inaccurate or incomplete information; MFSOK must have a reasonable basis for:

   a. any advice provided to or on behalf of the Client;

   b. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the Client, any other party involved in the municipal securities transaction or municipal financial product, or investors in the Client's securities; and

   c. any information provided to the Client or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

Duty of Loyalty:

MFSOK must deal honestly and with the utmost good faith with the Client and act in the Client's best interests without regard to the financial or other interests of MFSOK. MFSOK will eliminate or provide full and fair disclosure (included herein) to Client about each material conflict of interest (as applicable). MFSOK will not engage in municipal advisory activities with the Client as a municipal entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in the Client's best interests. As of the date of receipt of this attachment, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the Client.

## *IX. Recommendations*

If MFSOK makes a recommendation of a municipal securities transaction or municipal financial product or if the review of a recommendation of another party is requested in writing by the Client and is within the scope of the engagement, MFSOK will determine, based on the information obtained through reasonable diligence of MFSOK whether a municipal securities transaction or municipal financial product is suitable for the Client. In addition, MFSOK will inform the Client of:

A. the evaluation of the material risks, potential benefits, structure, and other characteristics of the recommendation;

B. the basis upon which MFSOK reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the Client; and

C. whether MFSOK has investigated or considered other reasonably feasible alternatives to the recommendation that might also or alternatively serve the Client's objectives.

If the Client elects a course of action that is independent of or contrary to the advice provided by MFSOK, MFSOK is not required on that basis to disengage from the Client.

## *X. Record Retention*

Pursuant to SEC and MSRB record retention regulations, Municipal Finance Services, Inc. will maintain in writing, all communication and created documents between Municipal Finance Services, Inc. and the Client for six (6) years.

## *Notices*

Any and all notices pertaining to this Agreement shall be sent by U.S. Postal Service, first class, postage prepaid to:

MFSOK:

Municipal Finance Services, Inc.
Attn: Jon Wolff, President
P.O. Box 747
Edmond, OK 73083-0747

CLIENT:

Independent School District Number 16
Payne County, Oklahoma
Attn: Michael Arnold, Chief Financial Officer
314 South Lewis
Stillwater, OK 74074

**Acceptance**

If there are any questions regarding the above, please do not hesitate to contact MFSOK. If the foregoing terms meet with your approval, please indicate your acceptance by executing all original copies of this letter and keeping one copy for your file.

By signing this agreement, the Client acknowledges the provisions set forth in the agreement and understands its respective rights, duties, and responsibilities. Furthermore, the Scope of Services contained herein have been reviewed and are hereby approved.

Client and MFSOK have entered into this Agreement by the duly authorized representatives which was approved on June 10, 2025, at a meeting duly called and held in full compliance with the Oklahoma Open Meeting Act.

MUNICIPAL FINANCE SERVICES, INC.

By: _____
Jericah M. Dawson, Vice President

INDEPENDENT SCHOOL DISTRICT NUMBER 16
PAYNE COUNTY, OKLAHOMA (STILLWATER
BOARD OF EDUCATION)

By: _____
Title: President, Board of Education

ATTEST:

_____
Clerk, Board of Education

(SEAL)

OSIG Oklahoma Schools Insurance Group

**Board of Directors**

Terry Davidson, Chairman
*Finance Director: Comanche Schools*

Sherry Durkee, Vice Chairman
*Superintendent: Sand Springs Schools*

Dr. John Cox, Treasurer
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Jason Lindley, Member
*Superintendent: Hartshorne Schools*

Laura Sprouse, Member
*Select Actuarial Services*

Steve Moyer, Member
*Shelter Insurance*

**Executive Director**

Rick Thomas

May 27, 2025

Tyler Bridges
Stillwater Public Schools
314 S. Lewis
Stillwater , OK 74074

RE: Membership Proposal Effective 07/01/2025

Dear Tyler Bridges:

We are very pleased to provide you with the attached proposal for insurance coverages with Oklahoma Schools Insurance Group (OSIG).

OSIG is not a conventional insurance program. We are a public entity in the state of Oklahoma formed by an Interlocal Agreement and made up of member public school districts. Our organization is non-profit, **member owned** and controlled by a board of your peers. Our sole mission is to serve our member schools. Our promise is to provide quality insurance coverage and superior service at stable pricing. We are pleased that 539 school districts are members of OSIG. Our membership is strong and committed.

OSIG's financial position is excellent. Our organization is continuously growing, improving and looking for new ways to serve Oklahoma schools. The group purchasing power of OSIG and a non-profit structure provides competitive insurance rates even in tough financial times.

**Included in this proposal is information on OSIG's financial condition and summaries of enhanced coverages that only OSIG provides.**

For the 07/01/2025 to 7/1/2026 plan year, we are requiring the resolution to be signed by the member's Board of Education and returned to OSIG before close of business June 27, 2025 in order to bind coverage effective July 1, 2025. **Coverage will not be bound if resolution is not received by June 27, 2025.**

Loss control, risk management services and specialized insurance coverages included in OSIG program are:

- Enhanced Property and Liability Coverage
- Cyber Liability, Crime, Pollution, School Violent Acts Protection
- Online training in many different areas for your school employees
- Loss Control Site Surveys/Safety Inspections
- Member Only Risk Management Library at osig.org
- StopIt Anonymous Incident Reporting mobile and web app

Sincerely,
OSIG Program Administration

OSIG Oklahoma Schools Insurance Group

Stillwater Public Schools
314 S. Lewis
Stillwater , OK 74074

This is not an invoice.

# Breakdown of Insurance Cost

| Annual Premium Breakdown | |
|---|---|
| Property: | $1,283,446 |
| Boiler & Machinery: | $6,104 |
| Auto Physical Dmg: | $12,562 |
| General Liability: | $37,502 |
| Auto Liability: | $49,986 |
| Educators Legal: | $37,504 |
| Excess Liability: | $24,804 |
| Total Annual: | $1,451,908 |

A 25% minimum earned premium applies.

Your historical billed premiums, total insured values and loss information are shown in the charts below.

| Year | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 | 2023-2024 | 2024-2025 |
|---|---|---|---|---|---|---|
| Total Values | $277,784,149 | $278,574,333 | $290,499,807 | $374,779,257 | $366,505,449 | $373,589,056 |
| Premium | $585,111 | $688,491 | $853,883 | $1,005,582 | $1,495,942 | $1,586,400 |
| Distribution | $24,048 | $0 | $0 | $0 | $0 | $0 |

| Number of Claims: | Insurance Cost Paid to OSIG (incl Endts): | Incurred Claims: | Loss Ratio: |
|---|---|---|---|
| 76 | $6,207,111 | $5,246,044 | 84.52% |

Your losses are considered in the calculation of the cost of your insurance. Your dedication to maintaining your property and providing safe campuses for your students and community will result in savings in the cost of your insurance.

## Payment Terms

Payment of the insurance cost is due the effective date of your coverage. **A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available.** A three (3) payment plan option is available.

| | | |
|---|---|---|
| Installment #1 | 1/3 of total | due 7/1/25 |
| Installment #2 | 1/3 of total | due 8/1/25 |
| Installment #3 | 1/3 of total | due 9/1/25 |

# Coverages

OSIG provides a full range of property and liability coverages with the exception of workers compensation. Crime and Cyber Liability coverages are included in pool limits.

## Property

- Full Replacement Cost - Except Roofs over 15 years old and Autos, Contractors Equipment & Debris Removal Only adjusted at ACV or buildings designated as ACV or *stated value
- No Coinsurance Clause
- Exclusion - Cosmetic loss to metal roof coverings caused by hail
- Real And Personal Property- Limit Per Occurrence $1,500,000,000
- Building - Margin Clause 125% of scheduled limits per statement of value
- Business Personal Property - blanket coverage per statement of values

  including:
  - Electronic Data Processing Equipment, and Media
  - Accounts Receivable
  - Valuable Papers
  - Fine Arts
  - Miscellaneous Property
  - Miscellaneous Unnamed / Undescribed Property
  - Builder's Risk

    *Note All Builder's Risk projects must be reported to OSIG - Frame projects are subject to approval
  - Outdoor Property - covered all perils
  - Extra Expense
  - Business Income including Rental Income and Tuition Income
  - Ordinance or Law including Increased Cost of Construction and Demolition
  - Contractor's Equipment Coverage
  - Debris Removal Coverage
  - Covered Property In Transit
  - Personal Property of Others/Officers/Employees
  - Off Premises Services Interruption including Extra Expense
  - Vehicle Damage
- Newly Acquired Property Coverage - newly acquired property should be reported to OSIG within 30 days of acquisition $25,000,000
- Earthquake, Volcanic Eruption- Aggregate Any One Policy Year $10,000,000
- Flood- Aggregate Any One Policy Year $25,000,000

  ***Note Flood Zones A and V are excluded**
- Terrorism $500,000,000
- Pollution Liability included
- Boiler And Machinery Coverage- Any One Occurrence $200,000,000

Please refer to the attached property and automobile schedules for your school district's limits of insurance for Building, Contents, Extra Expense, Miscellaneous Property, EDP, Earthquake, Flood and Automobile Physical Damage coverage.

## Deductibles

Optional increased deductible quotations are available upon request.

- $100,000 Property Deductible Per Occurrence
- $100,000 Property Deductible Per Occurrence- Windstorm / Hail
- $1,000 Boiler / Machinery Deductible per Occurrence
- $10,000 Terrorism Deductible Per Occurrence
- $50,000 Flood, Earthquake and Pollution

## General Liability

- $1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury, Property Damage And Personal / Advertising Injury
- Premises / Operations And Products / Completed Operations
- Miscellaneous Medical Professional to Include School Nurses, Student Nurses, Counselors and Allied Health Programs
- Insureds Include District, Board Members, Employees, Student Teachers, And Volunteers
- No Exclusions for Corporal Punishment or Sexual Misconduct
- No Deductible
- PTA/PTO's included for coverage if funds flow through school's books.

## School Board Legal Liability

- Claims-Made Form
- $1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Errors And Omissions Liability including Educational Errors And Omissions
- Employment Practices Liability
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- *Unlimited Prior Acts / No retroactive date included
- $25,000 legal costs for IEP administrative hearings
- $5,000 Deductible

  *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

## Employee Benefit Liability

- Claims Made Form
- Unlimited Prior Acts / No retroactive date included

  *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

## Automobile Liability

- $1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury And Property Damage
- Includes Hired and Non-Owned Exposures
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- Coverage included for garage liability and garage keepers legal liability.
- $1,000 Auto Property Damage Deductible
- No charge for vehicles added/deleted during the policy term. Vehicle changes must be reported to OSIG.

## Oklahoma Uninsured Motorist Coverage

- $25,000 per covered party
- $50,000 per accident

## Automobile Physical Damage

- Actual Cash Value
- $1,000 Deductible
- Vehicle additions / deletions / changes must be reported to OSIG

No charge for vehicles added/deleted during the policy term.
- Please refer to the attached schedule of vehicles.

## Crime

- $10,000 Limit Per Occurrence / Per District
- Employee Dishonesty
- Premises Money And Securities
- Transit Money And Securities
- $1,000 Deductible

## Cyber Liability

- Claims-Made Form
- Retro date - first effective date with OSIG
- Liability
    - $2,000,000 Annual Aggregate Limit for Data and Network Liability
    - $2,000,000 Annual Aggregate for Regulatory Defense and Penalties
    - $2,000,000 Annual Aggregate for Payment Card Liability and Costs
    - $2,000,000 Annual Aggregate for Media Liability
- Breach Response Cost
    - $500,000 Annual Aggregate for Breach Response Cost
- First Party
    - $750,000 Annual Aggregate for Cyber Extortion Loss
    - $750,000 Annual Aggregate for Data Recovery Costs
    - $750,000 Annual Aggregate for Business Interruption Resulting in Security Breach
    - $500,000 Annual Aggregate for Business Interruption Resulting in System Failure
    - $750,000 Annual Aggregate for Dependent Business Interruption Resulting in Security Breach
    - $100,000 Annual Aggregate for Dependent Business Interruption Resulting in System Failure
- eCRIME
    - $75,000 Annual Aggregate for Fraudulent Instruction
    - $75,000 Annual Aggregate for Funds Transfer Fraud
    - $75,000 Annual Aggregate for Telephone Fraud
- Coverage Endorsements
    - $100,000 Annual Aggregate for Reputation Loss
    - $50,000 Annual Aggregate for Claims Preparation Costs for Reputation Loss Claims Only
    - $100,000 Annual Aggregate for Computer Hardware Replacement Costs
    - $100,000 Annual Aggregate for Invoice Manipulation
    - $25,000 Annual Aggregate for Cryptojacking
- $10,000 Deductible

## Excess Cyber Coverage

- $2,000,000 limit
- $5,000,000 annual aggregate

***Note, to access full first-party and full liability limits of the Cyber and Excess Cyber coverages, members must have:**

- Multi-Factor Authentication (MFA) for all remote access
- Enterprise-wide Endpoint Protection Platform (EPP)
- Without these controls, first-party sublimits are reduced to $100,000 per coverage, and liability limits for Data Network, Regulatory Defense, Payment Card, and Media Liability are reduced to $1,000,000 per member.

## Deadly Weapon Protection

- Claims Made Form
- $500,000 Limit Per Occurrence
- $2,500,000 Annual Aggregate
- $10,000 Deductible
- Must notify OSIG within 90 days of receiving notice of a covered accident

## Excess Liability

- Excess Primary Limits $4,000,000
- Follow Form Underlying - Excluding Employers Liability

Note: Per Occurrence Limits are shared limits except as otherwise indicated.

This coverage form is an outline of the coverages provided through OSIG. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual plan language.

OSIG Oklahoma Schools Insurance Group

# Property Schedule

Report Printed: 05/27/2025 07:30 pm

## Stillwater Public Schools

| Location | Occupied As | Bldg Value | Contents Val |
|---|---|---|---|
| 1211 N Washington | Fence | $61,050 | $0 |
| 1211 N Washington | Flagpole | $3,851 | $0 |
| 1211 N Washington | Marquee Sign | $7,395 | $0 |
| 1211 N Washington | Playground | $53,931 | $0 |
| 1211 N Washington | S/B 45 lights | $66,950 | $0 |
| 1211 N Washington | Will Rogers Elementary (ID: 10) | $24,153,377 | $3,055,228 |
| 1224 N Husband | Artificial Turf @ Football field | $1,221,881 | |
| 1224 N Husband | City Gym (ID: 21) | $6,449,455 | $644,946 |
| 1224 N Husband | DRO-HS-Art Building (ID: 22) | $50,000 | $0 |
| 1224 N Husband | DRO-Portable Building | $8,000 | $0 |
| 1224 N Husband | DRO-Portable Building | $8,000 | $0 |
| 1224 N Husband | Football & Cheer Locker Room (ID: 15) | $2,464,701 | $406,297 |
| 1224 N Husband | Gym (West) (ID: 14) | $2,054,773 | $339,338 |
| 1224 N Husband | High School Main Building (ID: 18) | $29,617,386 | $4,181,201 |
| 1224 N Husband | HS Fieldhouse (ID: 20) | $15,862,851 | $2,005,715 |
| 1224 N Husband | Lights & Poles @ Pioneer Stadium | $832,083 | |
| 1224 N Husband | Multi Purpose Building | $1,421,073 | $222,466 |
| 1224 N Husband | Multipurpose Facility-Track System | $761,938 | $76,194 |
| 1224 N Husband | Parking Lot Lights | $92,451 | |
| 1224 N Husband | Performing Arts Center (ID:17) | $24,865,074 | $3,366,875 |
| 1224 N Husband | Pioneer Stadium (ID: 16) | $14,377,763 | $5,629,230 |
| 1224 N Husband | Pioneer Stadium Fencing | $72,903 | $0 |
| 1224 N Husband | Wrestling Gym (ID: 13) | $1,522,528 | $252,528 |
| 1402 E Sunrise | Fence | $14,792 | |
| 1402 E Sunrise | Light Poles | $12,940 | |
| 1402 E Sunrise | Marquee Sign | $8,552 | |
| 1402 E Sunrise | Playground | $53,931 | |
| 1402 E Sunrise | Skyline Elementary (ID: 6) | $19,794,203 | $2,370,686 |
| 148 N Dury | Greenhouse (ID: 35) (No Contents) | $140,234 | $0 |
| 148 N Dury | Husbandry/Show Barn (ID: 37) | $1,583,704 | $158,371 |
| 148 N Dury | Vo-Ag Classrooms (ID: 36) | $593,933 | $59,393 |
| 148 N Dury | Vo-Ag Facility (ID: 34) | $4,542,209 | $454,221 |
| 1900 N. Skyline | Concession Stand | $110,316 | $9,559 |
| 1900 N. Skyline | Football Bleachers | $86,291 | |
| 1900 N. Skyline | Football Lights & Poles | $120,195 | |
| 1900 N. Skyline | Football Scoreboard | $9,165 | |
| 1900 N. Skyline | Junior High (ID: 4) | $32,767,380 | $3,276,738 |
| 1900 N. Skyline | Junior High Field House (ID: 5) | $1,176,461 | $196,730 |
| 1900 N. Skyline | Marquee Sign | $7,401 | |
| 1900 N. Skyline | Track & Field Improvements & Aux Structures | $2,311,345 | $234,409 |
| 201 W. Richmond | Fence | $14,792 | |
| 201 W. Richmond | Flagpole | $3,851 | |
| 201 W. Richmond | Light Poles | $9,245 | |
| 201 W. Richmond | Marquee Sign | $7,395 | |
| 201 W. Richmond | Playground | $127,462 | |
| 201 W. Richmond | Richmond Elementary Building (ID: 8) | $13,024,202 | $1,333,210 |
| 201 W. Richmond | Shade Shelter (2) | $7,356 | |
| 215 E. 12th St | Fence | $18,493 | |
| 215 E. 12th St | Lincoln Academy (ID: 2) | $4,826,096 | $801,935 |
| 215 E. 12th St | Lincoln Academy Flag Pole | $3,037 | $0 |
| 2200 S Sangre Road | Flagpole | $3,851 | |
| 2200 S Sangre Road | Light Poles | $36,982 | |

# Stillwater Public Schools

| Location | Occupied As | Bldg Value | Contents Val |
|---|---|---|---|
| 2200 S Sangre Road | Marquee Sign | $7,395 | |
| 2200 S Sangre Road | Middle School (ID: 3) | $31,994,571 | $3,199,457 |
| 2200 S Sangre Road | Middle School Gym | $2,375,098 | $311,509 |
| 2500 S Sangre Rd | Baseball Backstop | $5,392 | |
| 2500 S Sangre Rd | Fence | $14,792 | |
| 2500 S Sangre Rd | Flagpole | $3,851 | |
| 2500 S Sangre Rd | Gazebo | $4,622 | |
| 2500 S Sangre Rd | Light Poles | $9,245 | |
| 2500 S Sangre Rd | Marquee Sign | $7,395 | |
| 2500 S Sangre Rd | Playground Turf & Equipment | $103,000 | |
| 2500 S Sangre Rd | Sangre Ridge Elementary School (ID: 7) | $21,347,792 | $2,134,779 |
| 310 S Drury | DRO-Science Classrooms/Nature Trail (ID: 23) (No Contents) | $20,000 | $0 |
| 314 S. Lewis | Administration Center (ID: 1) | $4,987,497 | $498,750 |
| 314 S. Lewis | Flagpole | $3,851 | |
| 314 S. Lewis | Parking Lot Lights (8) | $32,544 | |
| 400 S Drury | Highland Park Elementary (ID: 24) | $25,869,480 | $3,385,532 |
| 400 S Drury | Flagpole | $2,821 | |
| 400 S Drury | Parking Lot Lights (19) | $33,844 | |
| 400 S Drury | Playground (2) | $63,457 | |
| 410 W Franklin | Liability Only | $0 | $0 |
| 5005 N Perkins Roa | Maintenance, Technology, & Transportation Dept (ID: 38) | $5,605,279 | $783,618 |
| 5005-5021 N Perkin | Flagpole | $2,821 | |
| 5005-5021 N Perkin | Maintenance, Technology, & Transportation Dept (ID: 12) | $5,384,300 | $624,276 |
| 5005-5021 N Perkin | Parking Lot Lights (4) | $6,768 | |
| 502 S Kings St | Fence | $9,245 | |
| 502 S Kings St | Flagpole | $3,851 | |
| 502 S Kings St | Marquee Sign | $7,395 | |
| 502 S Kings St | Open Pavillion (2) | $27,890 | |
| 502 S Kings St | Playground (2) | $419,123 | $0 |
| 502 S Kings St | Westwood Elementary (ID: 11) | $22,924,975 | $2,292,498 |
| 800 E Alcott | Infield Synthetic Turf | $768,946 | $0 |
| 800 E Alcott | Infield Synthetic Turf Softball | $309,994 | $0 |
| 802 E Alcott | Entry Gate | $5,787 | $0 |
| 802 E Alcott | Fencing | $17,358 | $0 |
| 808 E Alcott | Baseball Field Bleachers | $29,280 | |
| 808 E Alcott | Baseball Field Lights & Poles | $120,195 | |
| 808 E Alcott | Baseball Field Scoreboard | $27,737 | |
| 808 E Alcott | Dugouts w/Fencing | $77,043 | |
| 808 E Alcott | Fence | $73,708 | |
| 808 E Alcott | Press Box | $77,043 | $15,633 |
| 808 E Alcott | Restroom/Dressing Rooms | $154,091 | $31,273 |
| 808 E Alcott | Restrooms/Press Box | $18,490 | $3,274 |
| 808 E Alcott | Scoreboard | $23,114 | |
| 808 E Alcott | Softball Field Bleachers | $23,144 | |
| 808 E Alcott | Softball Field Lights & Poles | $463,500 | |
| 808 E Alcott | Softball Field Scoreboard | $18,493 | |
| N. Boomer & W. Fra | 308 Franklin (ID: 9) (Liability Only) | $0 | $0 |
| | | $330,931,445 | $42,355,869 |

| | | | |
|---|---|---|---|
| Floater Limi | $2,717,400 | Auto Values: | $3,709,766 |
| EDP Limit: | $2,000,000 | Total Values: | $382,714,480 |
| Extra Expense Limit | $1,000,000 | | |

OSIG Oklahoma Schools Insurance Group

# Auto Schedule

Report Printed: 05/27/2025 07:30 pm

## Stillwater Public Schools

| Vehicle No | Year | Make | Model | Capacity | VIN | Actual Value |
|---|---|---|---|---|---|---|
| 1 | 2007 | International | School Bus | 65 | 4DRBUAFN37B485444 | $25,000 |
| 2 | 2007 | International | School Bus | 65 | 4DRBUAFN87B485441 | $25,000 |
| 3 | 2007 | International | School Bus | 65 | 4DRBUAFN67B485440 | $25,000 |
| 4 | 2006 | Bluebird | School Bus | 46 | 1BABNBKA16F235728 | $30,000 |
| 5 | 2007 | Chevy | Truck | | 3GCEC14V37G165426 | $5,000 |
| 6 | 2007 | Chevy | Truck | | 3GCEC14V57G163807 | $5,000 |
| 7 | 2007 | Chevy | Truck | | 3GCEC14V57G163158 | $5,000 |
| 8 | 2007 | Chevy | Cargo Van | 4 | 1GCFG15T271113807 | $5,000 |
| 9 | 2007 | Chevy | Truck | | 1GCHC24U27E126814 | $5,000 |
| 10 | 2007 | Chevy | Truck | | 1GCHC24U77E128199 | $5,000 |
| 11 | 2007 | Chevy | Truck | | 1GBJC34U67E130473 | $5,000 |
| 12 | 2008 | Ford | Expedition | 8 | 1FMFK155X8LA51171 | $5,000 |
| 13 | 2009 | International | School Bus | 65 | 4DRBUSKN29B696908 | $25,000 |
| 14 | 2013 | Chevy | Impala | | 2G1WF5E37D1157648 | $5,000 |
| 15 | 2013 | Ford | Expedition | 8 | 1FMJK1F5XDEF09220 | $12,000 |
| 16 | 2009 | International | School Bus | 16 | 4DRAPSKK49B696904 | $25,000 |
| 17 | 2014 | Ford | E150 Cargo Van | 4 | 1FTNE1EW5EDA03941 | $15,000 |
| 18 | 2014 | Ford | E150 Cargo Van | 4 | 1FTNE1EW7EDA03942 | $15,000 |
| 19 | 2014 | Ford | Expedition | 8 | 1FMJK1F50EEF07610 | $14,600 |
| 20 | 2014 | Ford | Expedition | 8 | 1FMJK1F52EEF07611 | $14,600 |
| 21 | 2014 | Ford | F250 | | 1FT7W2A61EEA60732 | $20,000 |
| 22 | 2014 | Ford | F250 | | 1FT7WZA61EEA60733 | $20,000 |
| 23 | 2014 | International | School Bus | 16 | 4DRNZSKK7EB348715 | $40,000 |
| 24 | 2014 | Dodge | Caravan | 8 | 2C4RDGBG5ER181155 | $9,475 |
| 25 | 2014 | International | School Bus | 65 | 4DRBUSKN6EB015840 | $40,000 |
| 26 | 2014 | International | School Bus | 65 | 4DRBUSKN8EB015841 | $40,000 |
| 27 | 2014 | International | School Bus | 65 | 4DRBUSKNXEB015842 | $40,000 |
| 28 | 2013 | Ford | F150 | | 1FTMF1CM2DKF98901 | $15,000 |
| 29 | 1997 | Semi | Trailer | | 1KKVE5123VL108600 | $10,000 |
| 30 | 2016 | Ford | F250 Truck | | 1FT8W3D65GEA59706 | $24,000 |
| 31 | 2016 | Ford | F250 Truck | | 1FT7W2B62GEA59705 | $30,000 |
| 32 | 2016 | Bluebird | School Bus | 65 | 1BAKFCPA5GF323727 | $75,000 |
| 33 | 2016 | Bluebird | School Bus | 65 | 1BAKFCPA3GF323726 | $75,000 |
| 34 | 2016 | Bluebird | School Bus | 65 | 1BAKFCPA1CF323725 | $75,000 |
| 35 | 2016 | Ford | Cargo Van | 4 | 1FTYR2YM3GKA01492 | $21,000 |
| 36 | 2016 | Bluebird | School Bus | 46 | 1BABNBCA1GF32D1959 | $146,000 |
| 37 | 2017 | Bluebird | Bus | 53 | 1BAKCCPAXHF326746 | $100,000 |
| 38 | 2016 | Ford | Expedition | | 1FMJK1FT8GEF08912 | $22,000 |
| 39 | 2016 | Ford | Truck | | 1FTMF1C83GKR59249 | $20,000 |
| 40 | 2016 | Chevy | Mini Bus | 18 | 1GB6GUBG1G1193369 | $60,000 |
| 41 | 2018 | Bluebird | Bus | 65 | 1BAKFCPA4JF336976 | $83,000 |
| 42 | 2018 | Bluebird | Bus | 65 | 1BAKFCPA2JF336975 | $83,000 |
| 43 | 2018 | Bluebird | Bus | 65 | 1BAKFCSAOKF34669 | $79,000 |
| 44 | 2018 | Bluebird | Bus | 65 | 1BAKFCSA7KF346670 | $79,000 |
| 45 | 2018 | Chevy | Silverado Truck | | 1GCNCNEH6JZ119709 | $21,000 |
| 46 | 2018 | Chevy | Silverado Truck | | 1GCNCNEH8JZ120327 | $21,000 |
| 47 | 2018 | Chevy | Silverado Truck | | 1GCNCNEH5JZ118969 | $21,000 |
| 48 | 2018 | Ford | Cargo Van | 4 | 1FTBW3UM8JKA32741 | $32,000 |
| 49 | 2016 | Ford | Transit Van | 8 | NM0GS9F76G1239345 | $21,000 |
| 50 | 2018 | Ford | Expedition | | 1FMJK1FT6JEA25829 | $30,661 |
| 51 | 2018 | Ford | Expedition | | 1FMJK1FT2JEA25830 | $30,661 |
| 52 | 2019 | Ford | F250 Pickup | | 1FTTW2BT5KEC35175 | $39,000 |

# Stillwater Public Schools

| Vehicle No | Year | Make | Model | Capacity | VIN | Actual Value |
|---|---|---|---|---|---|---|
| 53 | 2019 | Thomas | Bus | 77 | 4UZABRFC7KCJZ4026 | $81,870 |
| 54 | 2020 | Bluebird | Bus | 65 | 1BAKFCSA7LF363521 | $80,388 |
| 55 | 2021 | Bluebird | Bus | 65 | 1BAKFCSA9MF370536 | $87,188 |
| 56 | 2021 | Bluebird | Bus | 65 | 1BAKFCSA0MF370537 | $87,188 |
| 57 | 2020 | Chevy | Minitour Lift Bus | 18 | 1HA6GUBG3LN005106 | $63,313 |
| 58 | 2021 | Bluebird | Bus | 71 | 1BAKGCSA8MF377183 | $89,839 |
| 59 | 2021 | Chevy | Silverado | | 1GB3WRE70MF238556 | $32,000 |
| 60 | 2022 | Bluebird | Bus | 46 | 1BABNB6A1NF381992 | $164,867 |
| 61 | 2021 | Ford | Expedition | | 1FMJU1HT1MEA59396 | $44,907 |
| 62 | 2021 | Chevy | Silverado Pickup | | 1GCRWAEH8MZ415174 | $26,629 |
| 63 | 2023 | International | Bus | 65 | 4DRBUC8N7PB457820 | $89,175 |
| 64 | 2023 | International | Bus | 65 | 4DRBUC8N9PB457821 | $89,175 |
| 65 | 2023 | International | Bus | 65 | 4DRBUC8N0PB457822 | $89,175 |
| 66 | 2023 | International | Bus | 65 | 4DRBUC827PB457823 | $89,175 |
| 67 | 2022 | Chevy | Silverado w/lift gate | | 1GC0WLE77NF229463 | $31,192 |
| 68 | 2004 | International | Bus | 5 | 4DRBRABN84B966468 | $30,000 |
| 69 | 1995 | Jackson | 16' Flat Bed Trailer | | 1J9FS629S1033535 | $5,000 |
| 70 | 2008 | Gooseneck | Trailer | | 5TNLG202481000390 | $5,000 |
| 71 | 2006 | 4 Star | Aluminum Stock Trailer | | 4FKPG202060026856 | $5,000 |
| 72 | 2018 | Fellin | 18' Tilt Bed Car Hauler Tr | | 5FTEH1621E1001372 | $5,000 |
| 73 | 2009 | Oilinghouse | 82"X18' 2-axle CH trailer | | 1Z9BF182291088782 | $5,000 |
| 74 | 2023 | Chevy | Silverado 1500 | | 1GCRAAED9PZ138129 | $37,613 |
| 75 | 2023 | Chevy | Silverado | | 1GCRAAED4PZ123618 | $36,978 |
| 76 | 2023 | Chevy | Traverse | | 1GNERHKW5PJ173312 | $42,924 |
| 77 | 2024 | International | Bus | 65 | 4DRBUC8N0RB625445 | $96,726 |
| 78 | 2024 | International | Bus | 65 | 4DRBUC8N4RB625447 | $96,726 |
| 79 | 2024 | International | Bus | 65 | 4DRBUC8N2RB625446 | $96,726 |
| 80 | 2024 | Thomas | Bus | 23 | 4UZABPFC4RCUG5439 | $104,139 |
| 81 | 2018 | International | Box Truck | 2 | 1HTMMMML7JH096460 | $45,000 |
| 82 | 2026 | Bluebird | Bus | 65 | 1BAKFCSA5TF814462 | $128,928 |
| 83 | 2026 | Bluebird | Bus | 65 | 1BAKFCSA7TF814463 | $128,928 |

Total Value of All Autos for Stillwater Public Schools: $3,709,766

# Overview

## Background

The Oklahoma Schools Insurance Group (OSIG) is a public entity of the State of Oklahoma, formed as an Interlocal Agreement in accordance with 74 O.S. 1004(f), for the purpose of joining together a group of Oklahoma public school districts. OSIG allows member districts to more efficiently and more economically obtain and manage their insurance programs.

OSIG obtained approval to operate from the Oklahoma Attorney General on June 28, 2001. Effective July 1, 2002, OSIG began full operation by providing its member districts with broad insurance coverage through "A" rated insurance carriers and professional risk management services. Over the past 23 years, OSIG's membership has grown to 539 and the program insures more than $30 Billion in school property across Oklahoma.

## Structure

OSIG is a non-profit, member-owned, public entity program whose management is completely controlled by a Board of your peers.

> *"The mission of Oklahoma Schools Insurance Group (OSIG) is to provide quality, cost effective risk management products and services to member schools".*

The group purchases reinsurance from "A" rated carriers. OSIG's reinsurance providers are long term partners and committed to OSIG and Oklahoma schools.

OSIG has contracted with Risk Program Administrators in Tulsa to administer the program. RPA is one of the largest insurance brokers in the world and manages programs similar to OSIG across the country.

It is important to know that the insurance coverage provided by OSIG was specifically tailored to meet the needs of Oklahoma schools. The coverage is what you need to protect your schools' property, your students, and patrons.

Losses are a part of life. Only OSIG has the collective strength and staying power to provide the protections you need. By remaining together as a group, OSIG will be able to continue to provide you with the quality, fair-priced insurance, risk management and the added value services you need to protect your schools' assets, your board, your staff and most importantly your children.

# Financial Strength

OSIG is financially strong and we have the funds (cash) we need to pay your claims. OSIG has returned more than $9 million to our members over the years as distributions. Surplus at year ended 6/30/24 was more than $7.8 million and our assets were more than $39 million.

We believe in complete transparency. We submit to an annual financial audit each year end and share the operating results at our annual members meeting held each year.

The financial condition of an insurance interlocal should be of utmost importance to you when choosing an insurance partner for your district.

| *Statement of Net Assets* | | |
|---|---|---|
| *As of 6/30/24* | | |
| Cash | $ | 28,499,096 |
| Other Assets | $ | 11,453,895 |
| *Total Assets* | $ | 39,952,991 |
| | | |
| *Total Liabilities* | $ | 32,096,253 |
| ***Total Net Assets/Surplus*** | $ | 7,856,738 |

# Important Plan Information

It is important to understand that OSIG is not an insurance company, but rather a non-profit, cooperative risk management program owned and directed by Oklahoma Schools. Its mission is to reduce insurance costs and stabilize rates by aggregating purchasing power with an intense focus on controlling member losses. When losses are controlled, OSIG's member schools retain the underwriting profit and investment income thereby increasing fund reserves for future years. OSIG purchases per occurrence and liability aggregate protection for its member schools. The per occurrence insurance protects member schools up to $1,500,000,000 for property losses and $1,000,000 for liability claims in each and every occurrence subject to a $10M annual aggregate limit. The aggregate insurance protection is purchased in the unlikely event that sum total of all OSIG losses are significantly more than actuarially projected. Additional excess liability limits are available for members requiring higher limits.

This proposal is an outline of the coverages proposed by insurers based on the information provided by your school district. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. Please refer to the plan document for the details.

# Actuarial Review

An independent actuary has been retained by OSIG to make projections as to anticipated claims and losses the program should expect on an annual basis. The OSIG actuary has relied on the historical loss experience and exposures provided to OSIG by the member school districts to make projections of OSIG's expected losses. OSIG adequately funds to, or in excess of, the expected loss projections through member contributions (insurance cost) and our own surplus.

Membership contributions are used to buy insurance, pay administrative expenses, and fund for members' claims. Similar successful programs throughout the country for schools and municipalities are protected using the same insurance structure as OSIG has deployed. As with any insurance mechanism, OSIG does not guarantee full funding in the event unimaginable losses would materialize that are many times greater than what is indicated by past history. The OSIG board is charged with developing a plan to address under funding in this unlikely event.

# Procedure to Renew Coverage

Notify your agent of your acceptance of this insurance renewal proposal. Your agent will advise the OSIG administrative staff in writing that you wish to renew the insurance coverage.

The signed Resolution by the member's Board of Education and return to OSIG in order to bind coverage effective 07/01/2025.

# Payment Terms

Payment of the insurance cost is due the effective date of your coverage. A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available. A three (3) payment plan option is available.

| | | |
|---|---|---|
| Installment #1 | 1/3 of total | due 7/1/25 |
| Installment #2 | 1/3 of total | due 8/1/25 |
| Installment #3 | 1/3 of total | due 9/1/25 |

A 25% minimum earned premium applies.

# Risk Management And Loss Control Tools

Onsite Safety Inspections
Onsite Appraisals
StopIt Anonymous Incident Reporting Mobile App & Web App
Risk Management focused website www.osig.org
Vector Solutions - Professional Development Training Platform:
Free of charge to all members of OSIG
Online 24/7 access to training
Training modules include:
- Child Sexual Abuse Prevention Training
- School Bus Driver Training
- Safety & Compliance Training

Beazley & Lodestone Cyber Portal
Helix Intel
HSB Water & Temperature Monitoring Devices - Pilot Program

# Resolution of Stillwater Public Schools to Join Oklahoma Schools Insurance Group

**Whereas, Oklahoma Schools Insurance Group** ("OSIG") is an Oklahoma interlocal formed in accordance with Oklahoma law to enable Oklahoma School Districts to cooperate with each other to procure insurance services, benefits and insure against losses and possible liabilities in the most cost effective manner; and

**Whereas, Stillwater Public Schools** is an Oklahoma public school district ("the District"); and

**Whereas,** OSIG has provided to the District a Plan Document which includes a quotation for certain insurance coverages for the 2025-2026 plan year; and

**Whereas,** the quotation is acceptable to the District;

**Now, therefore be it resolved,** that the District hereby joins OSIG as a Member;

**Be it further resolved,** that so long as the District remains as a Member, the District shall comply with OSIG's bylaws, the Plan Document and OSIG claim reporting procedures; and

**Be it further resolved,** that by the adoption and signing of this resolution, Stillwater Public Schools understands and agrees that school district members are responsible for their own loss experience and will not be singly responsible for other members' losses.

**Date:** _____

**Stillwater Public Schools By:**

_____
President, Board of Education

**Attest:**

_____
Clerk, Board of Education

# ROSENSTEIN, FIST & RINGOLD

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HENRY L. FIST (1893-1976)
DAVID L. FIST (1931-2008)
A.F. RINGOLD (1931-2021)
BRYAN K. DRUMMOND (1967-2024)

OF COUNSEL

LINDSEY E. ALBERS
RHIANNON K. THORESON


May 7, 2025

**VIA ELECTRONIC MAIL**
Tyler Bridges, Superintendent
Stillwater Public Schools
tbridges@stillwaterschools.com

**Re: RFR Engagement Letter 2025-2026**

Dear Mr. Bridges:

This letter is intended to establish the terms and conditions of this firm's representation of Stillwater Independent School District No. 16 of Payne County, Oklahoma ("District"). This agreement must be approved by the Board pursuant to an agenda item at a duly called meeting of the Board.

Legal services rendered by this law firm are on an "as needed" basis and encompass work requested to be performed by the Superintendent or the Board of Education. A schedule of the current billing rates of our shareholders, associates, legal assistants, law clerks and interns is attached. This schedule is subject to change from time to time when the firm implements a general change of rates of its education clients, or to reflect additional experience or expertise gained by the firm's professional staff. In addition, newly hired professional staff may be added. The billing rates for new professionals will be set based upon their experience. The firm will provide an updated schedule of billing rates upon request at any time.

The firm will provide the District a monthly statement for legal services rendered which will fully set out what services were provided and how much time was spent performing them. In addition, you will be provided with a monthly statement of cash advanced on behalf of the District. This will include funds expended on the District's behalf for copying, Westlaw computer time, travel expenses and the like.

From time to time, it may be possible for an associate of this firm to provide part of the legal services needed by the District. Since associate time is billed at a lower hourly rate than mine, such may represent a lower expense to the District. Of course, I will monitor all work performed by associates.

On or about the 15th of each month, the District will receive an invoice for services rendered the previous month along with a statement of cash advanced. If you have any questions regarding any invoice which you receive, please call it to my attention immediately.

I trust that the above will be to your satisfaction. If this is the case and following approval by the Board, I would ask that the person designated by the Board execute this copy of the letter and return it to me for our file. Another copy with my original signature should be maintained for the District's file.

This agreement may be terminated at any time without cause by either party upon written notice to the other. The right to terminate is subject to our ability to withdraw from the representation with permission of the court, where applicable. This agreement shall be deemed renewed on July 1 of each year unless one of the parties advises the other on or before June 30 that it wishes to withhold ratification and/or to terminate the Agreement.

If you have any questions regarding the above or wish to discuss the terms further, please do not hesitate to contact me.

Kind regards,

Samantha S. Marshall
**ROSENSTEIN, FIST & RINGOLD**

SSM/cnw
Enclosures: 2025 RFR Rate Sheet

cc: Ron McElliott (rmcelliott@stillwaterschools.com)

The Board of Education, having considered and approved the terms of this engagement letter, directs the President and Clerk to execute this document on behalf of the District.

Entered into by the District this ____day of _____, 2025.

_____ _____
President, Board of Education Clerk

ROSENSTEIN FIST & RINGOLD

# Governmental
# 2025 Billing Rates
# Effective January 1, 2025

Years of Practice as Attorney:

| | |
|---|---|
| 30+ Years | $325 |
| 25-29 Years | $295 |
| 20-24 Years | $285 |
| 15-19 Years | $270 |
| 10-14 Years | $230 |
| 6-9 Years | $195 |
| 3-5 Years | $180 |
| 0-2 Years | $170 |
| Law Clerks | $110 |
| Paralegals | $125 |

Billing rates may increase on July 1 of each subsequent year to adjust for inflation as determined by the previous year's Social Security Cost of Living Adjustment. Any increases will be made in $5.00 per hour increments rounded to the nearest $5.00.




ROSENSTEIN FIST & RINGOLD

## Schedule of Reimbursed Expenses

| | |
|---|---|
| Telephone - Long Distance | Free (no charge) |
| Facsimile - Incoming | Free (no charge) |
| Facsimile - Outgoing | $1.00 per page for local calls and $2.00 per page for long distance calls (all other long distance charges are waived) |
| Travel | At actual cost (mileage billed at IRS approved rates) |
| Delivery-Postage | At actual cost |
| Photocopying | .20 cents per page |
| Secretarial Overtime | Only upon request of client and then only at actual cost |
| Cash Advances | At actual cost up to $500; expenditures over $500 are sent directly to client for payment |
| Computer Assisted Research (Westlaw) | At actual cost |

MEMORANDUM OF UNDERSTANDING
BETWEEN THE STILLWATER PUBLIC EDUCATION FOUNDATION AND
THE STILLWATER PUBLIC SCHOOL DISTRICT

STILLWATER PUBLIC EDUCATION FOUNDATION referred to as "SPEF", a private nonprofit corporation operated for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, and between Independent School District #16 of Payne County, Oklahoma (STILLWATER PUBLIC SCHOOLS) referred to as "District", hereby enter into the following agreement:

WHEREAS, SPEF is a non-profit organization with the singular purpose of advancing education, and to further other charitable and school activity purposes, in the field of public education as pertaining to the Stillwater Public School System, Stillwater, Oklahoma; and,

WHEREAS, SPEF has agreed to provide grants and gifts to benefit the District's student programs, students and staff, and desires to continue to do so; and

WHEREAS, The District, through its Board of Education, is authorized to enter into agreements to provide support to the SPEF's efforts in consideration for such grants and gifts; and

WHEREAS, Oklahoma law permits the District to provide space in a District building or on District property to SPEF for office or business purposes in exchange for the financial benefits provided to the District by SPEF if approved by the Board of Education and made part of the minutes of the meeting of the Board; and

WHEREAS, The District deems that SPEF's gifts and grants are of tremendous benefit to the District's student experience and the mission to champion the academic and personal growth for every student, and further deems that such efforts by SPEF are more than adequate consideration for the District's support of SPEF's efforts through the use of District facility space; and

NOW, THEREFORE, in consideration of the recitals, mutual agreements, covenants, and conditions contained herein, the parties enter into this agreement to facilitate SPEF's efforts to raise funds to benefit the District:

I. The District agrees to:
   a. Allow the use of office space, basic furniture, and a telephone in a District facility to house the SPEF employee responsible for fundraising activities and such other property as may not be needed for direct District uses but can be of assistance in facilitating SPEF fundraising activities.
   b. SPEF may also buy its own equipment and install the same within its office space, subject to approval by the District's Chief Financial Officer. Computer and printer technology requirements shall be coordinated with the District.

II. In return for the services to be provided by the District, SPEF agrees to:

a. Remain an active organization which has the purpose of financially and otherwise aiding the educational efforts of the district and increasing its efforts to raise funds to benefit the District;
b. Coordinate SPEF activities within the District;
c. Provide the District access to Foundation financial records;
d. Recognize that District supervision over Foundation activities conducted on District premises is required by law.

III. Term of Agreement

a. The term of this agreement shall commence on July 1, 2025, and continue through June 30, 2026, at which time it may be renewed by mutual consent and ratification of the parties in one-fiscal year increments.

Agreed to by:

By: _____
Roberta Douglas
President, Stillwater Board of Education

By: _____
Emily Lewis
Executive Director, Stillwater Public Education Foundation

# Software Service Order Agreement

**Term of Agreement: 2025-2026 Fiscal Year**

**Customer:** STILLWATER PUBLIC SCHOOLS
**Addr:** 314 S LEWIS ST
STILLWATER OK 74074
**October Membership:** 5969

SYLOGISTED, INC.
**Addr:** 908 EAST 35TH STREET
SHAWNEE, OK 74804
**Phone:** (800)749-5691 **Email:** accounts@sylogist.com

**Re-Occurring Fiscal Year Charges**

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

| Description | Total |
|---|---|
| Appropriated Funds | $13,848.08 |
| Payroll<br>- Usage Fee Included In Appropriated Funds | NA |
| Treasurer | $2,745.74 |
| Activity Funds | $1,372.87 |
| Personnel | $2,745.74 |
| Purchase Requisition | $2,745.74 |
| Fixed Assets | NA |
| Document Management | NA |
| Time & Talent | NA |
| Accounting Query Designer | NA |
| **Total 2025-2026 Fiscal Year Charges:** | $23,458.17 |

## Terms and Conditions

1. The software charge includes phone support for one (1) designated contact per application, excluding Document Management. Additional contacts can be added at an additional cost. SylogistEd, Inc. shall provide the phone support during normal business hours of 8:00 a.m. to 5:00 p.m. CST, Monday through Friday, exclusive of holidays. SylogistEd, Inc. shall have full and free access to the Customer equipment and software to provide support.
2. The software charge includes interactive online training via training videos and webinars.
3. On-site training (by appointment only) will be charged $1000.00 per day from 9:30 a.m. through 3:30 p.m. CST and round-trip mileage at the current IRS mileage rate. Additional time is $165.00 per hour.
4. For each renewal, the fees may, at SylogistEd's discretion, increase by an amount not to exceed 5%, no more than one time per annum.
5. Customer agrees that SylogistEd, Inc. shall not be liable to Customer for any incidental or consequential damages, loss, or other liabilities arising out of the use or inability to use the software.
6. The terms and conditions of this agreement supersede those of all previous agreements between the parties with respect to the use of the software and such use hereafter is subject to the terms and conditions of this agreement.
7. This agreement shall be governed by the Laws of the State of Oklahoma.

## Software as a Service

1. Definitions.
   (a) Application means the software and other material used by SylogistEd, Inc. to access, configure, and provide the Services. The Application(s) identified in the Service Order Agreement are licensed on a subscription basis and delivered as hosted online software using the Software as a Service (SaaS) model.
   (b) Charges mean the fees payable by Customer pursuant to the Software Service Order Agreement.
   (c) Customer Data means any data that Customer sends to the Service and any data that Customer receives from the Service in fulfillment of a request, excluding any content deemed to be Intellectual Property.
   (d) Documentation means instructions and examples pertaining to appropriate integration with and proper use of the Services.
   (e) Intellectual Property Rights means all intellectual property rights, including patents, trademarks, trade name, service mark, copyright, trade secrets, know-how, process, technology, development tool, ideas, concepts, design right, domain names, moral right, database right, methodology, algorithm and invention, and any other proprietary information (whether registered, unregistered, pending, or applied for).
   (f) Privacy Policy and Terms of Service means the SylogistEd, Inc. Privacy Policy and Terms of Service in effect at the time of this Agreement, which is incorporated herein by reference and which is subject to change without notice.
   (g) Service shall have the meaning set forth in the SylogistEd, Inc. Privacy Policy and Terms of Service.
   (h) Service Order Agreement means the Software Service Order Agreement delivered by SylogistEd, Inc. to Customer which sets forth the service and fees for the current fiscal year.
   (i) Usage Data means any data that SylogistEd, Inc. collects or generates during the performance of the Service, including non-confidential elements of Customer Data.
2. Service.
   (a) SylogistEd, Inc. Obligations. SylogistEd, Inc. hereby agrees, subject to and during the term of this Agreement and the Privacy Policy and Terms of Service: (i) to provide the Service to Customer; (ii) to grant or procure a right for Customer to access and use the Application as a part of the Service only; (iii) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service; and (iv) to notify customer promptly of any such unauthorized access to, or use of, the Service that SylogistEd, Inc. becomes aware of (provided SylogistEd, Inc. is not required to actively monitor the Customer's account access).
   (b) Customer Obligations. Customer hereby agrees, as allowed by Oklahoma constitution or law, subject to and during the term of this Agreement: (i) to comply with the Privacy Policy and Terms of Service; (ii) not to reverse-engineer the Application; (iii) to use an appropriate integration method for the volume and/or nature of queries to the Service; (iv) that it is solely responsible for all of its activities and for the accuracy, integrity, legality, reliability, and appropriateness of all Customer Data; (v) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service, and notify SylogistEd, Inc. promptly of any such unauthorized use; (vi) to comply with all applicable laws in using the Service, wherever such use occurs, and not use, or require SylogistEd, Inc. to use, any Customer Data obtained via the Service for any unlawful purpose; and (vii) to accurately represent Customer's use of the Service and data obtained from the Service.
3. Service Order Agreement. The Service Order Agreement will be effective only when signed by Customer and SylogistEd, Inc. Any modifications or changes to the Services under any executed Service Order Agreement will be effective only if and when memorialized in a mutually agreed written change order signed by both Parties.
4. Access to the Service, Attribution, and Charges.
   (a) Customer Accounts. Customer must provide SylogistEd, Inc. with valid contact information prior to receiving access to the Service in compliance with the Privacy Policy and Terms of Service.
   (b) Data Preparation & Configuration. Customer will ensure that: (i) Customer Data is in proper format as specified by the Documentation; and (ii) no other software, data, or equipment having an adverse impact on the Service has been introduced.
5. Availability, Maintenance, and Technical Support.
   (a) Availability & Maintenance. SylogistEd, Inc. will use commercially reasonable efforts to make the Service available. Downtime for maintenance, upgrades, enhancement, or any other reason, may be scheduled at any time.
   (b) Technical Support. Unless otherwise provided in the Service Order Agreement, SylogistEd, Inc. will offer technical and customer support on a first-come, first-served basis during regular business hours, Central Standard Time.
6. Third-Party Software Integration Acknowledgements, Representations, and Agreements. SylogistEd, Inc. will provide software as part of the Service that will allow the Customer to share data with third-party applications.
   (a) It is understood and agreed that SylogistEd, Inc. is not responsible for the security of the data once it has been provided by the Customer to a third party using the Service.
   (b) It is understood and agreed that SylogistEd, Inc. is not releasing this data to a third party. It is acknowledged and agreed that under no circumstance shall SylogistEd, Inc. be deemed to be a direct or indirect transferor of information/data to any third party. SylogistEd, Inc. is only providing software that will allow the Customer to share data with third-party applications.
   (c) Customer hereby represents that it is aware of all duties, requirements and restrictions set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.
   (d) Customer hereby represents that it shall perform all duties and requirements set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance

Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.

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

(f) Customer hereby agrees that it shall, as allowed by Oklahoma constitution or law, defend, indemnify, reimburse, and make whole in any manner, SylogistEd, Inc. for any form of damages sustained as a direct or indirect result of the Customer's failure to follow any duty, requirement, restriction or other that is mandated under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance. This shall include any and all attorney fees, costs, expenses, expert fees, and other that SylogistEd, Inc. could incur.

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

7. Intellectual Property Rights.

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

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

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

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

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

9. Term; Termination.

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

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

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

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

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

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

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

11. Notices. Notices sent to either Party shall be effective when delivered in person or transmitted electronically, one (1) day after being sent by overnight

courier, two (2) days after being sent by first class mail postage prepaid to a physical address provided by the Customer, or five (5) days after being sent by email from SylogistEd, Inc. to the address in the Customer account. A copy of this Agreement and notices generated in good form shall be treated as "original" documents admissible into evidence unless a document's authenticity is genuinely placed in question.

12. Survival. Termination shall have no effect on the Parties' rights or obligations under Section 8 ("Privacy and Personal Information"); Section 10 ("Confidential & Proprietary Information"), Section 13 ("Independent Contractor Status"), any payment obligations or any provision which by its nature should survive.
13. Independent Contractor Status. Each Party and its employees and agents are independent contractors in relation to the other Party with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the Parties. Each Party shall remain responsible and shall, as allowed by Oklahoma constitution or law, indemnify and hold harmless the other Party, for the withholding and payment of all federal, state and local personal income, wage, earnings, occupation, social security, worker's compensation, unemployment, sickness and disability insurance taxes, payroll levies, or employee benefit requirements now existing or hereafter enacted and attributable to themselves and their respective people.
14. Miscellaneous. This document and the documents incorporated herein constitute the entire agreement between the Parties with respect to the subject matter hereof and supersede all other communications, whether written or oral. SylogistEd, Inc. reserves all rights not specifically granted herein. Neither Party shall be liable for delays caused by events beyond its reasonable control, except non-payment of amounts due hereunder shall not be excused by this provision. Any provision hereof found by a tribunal of competent jurisdiction to be illegal or unenforceable shall be automatically conformed to the minimum requirements of law and all other provisions shall remain in full force and effect. Waiver of any provision hereof in one instance shall not preclude enforcement thereof on future occasions.

**Prepared By:** Grant McLarnon _____ **Date Prepared:** 3/28/2025 _____

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

**Signature:** _____ **Date Accepted:** _____

THE PUBLIC FINANCE LAW GROUP PLLC
ATTORNEYS AND COUNSELORS AT LAW

t 405.235.3413 • f 405.235.2807
5657 N. Classen Boulevard, Suite 100 • Oklahoma City, OK 73118

# AGREEMENT FOR BOND COUNSEL SERVICES

INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA
GENERAL OBLIGATION BONDS AND/OR LEASE REVENUE OBLIGATIONS

THIS AGREEMENT is entered into as of June 10, 2025, by and between THE PUBLIC FINANCE LAW GROUP PLLC ("PFLG"), and INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA (the "District"), a political subdivision of the State of Oklahoma, as follows:

## RECITALS

WHEREAS, the District desires to continue its engagement of PFLG as bond counsel in connection with the financing of certain capital projects authorized at an election held by the District on February 14, 2023 (the "2023 Election"), along with related costs (collectively, the "Project"); and

WHEREAS, to finance all or a portion of the costs of the Project, the District intends to issue one or more series of its General Obligation Bonds as may be authorized pursuant to the 2023 Election (collectively, the "Bonds"); and

WHEREAS, the District further acknowledges its intent to participate in a transaction or series of transactions whereby the District, or a public trust on behalf of the District, issues lease purchase obligations (the "Lease Purchase Obligations") to construct portions of the Project, which obligations will be retired with the proceeds of the Bonds based upon the acquisition of all or distinct portions of the Project being acquired by the District; and

WHEREAS, the issuance of Bonds and Lease Purchase Obligations shall be referred to collectively as the "Financing Plan"; and

WHEREAS, PFLG possesses the necessary professional capabilities and resources to provide the legal services required by District as described in this Agreement.

## AGREEMENTS

**1. Scope of Services.**

A. *Bond Counsel Services*. PFLG will render the following services as bond counsel to the District:

(1) Consultation with representatives of the District, including the Superintendent, the District's Legal Counsel (as defined herein), the Finance Director, financing and accounting staff, financial advisors, and others, with respect to the timing, terms and legal structure of the proposed Financing Plan.

(2) Furnish full directions of all steps necessary to be taken by the District in compliance with the constitution and statutes of the State of Oklahoma for the proposed issuance of each series of Bonds and/or for the issuance of the Lease Purchase Obligations by the District or a public trust on behalf of the District.

(3) Provide and furnish forms, outlines of procedure, resolutions or ordinances necessary for the issuance of such Bonds and/or the Lease Purchase Obligations (collectively, the "Financing Documents").

(4) Review of documentation with respect to any letter of credit or bond insurance policy provided in connection with the Financing, if any.

(5) Attendance at such meetings or hearings of the District and working group meetings or conference calls as the District may request, and assistance to the District staff in preparation of such explanations or presentations to the governing body of the District as they may request.

(6) Preparation of final closing papers to be executed by the District required to effect delivery of each series of Bonds and/or Lease Purchase Obligations and coordination of the Bond and/or Lease Purchase Obligation closings, including seeking the approval of each series of Bonds by the Attorney General of the State of Oklahoma.

(7) In connection with the closing of any series of Bonds, to furnish at least three (3) transcripts of the entire proceedings, one of which shall be filed with the Attorney General of Oklahoma, one of which shall be filed with the Clerk of the District, and one of which shall accompany the Bonds.

(8) Rendering of bond counsel's customary final legal opinion on the validity of the Bonds and/or the Lease Purchase Obligations and, with respect to any tax-exempt obligations, the exemption from gross income for federal income tax purposes and from Oklahoma personal income tax of interest thereon.

PFLG and the District acknowledge that the District shall be represented by the District's attorney (also referred to as "Legal Counsel") for the purpose of rendering day-to-day and ongoing general counsel legal services. PFLG shall circulate documents to and coordinate its services with Legal Counsel to the extent requested by the District or its Legal Counsel.

PFLG and the District further acknowledge that the District shall be represented by Municipal Finance Services, Inc., a municipal advisor pursuant to the terms of SEC Rule 15Ba1-1 (referred to herein as an "Independent Registered Municipal Advisor" or "IRMA"). PFLG is a firm of attorneys who provide legal advice or services of a traditional legal nature to a client, and PFLG and its attorneys do not represent themselves to be a financial advisor or financial expert.

Therefore, PFLG is excluded from the definition of Municipal Advisor, and PFLG does not intend to provide any advice with respect to municipal financial products or the issuance of municipal securities outside of the scope of traditional legal services and advice customarily rendered by bond counsel in public finance transactions. Notwithstanding the foregoing, in the event certain advice may be construed as beyond the scope of traditional legal services, the District specifically acknowledges that PFLG may avail itself of the IRMA exemption under SEC Rule 15Ba1-1 on the basis that (i) the District is represented by an Independent Registered Municipal Advisor not associated with PFLG, (ii) the District hereby advises PFLG that the District is represented by and will rely on the advice of its duly retained Independent Registered Municipal Advisor, and (iii) the District has been advised that PFLG is not a municipal advisor and PFLG owes no federal statutory fiduciary duty to the District.

In rendering opinions and performing legal services under this Agreement, PFLG shall be entitled to rely on the accuracy and completeness of information provided, certifications made by, and opinions provided by counsel to, the District, the Independent Registered Municipal Advisor, property owners and other parties and consultants, without independent investigation or verification.

PFLG's services are limited to those specifically set forth above. PFLG's services do not include representation of the District or any other party to the transaction in any litigation or other legal or administrative proceeding involving the Bonds and/or Lease Purchase Obligations, the Project or any other matter. PFLG's services also do not include any responsibility for compliance with state blue sky, environmental, land use, real estate or similar laws or for title to or perfection of security interests in real or personal property. PFLG will not be responsible for preparing, reviewing, or opining with respect to the District's Official Statement and/or any Continuing Disclosure Undertakings for any Bonds and/or Lease Purchase Obligations, including but not limited to the accuracy, completeness or sufficiency of the Official Statement, Continuing Disclosure Undertaking, or other offering material relating to any Bonds and/or Lease Purchase Obligations. PFLG's services do not include any financial advice or analysis. PFLG will not be responsible for the services performed or acts or omissions of any other participant. Also, PFLG's services will not extend past the date of issuance of the Bonds and/or Lease Purchase Obligations and will not, for example, include services related to rebate compliance or continuing disclosure or otherwise related to the Bonds and/or Lease Purchase Obligations, proceeds of any financing, or the Project after issuance of the Bonds and/or Lease Purchase Obligations.

## 2. Compensation and Reimbursements.

A. *Compensation for Bond Counsel Services*. For services as bond counsel to the District, PFLG shall be paid a fixed fee at the time of issuance of the Bonds and/or Lease Purchase Obligations as follows:

(i) General Obligation Bonds Issued Under the 2023 Election Authorization. One half of one percent (0.5%) of the par amount of each series of Bonds issued, subject to a minimum fee of $17,500.00, for each series of Bonds issued pursuant to the 2023 Election authorization.

(ii) Lease Purchase Transactions associated with the 2023 Election Authorized Projects. One half of one percent (0.5%) of the par amount of each series of Lease Purchase Obligations issued, subject to a minimum fee of $17,500.00, for each series of Lease Purchase Obligations issued pursuant to the 2023 Election authorization.

B. *Expenses*. PFLG shall also be paid a fixed amount of $2,500.00 to cover expenses and transcript production and distribution in connection with each series of Bonds and/or Lease Purchase Obligations, provided, that any filing, publication, recording or printing costs or similar third party costs required in connection with each series of Bonds and/or Lease Purchase Obligations shall be paid directly by the District, but if paid by PFLG on behalf of the District, shall be reimbursed to PFLG on demand.

C. *Payment*. Fees and expenses shall be payable by the District at the time of issuance of the Bonds and/or Lease Purchase Obligations. Payment of all fees and expenses hereunder shall be made at closing from proceeds of the Bonds and/or Lease Purchase Obligations and shall be entirely contingent upon issuance of the Bonds and/or Lease Purchase Obligations.

D. *Term of Engagement*. This Agreement shall remain in full force and effect through and including June 30, 2026, and shall be on a year-to-year basis automatically renewed for additional one-year periods on July 1 of each year until such time as all of the Bonds authorized in the 2023 Election shall be issued or this Agreement shall be otherwise terminated as provided herein.

E. *Termination of Agreement and Legal Services*. This Agreement and all legal services to be rendered under it may be terminated at any time by written notice from either party, with or without cause. In that event, all finished and unfinished documents prepared for adoption or execution by the District, shall, at the option of the District, become its property and shall be delivered to it or to any party it may designate; provided that PFLG shall have no liability whatsoever for any subsequent use of such documents. In the event of termination by the District, PFLG shall be paid for all satisfactory work, unless the termination is made for cause, in which event compensation, if any, shall be adjusted in the light of the particular facts and circumstances involved in the termination. If not sooner terminated as aforesaid, this Agreement and all legal services to be rendered under it shall terminate upon issuance of the Bonds and/or Lease Purchase Obligations; provided that the District shall remain liable for any unpaid compensation or reimbursement due under Section 2 hereof. Upon termination, PFLG shall have no future duty of any kind to or with respect to the Bonds and/or Lease Purchase Obligations or the District.

**3. Nature of Engagement; Relationships With Other Parties.**

The role of bond counsel, generally, is to prepare or review the procedures for issuance of bonds, notes, or other evidence of indebtedness and to provide an expert legal opinion with respect to the validity thereof and other subjects addressed by the opinion. Consistent with the historical origin and unique role of such counsel, and reliance thereon by the public finance market, PFLG's role as bond counsel under this Agreement is to provide an opinion and related legal services that

represent an objective judgment on the matters addressed rather than the partisan position of an advocate.

In performing its services in connection with the Bonds and/or Lease Purchase Obligations, PFLG will act as special counsel to the District with respect to issuance of the Bonds and/or Lease Purchase Obligations; i.e., PFLG will assist the District's Legal Counsel in representing District but only with respect to validity of the Bonds and/or Lease Purchase Obligations and the Financing Documents, and the tax status of interest on the Bonds and/or Lease Purchase Obligations, in a manner not inconsistent with the role of bond counsel described above.

The District acknowledges that PFLG regularly performs legal services for many private and public entities in connection with a wide variety of matters. For example, PFLG has represented, is representing or may in the future represent other public entities, underwriters, trustees, rating agencies, insurers, credit enhancement providers, lenders, contractors, suppliers, financial and other consultants/advisors, accountants, investment providers/brokers, providers/brokers of derivative products and others who may have a role or interest in the Financing Plan or the Project or that may be involved with or adverse to the District in this or some other matter. PFLG agrees not to represent any such entity in connection with the Financing Plan, during the term of this Agreement, without the consent of the District. Given the special, limited role of bond counsel described above, the District acknowledges that no conflict of interest exists or would exist, and waives any conflict of interest that might appear actually or potentially to exist, now or in the future, by virtue of this Agreement or any such other attorney-client relationship that PFLG may have had, have or enter into, and the District specifically consents to any and all such relationships.

**4. Limitation of Rights to Parties; Successor and Assigns.**

Nothing in this Agreement or in any of the documents contemplated hereby, expressed or implied, is intended or shall be construed to give any person other than the District and PFLG any legal or equitable right or claim under or in respect of this Agreement, and this Agreement shall inure to the sole and exclusive benefit of the District and PFLG.

PFLG may not assign its obligations under this Agreement without written consent of the District except to a successor partnership or corporation to which all or substantially all of the assets and operations of PFLG are transferred. The District may assign its rights and obligations under this Agreement to (but only to) any other public entity that issues the Bonds and/or Lease Purchase Obligations (if not the District). The District shall not otherwise assign its rights and obligations under this Agreement without written consent of PFLG. All references to PFLG and the District in this Agreement shall be deemed to refer to any such successor of PFLG and to any such assignee of the District and shall bind and inure to the benefit of such successor and assignee whether so expressed or not.

**5. Counterparts.**

This Agreement may be executed in any number of counterparts and each counterpart shall for all purposes be deemed to be an original, and all such counterparts shall together constitute but one and the same Agreement.

**6. Notices.**

Any and all notice pertaining to this Agreement shall be sent by U.S. Postal Service, first class, postage prepaid to:

PFLG:

The Public Finance Law Group PLLC
5657 N. Classen Boulevard, Suite 100
Oklahoma City, OK 73118
Attention: Allan A. Brooks or Nathan D. Ellis

DISTRICT:

Independent School District No. 16 of Payne County, Oklahoma
314 South Lewis
Stillwater, OK 74074
Attention: Superintendent

[Remainder of Page Left Blank Intentionally]

The District and PFLG have executed this Agreement by their duly authorized representatives as of the date provided above.

**THE PUBLIC FINANCE LAW GROUP PLLC**

By: _____
Nathan D. Ellis, Esq.

**INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA**

By: _____
Title: President, Board of Education
Date: June 10, 2025

(SEAL)

ATTEST:

By: _____
Clerk, Board of Education

# SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler's proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

**SECTION A – DEFINITIONS**

- **"Agreement"** means this Software as a Service Agreement.
- **"Business Travel Policy"** means our business travel policy. A copy of our current Business Travel Policy is attached as Schedule 1 to Exhibit B.
- **"Client**" means the Stillwater School District 16, Oklahoma.
- **"Data"** means your data necessary to utilize the Tyler Software.
- **"Data Storage Capacity"** means the contracted amount of storage capacity for your Data identified in the Investment Summary.
- **"Defect"** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **"Defined Users"** means the number of users that are authorized to use the SaaS Services. The Defined Users for the Agreement are as identified in the Investment Summary. If Exhibit A contains Enterprise Permitting & Licensing labeled software, defined users mean the maximum number of named users that are authorized to use the Enterprise Permitting & Licensing labeled modules as indicated in the Investment Summary.
- **"Developer"** means a third party who owns the intellectual property rights to Third Party Software.
- **"Documentation"** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **"Effective Date"** means the date by which both your and our authorized representatives have signed the Agreement.
- **"Force Majeure"** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **"Investment Summary"** means the agreed upon cost proposal for the products and services attached as Exhibit A.

- **"Invoicing and Payment Policy"** means the invoicing and payment policy. A copy of our current Invoicing and Payment Policy is attached as Exhibit B.
- **"Order Form"** means an ordering document that includes a quote or investment summary and specifying the items to be provided by Tyler to Client, including any addenda and supplements thereto.
- **"SaaS Fees"** means the fees for the SaaS Services identified in the Investment Summary.
- **"SaaS Services"** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software, and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting or other professional services.
- **"SLA"** means the service level agreement. A copy of our current SLA is attached hereto as Exhibit C.
- **"Statement of Work"** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software, and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit D.
- **"Support Call Process"** means the support call process applicable to all of our customers who have licensed the Tyler Software. A copy of our current Support Call Process is attached as Schedule 1 to Exhibit C.
- **"Third Party Hardware"** means the third party hardware, if any, identified in the Investment Summary.
- **"Third Party Products"** means the Third Party Software and Third Party Hardware.
- **"Third Party SaaS Services"** means software as a service provided by a third party, if any, identified in the Investment Summary.
- **"Third Party Services"** means the third party services, if any, identified in the Investment Summary.
- **"Third Party Software"** means the third party software, if any, identified in the Investment Summary.
- **"Third Party Terms"** means, if any, the end user license agreement(s) or similar terms for the Third Party Products or other parties' products or services, as applicable.
- **"Tyler"** means Tyler Technologies, Inc., a Delaware corporation.
- **"Tyler Software"** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **"we", "us", "our"** and similar terms mean Tyler.
- **"you"** and similar terms mean Client.

**SECTION B – SAAS SERVICES**

1. Rights Granted. We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your internal business purposes for the number of Defined Users only. The Tyler Software will be made available to you according to the terms of the SLA. You acknowledge that we have no delivery obligations and we will not ship copies of the Tyler Software as part of the SaaS Services. You may use the SaaS Services to access updates and enhancements to the Tyler Software, as further described in Section C(9). The foregoing notwithstanding, to the extent we have sold you

perpetual licenses for Tyler Software, if and listed in the Investment Summary, for which you are receiving SaaS Services, your rights to use such Tyler Software are perpetual, subject to the terms and conditions of this Agreement including, without limitation, Section B(4). We will make any such software available to you for download.

2. SaaS Fees. You agree to pay us the SaaS Fees. Those amounts are payable in accordance with our Invoicing and Payment Policy. The SaaS Fees are based on the number of Defined Users and amount of Data Storage Capacity. You may add additional users or additional data storage capacity on the terms set forth in Section H(1). In the event you regularly and/or meaningfully exceed the Defined Users or Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s).

3. Ownership.

   3.1 We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.

   3.2 The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.

   3.3 You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to carry out our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services.

4. Restrictions. You may not: (a) make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services; (c) access or use the SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.

5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with the maintenance and support process set forth in Section C(9), below, the SLA and our then current Support Call Process.

6. SaaS Services.

   6.1 Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 21. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or its equivalent, for so long as you are timely paying for SaaS Services. The scope of audit coverage varies for some Tyler Software solutions. Upon execution of a mutually agreeable Non-Disclosure Agreement ("NDA"), we will provide you with a summary of our compliance report(s) or its equivalent. Every year thereafter, for so long as the

NDA is in effect and in which you make a written request, we will provide that same information. If our SaaS Services are provided using a 3rd party data center, we will provide available compliance reports for that data center.

6.2 You will be hosted on shared hardware in a Tyler data center or in a third-party data center. In either event, databases containing your Data will be dedicated to you and inaccessible to our other customers.

6.3 Our Tyler data centers have fully-redundant telecommunications access, electrical power, and the required hardware to provide access to the Tyler Software in the event of a disaster or component failure. In the event of a data center failure, we reserve the right to employ our disaster recovery plan for resumption of the SaaS Services. In that event, we commit to a Recovery Point Objective ("RPO") of 24 hours and a Recovery Time Objective ("RTO") of 24 hours. RPO represents the maximum duration of time between the most recent recoverable copy of your hosted Data and subsequent data center failure. RTO represents the maximum duration of time following data center failure within which your access to the Tyler Software must be restored.

6.4 We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. We will provide you with a written or electronic record of the actions taken by us in the event that any unauthorized access to your database(s) is detected as a result of our security protocols. We will undertake an additional security audit, on terms and timing to be mutually agreed to by the parties, at your written request. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords or other confidential information, and unauthorized vulnerability and penetration test scanning of our network and systems (hosted or otherwise) is prohibited without the prior written approval of our IT Security Officer.

6.5 We test our disaster recovery plan on an annual basis. Our standard test is not client-specific. Should you request a client-specific disaster recovery test, we will work with you to schedule and execute such a test on a mutually agreeable schedule. At your written request, we will provide test results to you within a commercially reasonable timeframe after receipt of the request.

6.6 We will be responsible for importing back-up and verifying that you can log-in. You will be responsible for running reports and testing critical processes to verify the returned Data.

6.7 We provide secure Data transmission paths between each of your workstations and our servers.

6.8 Tyler data centers are accessible only by authorized personnel with a unique key entry. All other visitors to Tyler data centers must be signed in and accompanied by authorized personnel. Entry attempts to the data center are regularly audited by internal staff and external auditors to ensure no unauthorized access.

6.9 Where applicable with respect to our applications that take or process card payment data, we are responsible for the security of cardholder data that we possess, including functions relating

to storing, processing, and transmitting of the cardholder data and affirm that, as of the Effective Date, we comply with applicable requirements to be considered PCI DSS compliant and have performed the necessary steps to validate compliance with the PCI DSS. We agree to supply the current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at https://www.tylertech.com/about-us/compliance, and in the event of any change in our status, will comply with applicable notice requirements.

**SECTION C – PROFESSIONAL SERVICES**

1. Professional Services. We will provide you the various implementation-related services itemized in the Investment Summary and described in the Statement of Work.

2. Professional Services Fees. You agree to pay us the professional services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy. You acknowledge that the fees stated in the Investment Summary are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable hourly rate by the quoted hours.

3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.

4. Cancellation. If travel is required, we will make all reasonable efforts to schedule travel for our personnel, including arranging travel reservations, at least two (2) weeks in advance of commitments. Therefore, if you cancel services less than two (2) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (a) non-refundable expenses incurred by us on your behalf, and (b) daily fees associated with cancelled professional services if we are unable to reassign our personnel. We will make all reasonable efforts to reassign personnel in the event you cancel within two (2) weeks of scheduled commitments.

5. Services Warranty. We will perform the services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.

6. Site Access and Requirements. At no cost to us, you agree to provide us with full and free access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.

7. Background Checks. For at least the past twelve (12) years, all of our employees have undergone criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.

8. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to meet the agreed upon project deadlines and other milestones for implementation. This cooperation includes at least working with us to schedule the implementation-related services outlined in this Agreement. We will not be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by your personnel to provide such cooperation and assistance (either through action or omission).

9. Maintenance and Support. For so long as you timely pay your SaaS Fees according to the Invoicing and Payment Policy, then in addition to the terms set forth in the SLA and the Support Call Process, we will:

    9.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (subject to any applicable release life cycle policy);

    9.2 provide support during our established support hours;

    9.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;

    9.4 make available to you all releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and

    9.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with any applicable release life cycle policy.

We will use all reasonable efforts to perform support services remotely. Currently, we use a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. We strongly recommend that you also maintain your VPN for backup connectivity purposes.

For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (b) application design; (c) other consulting services; or (d) support outside our normal business hours as listed in our then-current Support Call Process. Requested services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at

least one (1) weeks' advance notice.

**SECTION D – THIRD PARTY PRODUCTS**

1. Third Party Hardware. We will sell, deliver, and install onsite the Third Party Hardware, if you have purchased any, for the price set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.

2. Third Party Software. As part of the SaaS Services, you will receive access to the Third Party Software and related documentation for internal business purposes only. Your rights to the Third Party Software will be governed by the Third Party Terms.

3. Third Party Products Warranties.

   3.1 We are authorized by each Developer to grant access to the Third Party Software.

   3.2 The Third Party Hardware will be new and unused, and upon payment in full, you will receive free and clear title to the Third Party Hardware.

   3.3 You acknowledge that we are not the manufacturer of the Third Party Products. We do not warrant or guarantee the performance of the Third Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third Party Products.

4. Third Party Services. If you have purchased Third Party Services, those services will be provided independent of Tyler by such third-party at the rates set forth in the Investment Summary and in accordance with our Invoicing and Payment Policy.

**SECTION E - INVOICING AND PAYMENT; INVOICE DISPUTES**

1. Invoicing and Payment. We will invoice you the SaaS Fees and fees for other professional services in the Investment Summary per our Invoicing and Payment Policy, subject to Section E(2).

2. Invoice Disputes. If you believe any delivered software or service does not conform to the warranties in this Agreement, you will provide us with written notice within thirty (30) days of your receipt of the applicable invoice. The written notice must contain reasonable detail of the issues you contend are in dispute so that we can confirm the issue and respond to your notice with either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in your notice. We will work with you as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may withhold payment of the amount(s) actually in dispute, and only those amounts, until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all SaaS Services, including maintenance and support services, if you fail to pay an invoice not disputed as described above within fifteen (15) days of notice of our intent to do so.

**SECTION F – TERM AND TERMINATION**

1. Term. The initial term of this Agreement commences January 1, 2023 and, unless earlier terminated as set forth below, ends June 30, 2025. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.

2. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section E(2).

   2.1 Failure to Pay SaaS Fees. You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of SaaS Fees. If you fail to timely pay the SaaS Fees, we may discontinue the SaaS Services and deny your access to the Tyler Software. We may also terminate this Agreement if you don't cure such failure to pay within forty-five (45) days of receiving written notice of our intent to terminate.

   2.2 For Cause. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section H(3). You may terminate this Agreement for cause in the event we do not cure, or create a mutually agreeable action plan to address, a material breach of this Agreement within the thirty (30) day window set forth in Section H(3).

   2.3 Force Majeure. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.

   2.4 Lack of Appropriations. If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.

**SECTION G – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE**

1. Intellectual Property Infringement Indemnification.

   1.1 We will defend you against any third party claim(s) that the Tyler Software or Documentation infringes that third party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

   1.2 Our obligations under this Section G(1) will not apply to the extent the claim or adverse final

judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties, or your willful infringement.

1.3 If we receive information concerning an infringement or misappropriation claim related to the Tyler Software, we may, at our expense and without obligation to do so, either: (a) procure for you the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent, in which case you will stop running the allegedly infringing Tyler Software immediately. Alternatively, we may decide to litigate the claim to judgment, in which case you may continue to use the Tyler Software consistent with the terms of this Agreement.

1.4 If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent. This section provides your exclusive remedy for third party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.

2.1 We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by our negligence or willful misconduct; or (b) our violation of PCI-DSS requirements or a law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

2.2 To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for personal injury or property damage to the extent caused by your negligence or willful misconduct; or (b) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

**3. DISCLAIMER. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CLIENT UNDERSTANDS AND AGREES THAT TYLER DISCLAIMS ANY LIABILITY FOR ERRORS THAT RELATE TO USER ERROR.**

**4. LIMITATION OF LIABILITY. EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (A) DURING THE INITIAL TERM, AS SET FORTH**

**IN SECTION F(1), TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (B) DURING ANY RENEWAL TERM, THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN THAT RENEWAL TERM. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS G(1) AND G(2).**

5. **EXCLUSION OF CERTAIN DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

6. Insurance. During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (a) Commercial General Liability of at least $1,000,000; (b) Automobile Liability of at least $1,000,000; (c) Professional Liability of at least $1,000,000; (d) Workers Compensation complying with applicable statutory requirements; and (e) Excess/Umbrella Liability of at least $5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

**SECTION H – GENERAL TERMS AND CONDITIONS**

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twelve (12) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twelve (12) months have expired, you may purchase additional products and services at our then-current list price, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.

2. Optional Items. Pricing for any listed optional products and services in the Investment Summary will be valid for twelve (12) months from the Effective Date.

3. Dispute Resolution. You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in non-binding mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.

4. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation,

sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.

5. Nondiscrimination. We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.

6. E-Verify. We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.

7. Subcontractors. We will not subcontract any services under this Agreement without your prior written consent, not to be unreasonably withheld.

8. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.

9. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.

10. No Intended Third Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third Party Terms.

11. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.

12. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the

remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.

13. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.

14. Independent Contractor. We are an independent contractor for all purposes under this Agreement.

15. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (a) actual receipt by the receiving party; (b) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (c) upon receipt by sender of proof of email delivery; or (d) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.

16. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.

17. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
    (a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
    (b) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
    (c) a party receives from a third party who has a right to disclose it to the receiving party; or
    (d) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.

18. Quarantining of Client Data. Some services provided by Tyler require us to be in possession of your Data. In the event we detect malware or other conditions associated with your Data that are reasonably suspected of putting Tyler resources or other Tyler clients' data at risk, we reserve the

absolute right to move your Data from its location within a multi-tenancy Tyler hosted environment to an isolated "quarantined" environment without advance notice. Your Data will remain in such quarantine for a period of at least six (6) months during which time we will review the Data, and all traffic associated with the Data, for signs of malware or other similar issues. If no issues are detected through such reviews during the six (6) month period of quarantine, we will coordinate with you the restoration of your Data to a non-quarantined environment. In the event your Data must remain in quarantine beyond this six (6) month period through no fault of Tyler's, we reserve the right to require payment of additional fees for the extended duration of quarantine. We will provide an estimate of what those costs will be upon your request.

19. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.

20. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state of domicile, without regard to its rules on conflicts of law.

21. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.

22. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. We reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.

23. Data & Insights Solution Terms. Your use of certain Tyler solutions includes Tyler's Data & Insights data platform. Your rights, and the rights of any of your end users, to use Tyler's Data & Insights data platform is subject to the Data & Insights SaaS Services Terms of Service, available at https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service. By signing a Tyler Agreement or Order Form, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

24. Contract Documents. This Agreement includes the following exhibits:

| | |
|---|---|
| Exhibit A | Investment Summary |
| Exhibit B | Invoicing and Payment Policy |
| | Schedule 1: Business Travel Policy |
| Exhibit C | Service Level Agreement |
| | Schedule 1: Support Call Process |
| Exhibit D | Statement of Work |

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

By: _____

Name: Rob Kennedy-Jensen

Title: Group General Counsel

Date: December 15, 2022

Address for Notices:
Tyler Technologies, Inc.
One Tyler Drive
Yarmouth, ME 04096
Attention: Chief Legal Officer

Stillwater School District 16, OK

By: _____

Name: Tim Riley

Title: President

Date: 12-13-22

Address for Notices:
Stillwater School District 16
314 South Lewis Street
Stillwater, OK 74074
Attention: Michael Arnold

# Exhibit A
# Investment Summary

The following Investment Summary details the software and services to be delivered by us to you under the Agreement. This Investment Summary is effective as of the Effective Date, despite any expiration date in the Investment Summary that may have lapsed as of the Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement. In the event of conflict between the Agreement and terms in the Comments section of this Investment Summary, the language in the Agreement will prevail.

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Quoted By: Dana Roberson
Quote Expiration: 12/30/22
Quote Name: SaaS

**Sales Quotation For:**
Stillwater School District 16
314 S Lewis St
Stillwater OK 74074-3500
Michael Arnold
marnold@stillwaterschools.com
Phone: +1 (405) 533-6300

Student Count:6,233 / Cost Center:0

**Tyler SaaS**

| Description | Unit Price | Discount | Annual |
|---|---|---|---|
| Content Manager | | | |
| Content Manager Enterprise | $ 9,112 | $ 911 | $ 8,201 |
| School ERP Pro powered by Infinite Visions | | | |
| Accounting | $ 68,864 | $ 6,886 | $ 61,978 |
| Applicant Tracking Interface | $ 1,100 | $ 110 | $ 990 |
| Employee Reimbursement Module | $ 2,774 | $ 277 | $ 2,497 |
| Human Resources | $ 11,378 | $ 1,138 | $ 10,240 |
| Info-Link | $ 2,115 | $ 212 | $ 1,903 |
| Online Shopping | $ 2,542 | $ 254 | $ 2,288 |
| Substitute Calling System Leave Interface | $ 2,115 | $ 212 | $ 1,903 |
| Timecard Interface | $ 2,774 | $ 277 | $ 2,497 |
| Warehouse | $ 9,483 | $ 948 | $ 8,535 |
| **Term # of Years:** | **3** | | |
| **TOTAL:** | **$ 112,257** | **$ 11,225** | **$ 101,032** |

**Services**

| Description | Quantity | Price | Extended Price | Maintenance |
|---|---|---|---|---|
| School ERP Pro powered by Infinite Visions | | | | |
| Implementation | 468 | $ 145 | $ 67,860 | $ 0 |
| Conversions | 40 | $ 145 | $ 5,800 | $ 0 |
| Platform Review | 8 | $ 145 | $ 1,160 | $ 0 |
| Project Management | 92 | $ 170 | $ 15,640 | $ 0 |
| Content Manager | | | | |
| Enterprise Services | 24 | $ 145 | $ 3,480 | $ 0 |
| Enterprise Training | 48 | $ 145 | $ 6,960 | $ 0 |
| **TOTAL:** | | | **$ 100,900** | **$ 0** |

| **Summary** | **One Time Fees** | **Recurring Fees** |
|---|---|---|
| Total Tyler Software | | $ 101,032 |
| Total Annual | | $ 0 |
| Total Tyler Services | $ 100,900 | $ 0 |
| **Summary Total** | **$ 100,900** | **$ 101,032** |
| **Contract Total** | **$ 201,932** | |

**Comments**

All services quoted herein are assumed to be delivered remote unless otherwise stated.
SaaS includes up to 200GB of storage. Should additional storage be needed, it may be purchased at the current yearly storage rate in 200GB increments.

Content Manager (Enterprise) - Full document scanning, imaging, indexing and archival.

iVisions Employee Reimbursements - Online processing of employee expense reimbursements.
Human Resources - Employee demographics, certificates, evaluations, contract printing, salary negotiations, and user-defined fields for sorting, selecting and printing.

InfoLink - Provides a point-and-click interface to link tables for report writing.

Online Applicant Tracking Interface - Integration with 3rd party applicant tracking system.

Substitute Calling System (Leave) Interface - Interface with 3rd party timecard system (employee leave taken).

Timecard Systems Interface - Integration with 3rd party timecard system.
Warehouse - Online catalog, ordering, restocking, order filing with back order capability and barcode interface for inventory (with separate purchase of Barcode Interface Module).
Accounting - General Ledger - Budgeting, Check Manager, Purchase Card, Bank Reconciliation, Revenue Accounting; Procurement & Payables; Payroll; User Security & Administration; iVisions Web Suite; Financial State Reporting

Electronic Shopping Interface - Provides an interface to web purchasing.

# Exhibit B
# Invoicing and Payment Policy

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

**Invoicing**: We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. SaaS Fees. SaaS Fees are invoiced on an annual basis, beginning on the commencement of the initial term as set forth in Section F (1) of this Agreement. Your annual SaaS fees applicable to the initial term are indicated in the Investment Summary. For the avoidance of doubt, your first payment of SaaS Fees shall be prorated for the period starting 1/1/23 and ending 6/30/23. Upon expiration of the initial term, your annual SaaS fees will be at our then-current rates.

2. Other Tyler Software and Services.

   2.1 *VPN Device*: The fee for the VPN device will be invoiced upon installation of the VPN.

   2.2 *Implementation and Other Professional Services (including training)*: Implementation and other professional services (including training) are billed and invoiced as delivered, at the rates set forth in the Investment Summary.

   2.3 *Consulting Services*: If you have purchased any Business Process Consulting services, if they have been quoted as fixed-fee services, they will be invoiced 50% upon your acceptance of the Best Practice Recommendations, by module, and 50% upon your acceptance of custom desktop procedures, by module. If you have purchased any Business Process Consulting services and they are quoted as an estimate, then we will bill you the actual services delivered on a time and materials basis.

   2.4 *Conversions*: Fixed-fee conversions are invoiced 50% upon initial delivery of the converted Data, by conversion option, and 50% upon Client acceptance to load the converted Data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.

   2.5 *Requested Modifications to the Tyler Software*: Requested modifications to the Tyler Software are invoiced 50% upon delivery of specifications and 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in this Agreement.

2.6 *Other Fixed Price Services*: Other fixed price services are invoiced as delivered, at the rates set forth in the Investment Summary. For the avoidance of doubt, where "Project Planning Services" are provided, payment will be due upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.

2.7 *Annual Services*: Unless otherwise indicated in this Exhibit B, fees for annual services are due annually, in advance, commencing on the availability of the service. Your annual fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual fees will be at our then-current rates.

3. Third Party Products.

3.1 *Third Party Software License Fees*: License fees for Third Party Software, if any, are invoiced when we make it available to you for downloading.

3.2 *Third Party Software Maintenance*: The first year maintenance for the Third Party Software is invoiced when we make it available to you for downloading.

3.3 *Third Party Hardware*: Third Party Hardware costs, if any, are invoiced upon delivery.

3.4 *Third Party Services:* Fees for Third Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary. For the avoidance of doubt, Finite Matters will invoice Client directly for any services fees for Pattern Stream.

3.5 *Third Party SaaS*: Third Party SaaS Services fees, if any, are invoiced annually, in advance, commencing with availability of the respective Third Party SaaS Services. Pricing for the first year of Third Party SaaS Services is indicated in the Investment Summary. Pricing for subsequent years will be at the respective third party's then-current rates.

4. Transaction Fees. Unless paid directly by an end user at the time of transaction, per transaction (call, message, etc.) fees are invoiced on a quarterly basis. Fees are indicated in Schedule A and may be increased by Tyler upon notice of no less than thirty (30) days.

5. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy, plus a 10% travel agency processing fee. Our current Business Travel Policy is attached to this Exhibit B as Schedule 1. Copies of receipts will be provided upon request; we reserve the right to charge you an administrative fee depending on the extent of your requests. Receipts for miscellaneous items less than twenty-five dollars and mileage logs are not available.

**Payment.** Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting AR@tylertech.com.

# Exhibit B
# Schedule 1
# Business Travel Policy

1. Air Travel

   A. Reservations & Tickets

   The Travel Management Company (TMC) used by Tyler will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee's total trip duration and the fare is within $100 (each way) of the lowest logical fare. If a net savings of $200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee's total trip duration, the connecting flight should be accepted.

   Employees are encouraged to make advanced reservations to take full advantage of discount opportunities. Employees should use all reasonable efforts to make travel arrangements at least two (2) weeks in advance of commitments. A seven (7) day advance booking requirement is mandatory. When booking less than seven (7) days in advance, management approval will be required.

   Except in the case of international travel where a segment of continuous air travel is six (6) or more consecutive hours in length, only economy or coach class seating is reimbursable. Employees shall not be reimbursed for "Basic Economy Fares" because these fares are non-refundable and have many restrictions that outweigh the cost-savings.

   B. Baggage Fees

   Reimbursement of personal baggage charges are based on trip duration as follows:

   - Up to five (5) days = one (1) checked bag
   - Six (6) or more days = two (2) checked bags

   Baggage fees for sports equipment are not reimbursable.

2. Ground Transportation

A. Private Automobile

Mileage Allowance – Business use of an employee's private automobile will be reimbursed at the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee's office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience, and the specific situation reasonably require their use. When renting a car for Tyler business, employees should select a "mid-size" or "intermediate" car. "Full" size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; except for employees traveling to Alaska and internationally (excluding Canada), additional insurance on the rental agreement should be declined.

C. Public Transportation

Taxi or airport limousine services may be considered when traveling in and around cities or to and from airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

3. Lodging

Tyler's TMC will select hotel chains that are well established, reasonable in price, and conveniently located in relation to the traveler's work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn, and Holiday Inn Express. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

"No shows" or cancellation fees are not reimbursable if the employee does not comply with the hotel's cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

Employees are not authorized to reserve non-traditional short-term lodging, such as Airbnb, VRBO, and HomeAway. Employees who elect to make such reservations shall not be reimbursed.

4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status within the continental U.S. are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates are available at www.gsa.gov/perdiem.

Per diem for Alaska, Hawaii, U.S. protectorates and international destinations are provided separately by the Department of State and will be determined as required.

A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

Departure Day

| | |
|---|---|
| Depart before 12:00 noon | Lunch and dinner |
| Depart after 12:00 noon | Dinner |

Return Day

| | |
|---|---|
| Return before 12:00 noon | Breakfast |
| Return between 12:00 noon & 7:00 p.m. | Breakfast and lunch |
| Return after 7:00 p.m.* | Breakfast, lunch and dinner |

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

| | |
|---|---|
| Breakfast | 15% |
| Lunch | 25% |
| Dinner | 60% |

B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00 p.m.*

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

5. Internet Access – Hotels and Airports

   Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee's hotel charges for internet access it is reimbursable up to $10.00 per day. Charges for internet access at airports are not reimbursable.

6. International Travel

   All international flights with the exception of flights between the U.S. and Canada should be reserved through TMC using the "lowest practical coach fare" with the exception of flights that are six (6) or more consecutive hours in length. In such event, the next available seating class above coach shall be reimbursed.

   When required to travel internationally for business, employees shall be reimbursed for photo fees, application fees, and execution fees when obtaining a new passport book, but fees related to passport renewals are not reimbursable. Visa application and legal fees, entry taxes and departure taxes are reimbursable.

   The cost of vaccinations that are either required for travel to specific countries or suggested by the U.S. Department of Health & Human Services for travel to specific countries, is reimbursable.

   Section 4, Meals & Incidental Expenses, and Section 2.b., Rental Car, shall apply to this section.



# Exhibit C
# Service Level Agreement

## I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels that we will provide to you to ensure the availability of the application services that you have requested us to provide. This SLA does not apply to any Third Party SaaS Services. All other support services are documented in the Support Call Process.

**II. Definitions.** Except as defined below, all defined terms have the meaning set forth in the Agreement.

*Actual Attainment:* The percentage of time the Tyler Software is available during a calendar quarter, calculated as follows: (Service Availability – Downtime) ÷ Service Availability.

*Client Error Incident*: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

*Downtime*: Those minutes during Service Availability, as defined below, when all users cannot launch, login, search or save primary data in the Tyler Software. Downtime does not include those instances in which only a Defect is present.

*Emergency Maintenance:* (1) maintenance that is required to patch a critical security vulnerability; (2) maintenance that is required to prevent an imminent outage of Service Availability; or (3) maintenance that is mutually agreed upon in writing by Tyler and the Client.

*Planned Downtime:* Downtime that occurs during a Standard or Emergency Maintenance window.

*Service Availability:* The total number of minutes in a calendar quarter that the Tyler Software is capable of receiving, processing, and responding to requests, excluding Planned Downtime, Client Error Incidents, denial of service attacks and Force Majeure.

*Standard Maintenance:* Routine maintenance to the Tyler Software and infrastructure. Standard Maintenance is limited to five (5) hours per week.

## III. Service Availability

a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support case number.

b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work with you to identify the cause of the Downtime (including whether it may be the result of Planned

Downtime, a Client Error Incident, Denial of Service attack or Force Majeure). We will also work with you to resume normal operations.

c. Client Relief

Our targeted Attainment Goal is 100%. You may be entitled to credits as indicated in the Client Relief Schedule found below. Your relief credit is calculated as a percentage of the SaaS fees paid for the calendar quarter.

In order to receive relief credits, you must submit a request through one of the channels listed in our Support Call Process within fifteen days (15) of the end of the applicable quarter. We will respond to your relief request within thirty (30) day(s) of receipt.

The total credits confirmed by us will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

| Client Relief Schedule | |
|---|---|
| **Actual Attainment** | **Client Relief** |
| 99.99% - 98.00% | Remedial action will be taken |
| 97.99% - 95.00% | 4% |
| Below 95.00% | 5% |

## IV. Maintenance Notifications

We perform Standard Maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

Not all maintenance activities will cause application unavailability. However, if Tyler anticipates that activities during a Standard or Emergency Maintenance window may make the Tyler Software unavailable, we will provide advance notice, as reasonably practicable that the Tyler Software will be unavailable during the maintenance window.

# Exhibit C
# Schedule 1
# Support Call Process

**Support Channels**

Tyler Technologies, Inc. provides the following channels of software support for authorized users*:

(1) On-line submission (portal) – for less urgent and functionality-based questions, users may create support incidents through the Tyler Customer Portal available at the Tyler Technologies website. A built-in Answer Panel provides users with resolutions to most "how-to" and configuration-based questions through a simplified search interface with machine learning, potentially eliminating the need to submit the support case.
(2) Email – for less urgent situations, users may submit emails directly to the software support group.
(3) Telephone – for urgent or complex questions, users receive toll-free, telephone software support.

** Channel availability may be limited for certain applications.*

*Support Resources*

A number of additional resources are available to provide a comprehensive and complete support experience:

(1) Tyler Website – www.tylertech.com – for accessing client tools, documentation, and other information including support contact information.
(2) Tyler Search -a knowledge based search engine that lets you search multiple sources simultaneously to find the answers you need, 24x7.
(3) Tyler Community –provides a venue for all Tyler clients with current maintenance agreements to collaborate with one another, share best practices and resources, and access documentation.
(4) Tyler University – online training courses on Tyler products.

**Support Availability**

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Tyler's holiday schedule is outlined below. There will be no support coverage on these days.

| | |
|---|---|
| New Year's Day | Labor Day |
| Martin Luther King, Jr. Day | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Independence Day | Christmas Day |

For support teams that provide after-hours service, we will provide you with procedures for contacting support staff after normal business hours for reporting Priority Level 1 Defects only. Upon receipt of

such a Defect notification, we will use commercially reasonable efforts to meet the resolution targets set forth below.

We will also make commercially reasonable efforts to be available for one pre-scheduled Saturday of each month to assist your IT staff with applying patches and release upgrades, as well as consulting with them on server maintenance and configuration of the Tyler Software environment.

**Incident Handling**

*Incident Tracking*

Every support incident is logged into Tyler's Customer Relationship Management System and given a unique case number. This system tracks the history of each incident. The case number is used to track and reference open issues when clients contact support. Clients may track incidents, using the case number, through Tyler's Customer Portal or by calling software support directly.

*Incident Priority*

Each incident is assigned a priority level, which corresponds to the Client's needs. Tyler and the Client will reasonably set the priority of the incident per the chart below. This chart is not intended to address every type of support incident, and certain "characteristics" may or may not apply depending on whether the Tyler software has been deployed on customer infrastructure or the Tyler cloud. The goal is to help guide the Client towards clearly understanding and communicating the importance of the issue and to describe generally expected response and resolution targets in the production environment only.

References to a "confirmed support incident" mean that Tyler and the Client have successfully validated the reported Defect/support incident.

| Priority Level | Characteristics of Support Incident | Resolution Targets* |
|---|---|---|
| 1 Critical | Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client's remote location; or (c) systemic loss of multiple essential system functions. | Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. For non-hosted customers, Tyler's responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database. |

| Priority Level | Characteristics of Support Incident | Resolution Targets* |
|---|---|---|
| 2<br>High | Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of data. | Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within ten (10) business days. For non-hosted customers, Tyler's responsibility for loss or corrupted data is limited to assisting the Client in restoring its last available database. |
| 3<br>Medium | Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure. | Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack, which shall occur at least quarterly. For non-hosted customers, Tyler's responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database. |
| 4<br>Non-critical | Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level. | Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents, as well as cosmetic issues, with a future version release. |

**Response and Resolution Targets may differ by product or business need*

### *Incident Escalation*

If Tyler is unable to resolve any priority level 1 or 2 defect as listed above or the priority of an issue has elevated since initiation, you may escalate the incident to the appropriate resource, as outlined by each product support team. The corresponding resource will meet with you and any Tyler staff to establish a mutually agreeable plan for addressing the defect.

### *Remote Support Tool*

Some support calls may require further analysis of the Client's database, processes or setup to diagnose a problem or to assist with a question. Tyler will, at its discretion, use an industry-standard remote support tool. Tyler's support team must have the ability to quickly connect to the Client's system and view the site's setup, diagnose problems, or assist with screen navigation. More information about the remote support tool Tyler uses is available upon request.



# Exhibit D
# Statement of Work

# Stillwater Public Schools I-16

## SOW from Tyler Technologies, Inc.

12/13/2022

Presented to:
Michael Arnold
314 S. Lewis Street
Stillwater, OK 74074

Contact:
Dana Roberson
Email: Dana.Roberson@TylerTech.com
5101 Tennyson Parkway, Plano, TX 75024

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# Part 1: Executive Summary

## 1. Project Overview

### 1.1 Introduction

Tyler Technologies ("Tyler") is the largest and most established provider of integrated software and technology services focused solely on the public sector. Tyler's end-to-end solutions empower public sector entities including local, state, provincial and federal government, to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler's solutions transform how clients gain actionable insights that solve problems in their communities.

### 1.2 Project Goals

This Statement of Work ("SOW") documents the methodology, implementation stages, activities, and roles and responsibilities, and project scope listed in the Investment Summary of the Agreement between Tyler and the Stillwater Public Schools (collectively the "Project").

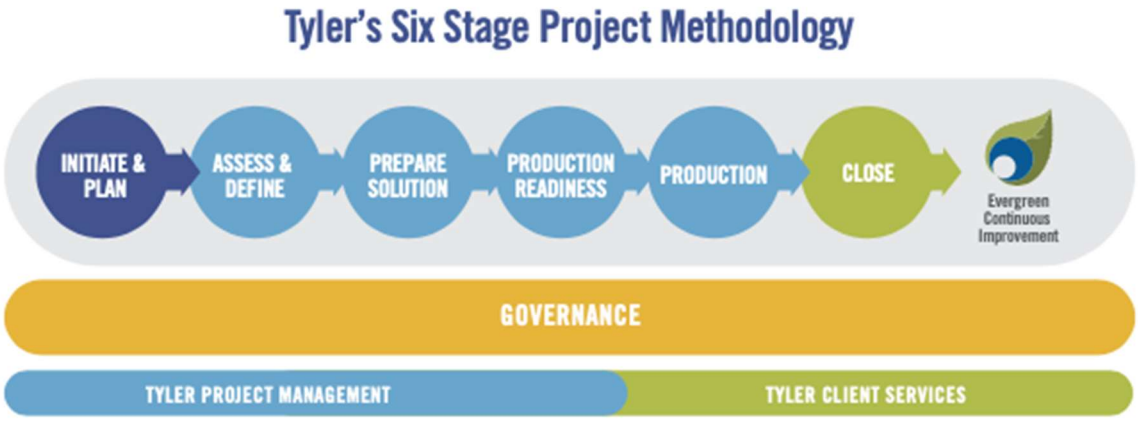
The overall goals of the project are to:

- Successfully implement the contracted scope on time and on budget
- Increase operational efficiencies and empower users to be more productive
- Improve accessibility and responsiveness to external and internal customer needs
- Overcome current challenges and meet future goals
- Providing a single, comprehensive, and integrated solution to manage business functions
- Streamline business processes through automation, integration, and workflows
- Provide a user-friendly user interface to promote system use and productivity
- Eliminate redundant data entry

### 1.3 Methodology

This is accomplished by the Stillwater Public Schools and Tyler working as a partnership and Tyler utilizing its depth of implementation experience. While each Project is unique, all will follow Tyler's six-stage methodology. Each of the six stages is comprised of multiple work packages, and each work package includes a narrative description, objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

Tailored specifically for Tyler's public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the Stillwater Public Schools' complexity and organizational needs.




The methodology adapts to both single-phase and multiple-phase projects.

To achieve Project success, it is imperative that both the Stillwater Public Schools and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that the Stillwater Public Schools and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler's Implementation process is to employ an iterative model where the Stillwater Public Schools' business processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.




The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to complete the Project efficiently and effectively.

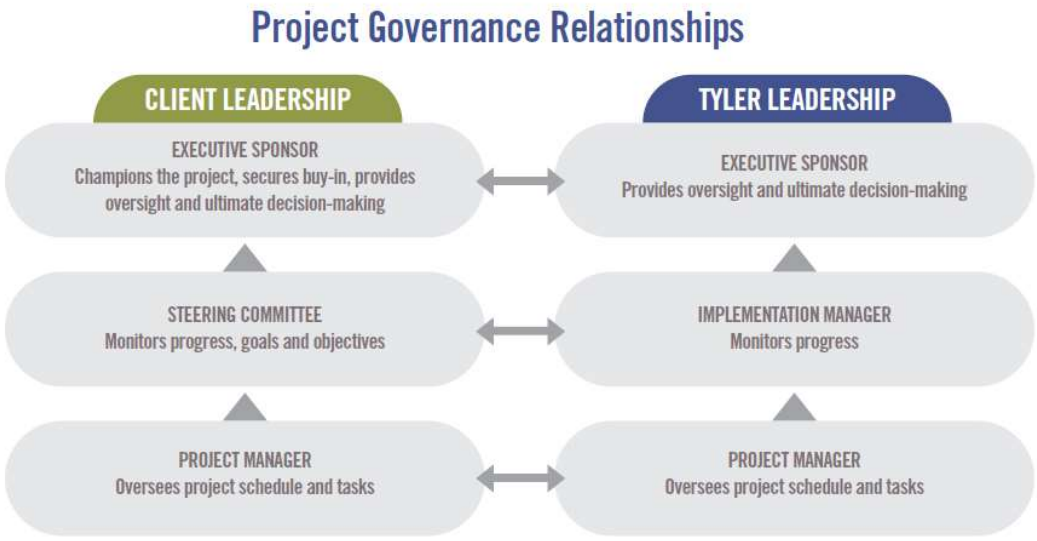
# Part 2: Project Foundation

## 2. Project Governance

Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

This section outlines the resources required to meet the business needs, objectives, and priorities for the Project, communicate the goals to other Project participants, and provide support and guidance to accomplish these goals. Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Throughout the Statement of Work Tyler has provided RACI Matrices for activities to be completed throughout the implementation which will further outline responsibilities of different roles in each stage. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The chart below illustrates an overall team perspective where Tyler and the Stillwater Public Schools collaborate to resolve Project challenges according to defined escalation paths. If project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the Stillwater Public Schools Steering Committee become the escalation points to triage responses prior to escalation to the Stillwater Public Schools and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The Stillwater Public Schools and Tyler executive sponsors serve as the final escalation point.



# 3. Project Scope Control

## 3.1 Managing Scope and Project Change

Project Management governance principles contend that there are three connected constraints on a Project: budget, timeline, and scope. These constraints, known as the "triple constraints" or project management triangle, define budget in terms of financial cost, labor costs, and other resource costs. Scope is defined as the work performed to deliver a product, service or result with the specified features and functions, while time is simply defined as the schedule. The Triple Constraint theory states that if you change one side of the triangle, the other two sides must be correspondingly adjusted. For example, if the scope of the Project is increased, cost and time to complete will also need to increase. The Project and executive teams will need to remain cognizant of these constraints when making impactful decisions to the Project. A simple illustration of this triangle is included here, showing the connection of each item and their relational impact to the overall Scope.




A pillar of any successful project is the ability to properly manage scope while allowing the appropriate level of flexibility to incorporate approved changes. Scope and changes within the project will be managed using the change control process outlined in the following section.

## 3.2 Change Control

It may become necessary to change the scope of this Project due to unforeseeable circumstances (e.g., new constraints or opportunities are discovered). This Project is being undertaken with the understanding that Project scope, schedule, and/or cost may need to change to produce optimal results for stakeholders. Changes to contractual requirements will follow the change control process specified in the final contract, and as described below.

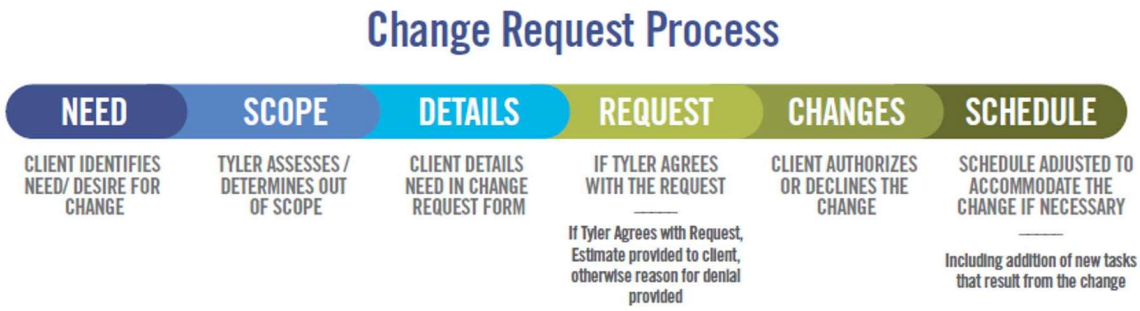
## 3.3 Change Request Management

Should the need for a change to Project scope, schedule, and/or cost be identified during the Project, the change will be brought to the attention of the Steering Committee and an assessment of the change will occur. While such changes may result in additional costs and delays relative to the schedule, some changes may result in less cost to the Stillwater Public Schools; for example, the Stillwater Public Schools may decide it

no longer needs a deliverable originally defined in the Project. The Change Request will include the following information:

- The nature of the change.
- A good faith estimate of the additional cost or associated savings to the Stillwater Public Schools, if any.
- The timetable for implementing the change.
- The effect on and/or risk to the schedule, resource needs or resource responsibilities.

The Stillwater Public Schools will use its good faith efforts to either approve or disapprove any Change Request within ten (10) Business Days (or other period as mutually agreeable between Tyler and the Stillwater Public Schools). Any changes to the Project scope, budget, or timeline must be documented and approved in writing using a Change Request form. These changes constitute a formal amendment to the Statement of Work and will supersede any conflicting term in the Statement of Work.



# 4. Acceptance Process

The implementation of a Project involves many decisions to be made throughout its lifecycle. Decisions will vary from higher level strategy decisions to smaller, detailed Project level decisions. It is critical to the success of the Project that each Stillwater Public Schools office or department designates specific individuals for making decisions on behalf of their offices or departments.

Both Tyler and the Stillwater Public Schools will identify representative project managers. These individuals will represent the interests of all stakeholders and serve as the primary contacts between the two organizations.

The coordination of gaining Stillwater Public Schools feedback and approval on Project deliverables will be critical to the success of the Project. The Stillwater Public Schools project manager will strive to gain deliverable and decision approvals from all authorized Stillwater Public Schools representatives. Given that the designated decision-maker for each department may not always be available, there must be a designated proxy for each decision point in the Project. Assignment of each proxy will be the responsibility of the leadership from each Stillwater Public Schools department. The proxies will be named individuals that have the authorization to make decisions on behalf of their department.

The following process will be used for accepting Deliverables and Control Points:

- The Stillwater Public Schools shall have five (5) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept each Deliverable or Control Point. If the Stillwater Public Schools does not provide acceptance or acknowledgement within five (5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.
- If the Stillwater Public Schools does not agree the Deliverable or Control Point meets requirements, the Stillwater Public Schools shall notify Tyler project manager(s), in writing, with reasoning within five (5) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The Stillwater Public Schools shall then have two (2) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the Stillwater Public Schools does not provide acceptance within two (2) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

# 5. Roles and Responsibilities

The following defines the roles and responsibilities of each Project resource for the Stillwater Public Schools and Tyler. Roles and responsibilities may not follow the organizational chart or position descriptions at the Stillwater Public Schools, but are roles defined within the Project. It is common for individual resources on both the Tyler and Stillwater Public Schools project teams to fill multiple roles. Similarly, it is common for some roles to be filled by multiple people.

## 5.1 Tyler Roles & Responsibilities

Tyler assigns a project manager prior to the start of each Phase of the Project (some Projects may only be one Phase in duration). Additional Tyler resources are assigned as the schedule develops and as needs arise.

### 5.1.1 Tyler Executive Manager

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the Project team and collaborates with other Tyler department managers as needed to escalate and facilitate implementation Project tasks and decisions.

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the Stillwater Public Schools 's overall organizational strategy.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Acts as the counterpart to the Stillwater Public Schools 's executive sponsor.

### 5.1.2 Tyler Implementation Manager

- Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. The Tyler project managers consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler Project Manager or with Stillwater Public Schools management as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level.
- Assigns Tyler Project personnel.
- Provides support for the Project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors Project progress including progress towards agreed upon goals and objectives.

### 5.1.3 Tyler Project Manager

- The Tyler project manager(s) provides oversight of the Project, coordination of Tyler resources between departments, management of the Project budget and schedule, effective risk, and issue management, and is the primary point of contact for all Project related items. As requested by the Stillwater Public Schools, the Tyler Project Manager provides regular updates to the Stillwater Public Schools Steering Committee and other Tyler governance members. Tyler Project Manager's role includes responsibilities in the following areas:

#### 5.1.3.1 Contract Management

- Validates contract compliance throughout the Project.
- Ensures Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions.
- Prepares and presents contract milestone sign-offs for acceptance by the Stillwater Public Schools project manager(s).
- Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.

#### 5.1.3.2 Planning

- Delivers project planning documents.
- Defines Project tasks and resource requirements.
- Develops initial Project schedule and Project Management Plan.

- Collaborates with the Stillwater Public Schools project manager(s) to plan and schedule Project timelines to achieve on-time implementation.

#### 5.1.3.3 Implementation Management

- Tightly manages Scope and budget of Project to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Establishes and manages a schedule and Tyler resources that properly support the Project Schedule and are also in balance with Scope/budget.
- Establishes risk/issue tracking/reporting process between the Stillwater Public Schools and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to the Stillwater Public Schools any items that may impact the outcomes of the Project.
- Collaborates with the Stillwater Public Schools 's project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the project.
- Collaborates with the Stillwater Public Schools 's project manager(s) to set a routine communication plan that will aide all Project team members, of both the Stillwater Public Schools and Tyler, in understanding the goals, objectives, status, and health of the Project.

#### 5.1.3.4 Resource Management

- Acts as liaison between Project team and Tyler manager(s).
- Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
- Provides direction and support to Project team.
- Manages the appropriate assignment and timely completion of tasks as defined in the Project Schedule, task list, and Go-Live Checklist.
- Assesses team performance and adjusts as necessary.
- Consulted on in Scope 3rd party providers to align activities with ongoing Project tasks.

### 5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Documents activities for services performed by Tyler.
- Guides the Stillwater Public Schools through software validation process following configuration.
- Assists during Go-Live process and provides support until the Stillwater Public Schools transitions to Client Services.
- Facilitates training sessions and discussions with the Stillwater Public Schools and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- May provide conversion review and error resolution assistance.

### 5.1.5 Tyler Sales

- Supports Sales to Implementation knowledge transfer during Initiate & Plan.
- Provides historical information, as needed, throughout implementation.
- Participates in pricing activities if additional licensing and/or services are needed.

### 5.1.6 Tyler Technical Services

- Maintains Tyler infrastructure requirements and design document(s).
- Involved in system infrastructure planning/review(s).

- Provides first installation of licensed software with initial database on servers.
- Supports and assists the project team with technical/environmental issues/needs.
- Deploys Tyler products.

## 5.2 Stillwater Public Schools Roles & Responsibilities

Stillwater Public Schools resources will be assigned prior to the start of each Phase of the Project. One person may be assigned to multiple Project roles.

### 5.2.1 Stillwater Public Schools Executive Sponsor

The Stillwater Public Schools executive sponsor provides support to the Project by providing strategic direction and communicating key issues about the Project and its overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated Project issues. The executive sponsor engages in the Project, as needed, to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day Project activities. The executive sponsor empowers the Stillwater Public Schools steering committee, project manager(s), and functional leads to make critical business decisions for the Stillwater Public Schools.

- Champions the project at the executive level to secure buy-in.
- Authorizes required project resources.
- Actively participates in organizational change communications.

### 5.2.2 Stillwater Public Schools Steering Committee

The Stillwater Public Schools steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation for the Project's value throughout the organization. The steering committee oversees the Stillwater Public Schools project manager and Project through participation in regular internal meetings. The Stillwater Public Schools steering committee remains updated on all Project progress, Project decisions, and achievement of Project milestones. The Stillwater Public Schools steering committee also serves as primary level of issue resolution for the Project.

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Ensures the project staffed appropriately and that staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
    - Cost
    - Scope
    - Schedule
    - Project Goals
    - Stillwater Public Schools Policies
    - Needs of other client projects

### 5.2.3 Stillwater Public Schools Project Manager

The Stillwater Public Schools shall assign project manager(s) prior to the start of this project with overall responsibility and authority to make decisions related to Project Scope, scheduling, and task assignment. The Stillwater Public Schools Project Manager should communicate decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When the Stillwater Public Schools project manager(s) do not have the knowledge or authority to make decisions, he or she engages the necessary resources to participate in discussions and make decisions in a timely fashion to avoid Project delays. The Stillwater Public Schools project manager(s) are responsible for reporting to the Stillwater Public Schools steering committee and determining appropriate escalation points.

#### 5.2.3.1 Contract Management

- Validates contract compliance throughout the project.
- Ensures that invoicing and Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions. Collaborates on and approves Change Requests, if needed, to ensure proper scope and budgetary compliance.

#### 5.2.3.2 Planning

- Reviews and accepts project planning documents.
- Defines project tasks and resource requirements for the Stillwater Public Schools project team.
- Collaborates in the development and approval of the project schedule.
- Collaborates with Tyler project manager(s) to plan and schedule project timelines to achieve on-time implementation.

#### 5.2.3.3 Implementation Management

- Tightly manages project budget and scope.
- Collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure that scope changes and budget (planned versus actual) are transparent and handled effectively and efficiently.
- Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the project schedule as a whole and is also in balance with scope and budget.
- Collaborates with Tyler project manager(s) to establish risk and issue tracking and reporting process between the Stillwater Public Schools and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to Tyler any items that may impact the outcomes of the project.
- Collaborates with Tyler project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
- Routinely communicates with both the Stillwater Public Schools staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the project by all team members.
- Manages the requirements gathering process and ensure timely and quality business requirements are being provided to Tyler.

#### 5.2.3.4 Resource Management

- Acts as liaison between project team and stakeholders.
- Identifies and coordinates all Stillwater Public Schools resources across all modules, phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.

- Provides direction and support to project team.
- Builds partnerships among the various stakeholders, negotiating authority to move the project forward.
- Manages the appropriate assignment and timely completion of tasks as defined.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to Stillwater Public Schools technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
- Owns the relationship with in-Scope 3rd party providers and aligns activities with ongoing project tasks.
- Ensures that users have appropriate access to Tyler project toolsets as required.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

### 5.2.4 Stillwater Public Schools Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Contributes business process expertise for Current & Future State Analysis.
- Identifies and includes additional subject matter experts to participate in Current & Future State Analysis.
- Validates that necessary skills have been retained by end users.
- Provides End Users with dedicated time to complete required homework tasks.
- Acts as an ambassador/champion of change for the new process and provide business process change support.
- Identifies and communicates any additional training needs or scheduling conflicts to the Stillwater Public Schools project manager.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
    - Task completion
    - Stakeholder Meeting
    - Project Management Plan development
    - Schedule development
    - Maintenance and monitoring of risk register
    - Escalation of issues
    - Communication with Tyler project team
    - Coordination of Stillwater Public Schools resources
    - Attendance at scheduled sessions
    - Change management activities
    - Modification specification, demonstrations, testing and approval assistance
    - Data analysis assistance
    - Decentralized end user training
    - Process testing
    - Solution Validation

### 5.2.5 Stillwater Public Schools Power Users

- Participate in project activities as required by the project team and project manager(s).

- Provide subject matter expertise on the Stillwater Public Schools business processes and requirements.
- Act as subject matter experts and attend Current & Future State Analysis sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout project.
- Test all application configuration to ensure it satisfies business process requirements.
- Become application experts.
- Participate in Solution Validation.
- Adopt and support changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Demonstrate competency with Tyler products processing prior to Go-live.
- Provide knowledge transfer to the Stillwater Public Schools staff during and after implementation.
- Participate in conversion review and validation.

### 5.2.6 Stillwater Public Schools End Users

- Attend all scheduled training sessions.
- Become proficient in application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Utilize software to perform job functions at and beyond Go-live.

### 5.2.7 Stillwater Public Schools Technical Lead

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Coordinates and adds new users, printers and other peripherals as needed.
- Validates that all users understand log-on process and have necessary permission for all training sessions.
- Coordinates interface development for Stillwater Public Schools third party interfaces.
- Develops or assists in creating reports as needed.
- Ensures on-site system meets specifications provided by Tyler.
- Assists with software installation as needed.
- Extracts and transmits conversion data and control reports from the Stillwater Public Schools' legacy system per the conversion schedule set forth in the project schedule.

#### 5.2.7.1 Stillwater Public Schools Upgrade Coordination

- Becomes familiar with the software upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.
- Utilizes Tyler resources to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the Stillwater Public Schools' software upgrade process.
- Assists with the software upgrade process during implementation.
- Manages software upgrade activities post-implementation.
- Manages software upgrade plan activities.
- Coordinates software upgrade plan activities with Stillwater Public Schools and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder acceptance to upgrade production environment.

### 5.2.8 Stillwater Public Schools Change Management Lead

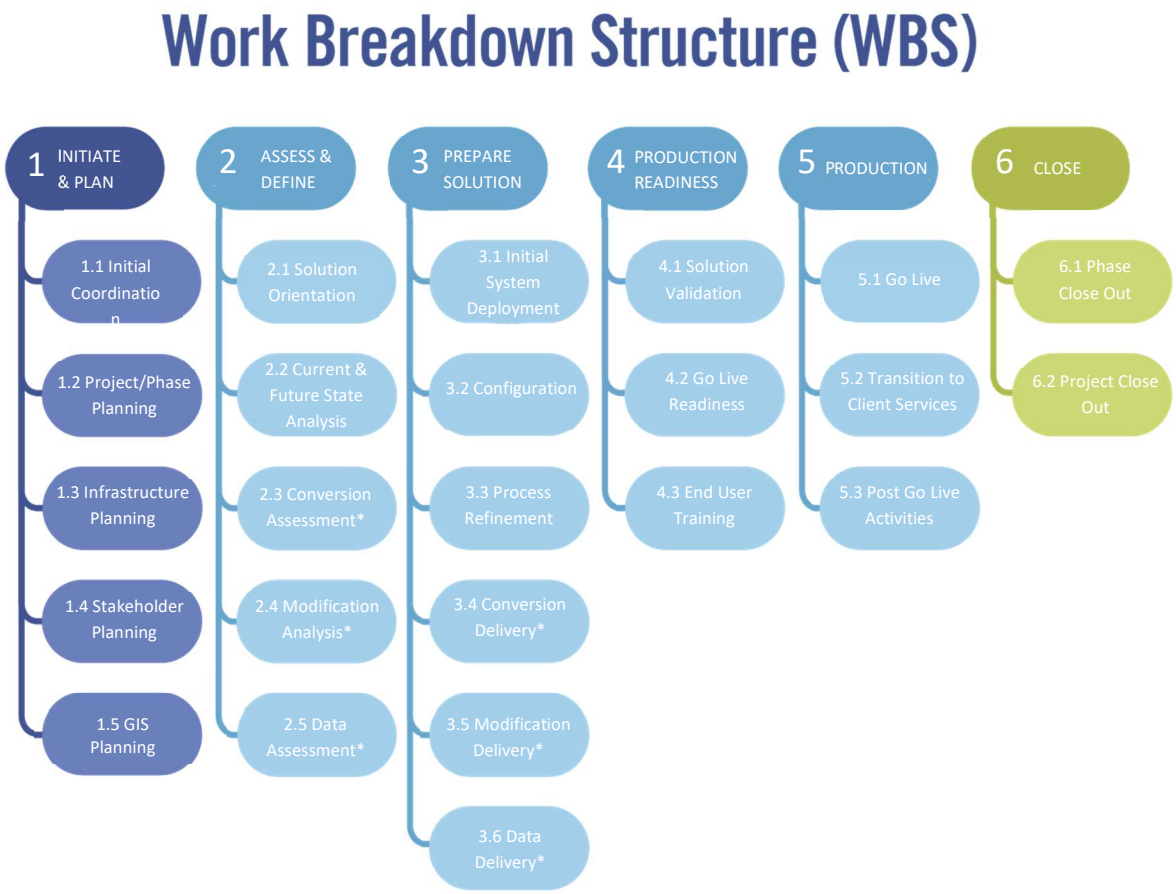
- Validates that users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.

# Part 3: Project Plan

## 6. Project Stages

### Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called “Stages” and the second level components are called “Work Packages”. The work packages, shown below each stage, contain the high-level work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a “Control Point”, confirming the work performed during that stage of the Project has been accepted by the Stillwater Public Schools.




***Items noted with an asterisk in the graphic above relate to specific products and services. If those products and services are not included in the scope of the contract, these specific work packages will be noted as “Intentionally Left Blank” in Section 6 of the Statement of Work.***

## 6.1 Initiate and Plan

The Initiate and Plan stage involves Project initiation, infrastructure, and planning. This stage creates a foundation for the Project by identifying and establishing sequence and timing for each Phase as well as verifying scope for the Project. This stage will be conducted at the onset of the Project, with a few unique items being repeated for the additional Phases as needed.

### 6.1.1 Initial Coordination

Prior to Project commencement, Tyler management assigns project manager(s). Additional Project resources will be assigned later in the Project as a Project schedule is developed. Tyler provides the Stillwater Public Schools with initial Project documents used to gather names of key personnel, their functional role as it pertains to the Project, as well as any blackout dates to consider for future planning. the Stillwater Public Schools gathers the information requested by the provided deadline ensuring preliminary planning and scheduling can be conducted moving the Project forward in a timely fashion. Internally, the Tyler Project Manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the Stillwater Public Schools' team. During this step, Tyler will work with the Stillwater Public Schools to establish the date(s) for the Project and Phase Planning session.

**Objectives:**

- Formally launch the project.
- Establish project governance.
- Define and communicate governance for Tyler.
- Identify Stillwater Public Schools project team.

| STAGE 1 | Initial Coordination | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
| RACI MATRIX KEY:<br>R = Responsible<br>A = Accountable<br>C = Consulted<br>I = Informed | Executive Manager | Implementation Manager | Project Manager | Implementation Consultant | Data Experts | Modification Services | Technical Services | Client Services | Executive Sponsor | Steering Committee | Project Manager | Functional Leads | Change Management Leads | Subject Matter Experts (Power | Department Heads | End Users | Technical Leads |
| Tyler project team is assigned | A | R | C | I | I | I | I | | I | | I | | | | | | |
| Stillwater Public Schools project team is assigned | | | | | | | | | A | I | R | I | I | I | | | |
| Provide initial project documents to the Stillwater Public Schools | | A | R | C | | | C | | I | | I | | | | | | |
| Gather preliminary information requested | | | I | | | | | | A | | R | C | | C | | C | C |
| Sales to implementation knowledge transfer | | A | R | I | I | I | I | | | | I | | | | | | |

| | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Create Project Portal to store project artifacts and facilitate communication | | A | R | | | | | | | | I | | | | | | |

| | |
|---|---|
| Inputs | Contract documents |
| | Statement of Work |

| | |
|---|---|
| Outputs/Deliverables | Working initial project documents |
| | Project portal |

**Work package assumptions:**

- Project activities begin after the agreement has been fully executed.

### 6.1.2 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify applications to implement in each Phase (if applicable), and discuss implementation timeframes.

During this work package Tyler will work with the Stillwater Public Schools to coordinate and plan a formal Project planning meeting(s). This meeting signifies the start of the Project and should be attended by all Stillwater Public Schools Project team members and the Tyler Project Manager. The meeting provides an opportunity for Tyler to introduce its implementation methodology, terminology, and Project management best practices to the Stillwater Public Schools' Project Team. This will also present an opportunity for project managers and Project sponsors to begin to discuss Project communication, metrics, status reporting and tools to be used to measure Project progress and manage change.

Tyler will work with the Stillwater Public Schools Project Team to prepare and deliver the Project Management Plan as an output of the planning meeting. This plan will continue to evolve and grow as the Project progresses and will describe how the project will be executed, monitored, and controlled.

During project planning, Tyler will introduce the tools that will be used throughout the implementation. Tyler will familiarize the Stillwater Public Schools with these tools during project planning and make them available for review and maintenance as applicable throughout the project. Some examples are Solution validation plan, issue log, and go-live checklist.

| STAGE 1 | Project/Phase Planning | |
|---|---|---|
| | Tyler | Stillwater Public Schools |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Schedule and conduct planning session(s) | | A | R | | | | | | I | | C | C | I | | | | |
| Develop Project Management Plan | | A | R | | | | | | I | | C | C | I | | | | |
| Develop initial project schedule | | A | R | I | I | I | I | | I | I | C | C | I | I | C | | I |

| Inputs | Contract documents |
|---|---|
| | Statement of Work |
| | Guide to Starting Your Project |

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | Project Management Plan | Delivery of document |
| | Project Operational Plan | Delivery of document |
| | Initial Project Schedule | Stillwater Public Schools provides acceptance of schedule based on resource availability, project budget, and goals. |

**Work package assumptions:**

- Stillwater Public Schools has reviewed and completed the Guide to Starting Your Project document.

### 6.1.3 Infrastructure Planning

Procuring required hardware and setting it up properly is a critical part of a successful implementation. This task is especially important for Tyler-hosted/SaaS deployment models. Tyler will be responsible for building the environments for a hosted/SaaS deployment, unless otherwise identified in the Agreement. Tyler will install Licensed Software on application server(s) or train the Stillwater Public Schools to install License Software. The Stillwater Public Schools is responsible for the installation and setup of all peripheral devices.

**Objectives:**

- Ensure the Stillwater Public Schools' infrastructure meets Tyler's application requirements.
- Ensure the Stillwater Public Schools' infrastructure is scheduled to be in place and available for use on time.

| STAGE 1 | Infrastructure Planning |
|---|---|

| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| RACI MATRIX KEY:<br>R = Responsible<br>A = Accountable<br>C = Consulted<br>I = Informed | Executive Manager | Implementation Manager | Project Manager | Implementation Consultant | Data Experts | Modification Services | Technical Services | Client Services | Executive Sponsor | Steering Committee | Project Manager | Functional Leads | Change Management Leads | Subject Matter Experts | Department Heads | End Users | Technical Leads |
| Provide Infrastructure Requirements and Design Document | | A | R | | C | | C | | | | I | | | | | | I |
| Initial Infrastructure Meeting | | A | R | | C | | C | | | | C | | | | | | C |
| *Schedule SaaS Environment Availability | | A | R | | | | C | | | | I | | | | | | |
| *Schedule Hardware to be Available for Installation | | | I | | | | I | | A | | R | | | | | | C |
| Schedule Installation of All Licensed Software | | A | R | | | | C | | | | I | | | | | | I |
| Infrastructure Audit | | A | R | | | | C | | | | I | | | | | | C |

*if applicable, please review the contract/investment summary for details

| | |
|---|---|
| Inputs | Initial Infrastructure Requirements and Design Document |

| | | |
|---|---|---|
| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
| | Completed Infrastructure Requirements and Design Document | Delivery of Document |
| | Infrastructure Audit | System Passes Audit Criteria |

### 6.1.4 Stakeholder Meeting

Communication of the Project planning outcomes to the Stillwater Public Schools Project team, executives and other key stakeholders is vital to Project success. The Stakeholder meeting is a strategic activity to inform, engage, gain commitment, and instill confidence in the Stillwater Public Schools team. During the meeting, the goals and objectives of the Project will be reviewed along with detail on Project scope, implementation methodology, roles and responsibilities, Project timeline and schedule, and keys to Project success.

**Objectives:**

- Formally present and communicate the project activities and timeline.
- Communicate project expectations.

| STAGE 1 | Stakeholder Meeting | |
|---|---|---|
| | Tyler | Stillwater Public Schools |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Create Stakeholder Meeting Presentation | I | A | R | I | I | | | | I | I | C | | I | | | | |
| Review Stakeholder Meeting Presentation | | I | C | | | | | | A | | R | | C | | | | |
| Perform Stakeholder Meeting Presentation | I | A | R | I | I | | | | I | I | C | I | I | I | I | I | I |

| | |
|---|---|
| Inputs | Agreement |
| | SOW |
| | Project Management Plan |

| | | |
|---|---|---|
| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
| | Stakeholder Meeting Presentation | |

**Work package assumptions:**

- None

### 6.1.5 Intentionally left blank.

### 6.1.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this stage includes completion of all criteria listed below.

Note: Advancement to the Assess & Define stage is not dependent upon Tyler's receipt of this stage acceptance.

**Initiate & Plan Stage Deliverables:**

- Project Management Plan
- Initial Project Schedule

**Initiate & Plan stage acceptance criteria:**

- All stage deliverables accepted based on acceptance criteria previously defined
- Project governance defined
- Project portal made available to the Stillwater Public Schools
- Stakeholder meeting complete





## 6.2 Assess & Define

The Assess & Define stage will provide an opportunity to gather information related to current Stillwater Public Schools business processes. This information will be used to identify and define business processes utilized with Tyler software. The Stillwater Public Schools collaborates with Tyler providing complete and accurate information to Tyler staff and assisting in analysis, understanding current workflows and business processes.

### 6.2.1 Solution Orientation

The Solution Orientation provides the Project stakeholders a high-level understanding of the solution functionality prior to beginning the current and future state analysis. The primary goal is to establish a foundation for upcoming conversations regarding the design and configuration of the solution.

Tyler utilizes a variety of tools for the Solution Orientation, focusing on Stillwater Public Schools team knowledge transfer such as: eLearning, documentation, or walkthroughs. The Stillwater Public Schools team will gain a better understanding of the major processes and focus on data flow, the connection between configuration options and outcome, integration, and terminology that may be unique to Tyler's solution.

Objectives:

- Provide a basic understanding of system functionality.
- Prepare the Stillwater Public Schools for current and future state analysis.

| STAGE 2 | Solution Orientation | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
| RACI MATRIX KEY:<br>R = Responsible<br>A = Accountable<br>C = Consulted<br>I = Informed | Executive Manager | Implementation Manager | Project Manager | Implementation Consultant | Data Experts | Modification Services | Technical Services | Client Services | Executive Sponsor | Steering Committee | Project Manager | Functional Leads | Change Management Leads | Subject Matter Experts (Power | Department Heads | End Users | Technical Leads |
| Provide pre-requisites | | | A | R | | | | | | | I | I | | I | I | | I |
| Complete pre-requisites | | | | | | | | | | | A | R | | C | | | C |
| Conduct orientation | | | A | R | | | | | | | I | I | | I | I | | I |

| Inputs | Solution orientation materials |
|---|---|
| | Training Plan |

### 6.2.2 Current & Future State Analysis

The Current & Future State Analysis provides the Project stakeholders and Tyler an understanding of process changes that will be achieved with the new system.

The Stillwater Public Schools and Tyler will evaluate current state processes, options within the new software, pros and cons of each based on current or desired state and make decisions about the future state

configuration and processing. This may occur before or within the same timeframe as the configuration work package. The options within the new software will be limited to the scope of this implementation and will make use of standard Tyler functionality.

The Stillwater Public Schools will adopt the existing Tyler solution wherever possible to avoid project schedule and quality risk from over customization of Tyler products. It is the Stillwater Public Schools' responsibility to verify that in-scope requirements are being met throughout the implementation if functional requirements are defined as part of the contract. The following guidelines will be followed when evaluating if a modification to the product is required:

- A reasonable business process change is available.
- Functionality exists which satisfies the requirement.
- Configuration of the application satisfies the requirement.
- An in-scope modification satisfies the requirement.

Requirements that are not met will follow the agreed upon change control process and can have impacts on the project schedule, scope, budget, and resource availability.

| STAGE 2 | Current & Future State Analysis | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
| RACI MATRIX KEY:<br>R = Responsible<br>A = Accountable<br>C = Consulted<br>I = Informed | Executive Manager | Implementation Manager | Project Manager | Implementation Consultant | Data Experts | Modification Services | Technical Services | Client Services | Executive Sponsor | Steering Committee | Project Manager | Functional Leads | Change Management Leads | Subject Matter Experts (Power | Department Heads | End Users | Technical Leads |
| Current State process review | | | A | R | I | I | I | | | | C | C | C | C | | | C |
| Discuss future-state options | | | A | R | C | C | C | | | | C | C | C | C | | | C |
| Make future-state decisions (non-COTS) | | | C | C | C | C | C | | | | A | R | I | C | | | C |
| Document anticipated configuration options required to support future state | | | A | R | C | C | C | | | | I | I | I | I | | | I |

| Inputs | Stillwater Public Schools current state documentation |
|---|---|
| | Solution Orientation completion |

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | Documentation that describes future-state decisions and configuration options to support future-state decisions. | Delivery of document |

**Work package assumptions:**

- Stillwater Public Schools attendees possess sufficient knowledge and authority to make future state decisions.
- The Stillwater Public Schools is responsible for any documentation of current state business processes.
- The Stillwater Public Schools can effectively communicate current state processes.

### 6.2.3 Conversion Assessment

Data Conversions are a major effort in any software implementation. Tyler's conversion tools facilitate the predictable, repeatable conversion process that is necessary to support a successful transition to the Tyler system. The first step in this process is to perform an assessment of the existing ("legacy") system(s), to better understand the source data, risks, and options available. Once the data has been analyzed, the plan for data conversion is completed and communicated to the appropriate stakeholders.

**Objectives:**

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- Map the data from the source to the Tyler system.
- Document the data conversion/loading approach.

| STAGE 2 | Data Conversion Assessment | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | |
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| Extract Data from Source Systems | | | I | | C | | | | | | A | | | | | | R |
| Review and Scrub Source Data | | | I | I | I | | | | | | A | R | | C | | | I |
| Build/Update Data Conversion Plan | | | R | C | C | | | | | | C | I | I | I | | | I |

| Inputs | Stillwater Public Schools Source data |
|---|---|
| | Stillwater Public Schools Source data Documentation (if available) |

| | | Acceptance Criteria [only] for Deliverables |
|---|---|---|

| | | |
|---|---|---|
| Outputs / Deliverables | Data Conversion Plan built/updated | Stillwater Public Schools Acceptance of Data Conversion Plan, if Applicable |

**Work package assumptions:**

- Tyler will be provided with data from the Legacy system(s) in a mutually agreed upon format.
- Tyler will work with the Stillwater Public Schools representatives to identify business rules before writing the conversion.
- Stillwater Public Schools subject matter experts and resources most familiar with the current data will be involved in the data conversion planning effort.

### 6.2.4 Intentionally left blank.

### 6.2.5 Intentionally left blank.

### 6.2.6 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Note: Advancement to the Prepare Solution Stage is dependent upon Tyler's receipt of the Stage Acceptance.

**Assess & Define Stage Deliverables:**

- Documentation of future state decisions and configuration options to support future state decisions.
- Modification specification document.
- Assess & Define Stage Acceptance Criteria:
- All stage deliverables accepted based on criteria previously defined.
- Solution Orientation is delivered.
- Conversion data extracts are received by Tyler.
- Data conversion plan built.

## 6.3 Prepare Solution

During the Prepare Solution stage, information gathered during the Initiate & Plan and Assess & Define stages will be used to install and configure the Tyler software solution. Software configuration will be validated by the Stillwater Public Schools against future state decisions defined in previous stages and processes refined as needed to ensure business requirements are met.

### 6.3.1 Initial System Deployment

The timely availability of the Tyler Solution is important to a successful Project implementation. The success and timeliness of subsequent work packages are contingent upon the initial system deployment of Tyler Licensed Software on an approved network and infrastructure. Delays in executing this work package can affect the project schedule.

**Objectives:**

- All licensed software is installed and operational.
- The Stillwater Public Schools can access the software.

| STAGE 3 | Initial System Deployment (Hosted/SaaS)* | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | |
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| Prepare hosted environment | | | A | | | | R | | | | I | | | | | | C |
| Install Licensed Software with Initial Database on Server(s) for Included Environments | | | A | | | | R | | | | I | | | | | | C |
| Install Licensed Software on Stillwater Public Schools Devices (if applicable) | | | I | | | | C | | | | A | | | | | | R |
| Tyler System Administration Training (if applicable) | | | A | | | | R | | | | I | | | | | | C |

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | Licensed Software is Installed on the Server(s) | Software is accessible |
| | Licensed Software is Installed on Stillwater Public Schools Devices (if applicable) | Software is accessible |
| | Installation Checklist/System Document | System meets prescribed checklist |
| | Infrastructure Design Document (C&J – If Applicable) | |

**Work package assumptions:**

- The most current available version of the Tyler Licensed Software will be installed.
- The Stillwater Public Schools will provide network access for Tyler modules, printers, and Internet access to all applicable Stillwater Public Schools and Tyler Project staff.

### 6.3.2 Configuration

The purpose of Configuration is to prepare the software product for validation.





Tyler staff collaborates with the Stillwater Public Schools to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. The Stillwater Public Schools collaborates with Tyler staff iteratively to validate software configuration.

### Objectives:

- Software is ready for validation.
- Educate the Stillwater Public Schools Power User how to configure and maintain software.
- Prepare standard interfaces for process validation (if applicable).

| STAGE 3 | Configuration | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
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| Conduct configuration training | | | A | R | | | | | | | I | C | | C | | | |
| Complete Tyler configuration tasks (where applicable) | | | A | R | | | | | | | I | I | | I | | | |
| Complete Stillwater Public Schools configuration tasks (where applicable) | | | I | C | | | | | | | A | R | | C | | | |
| Standard interfaces configuration and training (if applicable) | | | A | R | | | C | | | | I | C | | C | | | C |
| Updates to Solution Validation testing plan | | | C | C | | | | | | | A | R | | C | | | C |

| Inputs | Documentation that describes future state decisions and configuration options to support future state decisions. |
|---|---|

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | Configured System | |

### Work package assumptions:

- Tyler provides guidance for configuration options available within the Tyler software. The Stillwater Public Schools is responsible for making decisions when multiple options are available.

### 6.3.3 Process Refinement

Tyler will educate the Stillwater Public Schools users on how to execute processes in the system to prepare them for the validation of the software. The Stillwater Public Schools collaborates with Tyler staff iteratively to validate software configuration options to support future state.

**Objectives:**

- Ensure that the Stillwater Public Schools understands future state processes and how to execute the processes in the software.
- Refine each process to meet the business requirements.
- Validate standard interfaces, where applicable.
- Validate forms and reports, where applicable.

| STAGE 3 | Process Refinement | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
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| Conduct process training | | | A | R | | | | | | | I | C | I | C | | | |
| Confirm process decisions | | | I | C | | | | | | A | R | C | I | C | | | |
| Test configuration | | | I | C | | | | | | | A | R | | C | | | |
| Refine configuration (Stillwater Public Schools Responsible) | | | I | C | | | | | | | A | R | | C | | | |
| Refine configuration (Tyler Responsible) | | | A | R | | | | | | | I | I | | I | | | |
| Validate interface process and results | | | I | C | | | C | | | | A | R | | C | | | C |
| Update Stillwater Public Schools-specific process documentation (if applicable) | | | I | C | | | | | | | A | R | | C | | | |
| Updates to Solution Validation testing plan | | | C | C | | | | | | | A | R | | C | | | C |

| Inputs | Initial Configuration |
|---|---|





| | |
|---|---|
| | Documentation that describes future state decisions and configuration options to support future state decisions. |
| | Solution validation test plan |

| | | |
|---|---|---|
| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
| | Updated solution validation test plan | |
| | Completed Stillwater Public Schools-specific process documentation (completed by Stillwater Public Schools) | |

**Work package assumptions:**

- None

### 6.3.4 Conversion Delivery

The purpose of this task is to transition the Stillwater Public Schools' data from their source ("legacy") system(s) to the Tyler system(s). The data will need to be mapped from the legacy system into the new Tyler system format. A well-executed data conversion is key to a successful cutover to the new system(s).

With guidance from Tyler, the Stillwater Public Schools will review specific data elements within the system and identify / report discrepancies. Iteratively, Tyler will collaborate with the Stillwater Public Schools to address conversion discrepancies. This process will allow for clean, reconciled data to transfer from the source system(s) to the Tyler system(s). Reference Conversion Appendix for additional detail.




**Objectives:**

- Data is ready for production (Conversion).

| STAGE 3 | Data Delivery & Conversion | |
|---|---|---|
| | Tyler | Stillwater Public Schools |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Provide data crosswalks/code mapping tool | | | A | C | R | | | | | | I | I | | I | | | |
| Populate data crosswalks/code mapping tool | | | I | C | C | | | | | | A | R | | C | | | |
| Iterations: Conversion Development | | | A | C | R | | | | | | I | | | | | | I |
| Iterations: Deliver converted data | | | A | | R | | I | | | | I | | | | | | I |
| Iterations: Proof/Review data and reconcile to source system | | | C | C | C | | | | | | A | R | | C | | | C |

| Inputs | |
|---|---|
| | Data Conversion Plan |
| | Configuration |

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | Code Mapping Complete / Validated | |
| | Conversion Iterations / Reviews Complete | Conversion complete, verified, and ready for final pass |

## Work package assumptions:

- The Stillwater Public Schools will provide a single file layout per source system as identified in the investment summary.
- The Stillwater Public Schools subject matter experts and resources most familiar with the current data will be involved in the data conversion effort.
- The Stillwater Public Schools project team will be responsible for completing the code mapping activity, with assistance from Tyler.

### 6.3.5 Intentionally left blank.

### 6.3.6 Intentionally left blank.

### 6.3.7 Control Point 3: Prepare Solution Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below in each Work Package.

Note: Advancement to the Production Readiness Stage is dependent upon Tyler's receipt of the Stage Acceptance.

**Prepare Solution Stage Deliverables:**

- Licensed software is installed.
- Installation checklist/system document.
- Conversion iterations and reviews complete.

**Prepare Solution Stage Acceptance Criteria:**

- All stage deliverables accepted based on criteria previously defined.
- Software is configured.
- Solution validation test plan has been reviewed and updated if needed.

## 6.4 Production Readiness

Activities in the Production Readiness stage will prepare the Stillwater Public Schools team for go-live through solution validation, the development of a detailed go-live plan and end user training. A readiness assessment will be conducted with the Stillwater Public Schools to review the status of the project and the organizations readiness for go-live.

### 6.4.1 Solution Validation

Solution Validation is the end-to-end software testing activity to ensure that the Stillwater Public Schools verifies all aspects of the Project (hardware, configuration, business processes, etc.) are functioning properly, and validates that all features and functions per the contract have been deployed for system use.

**Objectives:**

- Validate that the solution performs as indicated in the solution validation plan.
- Ensure the Stillwater Public Schools organization is ready to move forward with go-live and training (if applicable).

| STAGE 4 | Solution Validation | |
|---|---|---|
| | Tyler | Stillwater Public Schools |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Update Solution Validation plan | | | A | R | C | | | | | | C | C | | C | | | |
| Update test scripts (as applicable) | | | C | C | C | | | | | | A | R | | C | | | |
| Perform testing | | | C | C | C | | | | | | A | R | | C | | | |
| Document issues from testing | | | C | C | C | | | | | | A | R | | C | | | |
| Perform required follow-up on issues | | | A | R | C | | | | | | C | C | | C | | | |

| | |
|---|---|
| Inputs | Solution Validation plan |
| | Completed work product from prior stages (configuration, business process, etc.) |

| | | |
|---|---|---|
| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
| | Solution Validation Report | Stillwater Public Schools updates report with testing results |

**Work package assumptions:**

- Designated testing environment has been established.
- Testing includes current phase activities or deliverables only.

### 6.4.2 Go-Live Readiness

Tyler and the Stillwater Public Schools will ensure that all requirements defined in Project planning have been completed and the Go-Live event can occur, as planned. A go-live readiness assessment will be completed identifying risks or actions items to be addressed to ensure the Stillwater Public Schools has considered its ability to successfully Go-Live. Issues and concerns will be discussed, and mitigation options documented. Tyler and the Stillwater Public Schools will jointly agree to move forward with transition to production. Expectations for final preparation and critical dates for the weeks leading into and during the Go-Live week will be planned in detail and communicated to Project teams.

**Objectives:**

- Action plan for go-live established.
- Assess go-live readiness.
- Stakeholders informed of go-live activities.

| STAGE 4 | Go-Live Readiness |
|---|---|

| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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| Perform Readiness Assessment | I | A | R | C | C | I | C | I | I | I | I | | I | | | | I |
| Conduct Go-Live planning session | | A | R | C | | | | | | | C | C | C | C | C | | C |
| Order peripheral hardware (if applicable) | | | I | | | | | | | A | R | | | | | | C |
| Confirm procedures for Go-Live issue reporting & resolution | | A | R | I | I | I | I | | | | C | C | I | I | I | I | I |
| Develop Go-Live checklist | | A | R | C | C | | | | | | C | C | I | C | | | C |
| Final system infrastructure review (where applicable) | | | A | | | | R | | | | C | | | | | | C |

| | |
|---|---|
| Inputs | Future state decisions |
| | Go-live checklist |

| | | |
|---|---|---|
| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
| | Updated go-live checklist | Updated Action plan and Checklist for go-live delivered to the Stillwater Public Schools |

**Work package assumptions:**

- None

### 6.4.3 End User Training

End User Training is a critical part of any successful software implementation. Using a training plan previously reviewed and approved, the Project team will organize and initiate the training activities.

Tyler Led: Tyler provides training for all applicable users. One or multiple occurrences of each scheduled training or implementation topic will be covered.

Tyler will provide standard application documentation for the general use of the software. It is not Tyler's responsibility to develop Stillwater Public Schools specific business process documentation. Stillwater Public Schools-led training labs using Stillwater Public Schools specific business process documentation if created by the Stillwater Public Schools can be added to the regular training curriculum, enhancing the training experiences of the end users.

**Objectives:**





- End users are trained on how to use the software prior to go-live.
- The Stillwater Public Schools is prepared for on-going training and support of the application.

| STAGE 4 | End User Training | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
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| Update training plan | | A | R | C | | | | | | | C | | I | | C | | |
| End User training (Tyler-led) | | A | R | C | | | | | | | C | C | I | C | C | C | |
| Train-the-trainer | | A | R | C | | | | | | | C | C | I | C | | | |
| End User training (Stillwater Public Schools-led) | | | C | C | | | | | | | A | R | I | C | C | C | |

| Inputs | Training Plan |
|---|---|
| | List of End Users and their Roles / Job Duties |
| | Configured Tyler System |

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | End User Training | Stillwater Public Schools signoff that training was delivered |

**Work package assumptions:**

- The Stillwater Public Schools project team will work with Tyler to jointly develop a training curriculum that identifies the size, makeup, and subject-area of each of the training classes.
- Tyler will work with the Stillwater Public Schools as much as possible to provide end-user training in a manner that minimizes the impact to the daily operations of Stillwater Public Schools departments.
- The Stillwater Public Schools will be responsible for training new users after go-live (exception—previously planned or regular training offerings by Tyler).

### 6.4.4 Control Point 4: Production Readiness Stage Acceptance

Acceptance criteria for this stage includes all criteria listed below. Advancement to the Production stage is dependent upon Tyler's receipt of the stage acceptance.

**Production Readiness stage deliverables:**

- Solution Validation Report.
- Update go-live action plan and/or checklist.

- End user training.

**Production Readiness stage acceptance criteria:**

- All stage deliverables accepted based on criteria previously defined.
- Go-Live planning session conducted.

## 6.5 Production

Following end user training the production system will be fully enabled and made ready for daily operational use as of the scheduled date. Tyler and the Stillwater Public Schools will follow the comprehensive action plan laid out during Go-Live Readiness to support go-live activities and minimize risk to the Project during go-live. Following go-live, Tyler will work with the Stillwater Public Schools to verify that implementation work is concluded, post go-live activities are scheduled, and the transition to Client Services is complete for long-term operations and maintenance of the Tyler software.

### 6.5.1 Go-Live

Following the action plan for Go-Live, defined in the Production Readiness stage, the Stillwater Public Schools and Tyler will complete work assigned to prepare for Go-Live.

The Stillwater Public Schools provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final conversion iteration, if applicable. If defined in the action plan, the Stillwater Public Schools manually enters any data added to the Legacy System after final data extract into the Tyler system.

Tyler staff collaborates with the Stillwater Public Schools during Go-Live activities. The Stillwater Public Schools transitions to Tyler software for day-to day business processing.

Some training topics are better addressed following Go-Live when additional data is available in the system or based on timing of applicable business processes and will be scheduled following Go-Live per the Project Schedule.

**Objectives:**

- Execute day to day processing in Tyler software.
- Stillwater Public Schools data available in Production environment.

| STAGE 5 | Go-Live | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
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| | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Provide final source data extract, if applicable | | | C | | C | | | | | | A | | | | | | R |
| Final source data pushed into production environment, if applicable | | | A | C | R | | | | | | I | C | | C | | | C |
| Proof final converted data, if applicable | | | C | C | C | | | | | | A | R | | C | | | |
| Complete Go-Live activities as defined in the Go-Live action plan | | | C | C | C | | | | | A | R | C | I | C | | | |
| Provide Go-Live assistance | | | A | R | C | C | | I | | | C | C | I | C | | I | C |

| | |
|---|---|
| Inputs | Comprehensive Action Plan for Go-Live |
| | Final source data (if applicable) |

| | | |
|---|---|---|
| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
| | Data is available in production environment | Stillwater Public Schools confirms data is available in production environment |

**Work package assumptions:**

- The Stillwater Public Schools will complete activities documented in the action plan for Go-Live as scheduled.
- External stakeholders will be available to assist in supporting the interfaces associated with the Go-Live live process.
- The Stillwater Public Schools business processes required for Go-Live are fully documented and tested.
- The Stillwater Public Schools Project team and subject matter experts are the primary point of contact for the end users when reporting issues during Go-Live.
- The Stillwater Public Schools Project Team and Power User's provide business process context to the end users during Go-Live.
- The Tyler Go-Live support team is available to consult with the Stillwater Public Schools teams as necessary.
- The Tyler Go-Live support team provides standard functionality responses, which may not be tailored to the local business processes.

### 6.5.2 Transition to Client Services

This work package signals the conclusion of implementation activities for the Phase or Project with the exception of agreed-upon post Go-Live activities. The Tyler project manager(s) schedules a formal transition of the Stillwater Public Schools onto the Tyler Client Services team, who provides the Stillwater Public Schools with assistance following Go-Live, officially transitioning the Stillwater Public Schools to operations and maintenance.

**Objectives:**

- Ensure no critical issues remain for the project teams to resolve.

- Confirm proper knowledge transfer to the Stillwater Public Schools teams for key processes and subject areas.

| STAGE 5 | Transition to Client Services | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
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| Transfer Stillwater Public Schools to Client Services and review issue reporting and resolution processes | I | I | A | I | I | | | R | I | I | C | C | | C | | | |
| Review long term maintenance and continuous improvement | | | A | | | | | R | | | C | C | | C | | | |

| Inputs | Open item/issues List |
|---|---|

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | Client Services Support Document | |

**Work package assumptions:**

- No material project issues remain without assignment and plan.

## 6.5.3 Post Go-Live Activities

Some implementation activities are provided post-production due to the timing of business processes, the requirement of actual production data to complete the activities, or the requirement of the system being used in a live production state.

**Objectives:**

- Schedule activities that are planned for after Go-Live.
- Ensure issues have been resolved or are planned for resolution before phase or project close.

| STAGE 5 | Post Go-Live Activities | |
|---|---|---|
| | Tyler | Stillwater Public Schools |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Schedule contracted activities that are planned for delivery after go-live | | A | R | C | C | C | C | I | | | C | C | I | C | | | C |
| Determine resolution plan in preparation for phase or project close out | | A | R | C | C | C | | I | | | C | C | I | C | | | |

| Inputs | List of post Go-Live activities |
|---|---|

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | Updated issues log | |

**Work package assumptions:**

- System is being used in a live production state.

### 6.5.4 Control Point 5: Production Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below:

- Advancement to the Close stage is not dependent upon Tyler's receipt of this Stage Acceptance.
- Converted data is available in production environment.

Production Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live activities defined in the Go-Live action plan completed.
- Client services support document is provided.

## 6.6 Close

The Close stage signifies full implementation of all products purchased and encompassed in the Phase or Project. The Stillwater Public Schools transitions to the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Client Services).

### 6.6.1 Phase Closeout

This work package represents Phase completion and signals the conclusion of implementation activities for the Phase. The Tyler Client Services team will assume ongoing support of the Stillwater Public Schools for systems implemented in the Phase.

**Objectives:**

- Agreement from Tyler and the Stillwater Public Schools teams that activities within this phase are complete.

| STAGE 6 | Phase Close Out | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
| RACI MATRIX KEY:<br>R = Responsible<br>A = Accountable<br>C = Consulted<br>I = Informed | Executive Manager | Implementation Manager | Project Manager | Implementation Consultant | Data Experts | Modification Services | Technical Services | Client Services | Executive Sponsor | Steering Committee | Project Manager | Functional Leads | Change Management Leads | Subject Matter Experts (Power | Department Heads | End Users | Technical Leads |
| Reconcile project budget and status of contract Deliverables | I | A | R | | | | | | I | I | C | | | | | | |
| Hold post phase review meeting | | A | R | C | C | C | C | | | | C | C | C | C | | | C |
| Release phase-dependent Tyler project resources | A | R | I | | | | | | | | I | | | | | | |

| Participants | Tyler | Stillwater Public Schools |
|---|---|---|
| | Project Leadership | Project Manager |
| | Project Manager | Project Sponsor(s) |
| | Implementation Consultants | Functional Leads, Power Users, Technical Leads |
| | Technical Consultants (Conversion, Deployment, Development) | |
| | Client Services | |

| Inputs | Contract |
|---|---|
| | Statement of Work |
| | Project artifacts |

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | Final action plan (for outstanding items) | |
| | Reconciliation Report | |
| | Post Phase Review | |

**Work package assumptions:**

- Tyler deliverables for the phase have been completed.

### 6.6.2 Project Closeout

Completion of this work package signifies final acceptance and formal closing of the Project.

At this time the Stillwater Public Schools may choose to begin working with Client Services to look at continuous improvement Projects, building on the completed solution.

**Objectives:**

- Confirm no critical issues remain for the project teams to resolve.
- Determine proper knowledge transfer to the Stillwater Public Schools teams for key processes and subject areas has occurred.
- Verify all deliverables included in the Agreement are delivered.

| STAGE 6 | Project Close Out | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
| RACI MATRIX KEY:<br>R = Responsible<br>A = Accountable<br>C = Consulted<br>I = Informed | Executive Manager | Implementation Manager | Project Manager | Implementation Consultant | Data Experts | Modification Services | Technical Services | Client Services | Executive Sponsor | Steering Committee | Project Manager | Functional Leads | Change Management Leads | Subject Matter Experts (Power | Department Heads | End Users | Technical Leads |
| Conduct post project review | | A | R | C | C | C | C | | | | C | C | C | C | | | C |
| Deliver post project report to Stillwater Public Schools and Tyler leadership | I | A | R | | | | | | I | I | C | | | | | | |
| Release Tyler project resources | A | R | I | | | | | | | | I | | | | | | |

| Inputs | Contract |
|---|---|
| | Statement of Work |

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | Post Project Report | Stillwater Public Schools acceptance; Completed report indicating all project Deliverables and milestones have been completed |

**Work package assumptions:**

- All project implementation activities have been completed and approved.
- No critical project issues remain that have not been documented and assigned.
- Final project budget has been reconciled and invoiced.
- All Tyler deliverables have been completed.

### 6.6.3 Control Point 6: Close Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

**Close Stage Deliverables:**

- Post Project Report.

**Close Stage Acceptance Criteria:**

- Completed report indicating all Project deliverables and milestones have been completed.

# 7. General Assumptions

Tyler and the Stillwater Public Schools will use this SOW as a guide for managing the implementation of the Tyler Project as provided and described in the Agreement. There are a few assumptions which, when acknowledged and adhered to, will support a successful implementation. Assumptions related to specific work packages are documented throughout the SOW. Included here are general assumptions which should be considered throughout the overall implementation process.

## 7.1 Project

- Project activities will begin after the Agreement has been fully executed.
- The Stillwater Public Schools Project Team will complete their necessary assignments in a mutually agreed upon timeframe to meet the scheduled go-live date, as outlined in the Project Schedule.
- Sessions will be scheduled and conducted at a mutually agreeable time.
- Additional services, software modules and modifications not described in the SOW or Agreement will be considered a change to this Project and will require a Change Request Form as previously referenced in the definition of the Change Control Process.
- Tyler will provide a written agenda and notice of any prerequisites to the Stillwater Public Schools project manager(s) ten (10) business days or as otherwise mutually agreed upon time frame prior to any scheduled on-site or remote sessions, as applicable.
- Tyler will provide guidance for configuration and processing options available within the Tyler software. If multiple options are presented by Tyler, the Stillwater Public Schools is responsible for making decisions based on the options available.
- Implementation of new software may require changes to existing processes, both business and technical, requiring the Stillwater Public Schools to make process changes.
- The Stillwater Public Schools is responsible for defining, documenting, and implementing their policies that result from any business process changes.

## 7.2 Organizational Change Management

Unless otherwise contracted by Tyler, Stillwater Public Schools is responsible for managing Organizational Change. Impacted Stillwater Public Schools resources will need consistent coaching and reassurance from their leadership team to embrace and accept the changes being imposed by the move to new software. An

important part of change is ensuring that impacted Stillwater Public Schools resources understand the value of the change, and why they are being asked to change.

## 7.3 Resources and Scheduling

- Stillwater Public Schools resources will participate in scheduled activities as assigned in the Project Schedule.
- The Stillwater Public Schools team will complete prerequisites prior to applicable scheduled activities. Failure to do so may affect the schedule.
- Tyler and the Stillwater Public Schools will provide resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases require sufficient resources to complete all required work as scheduled.
- Changes to the Project Schedule, availability of resources or changes in Scope will be requested through a Change Request. Impacts to the triple constraints (scope, budget, and schedule) will be assessed and documented as part of the change control process.
- The Stillwater Public Schools will ensure assigned resources will follow the change control process and possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, change control process buy-in, and knowledge.
- The Stillwater Public Schools makes timely Project related decisions to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Failure to do so may affect the schedule, as each analysis and implementation session is dependent on the decisions made in prior sessions.
- The Stillwater Public Schools will respond to information requests in a comprehensive and timely manner, in accordance with the Project Schedule.
- The Stillwater Public Schools will provide adequate meeting space or facilities, including appropriate system connectivity, to the project teams including Tyler team members.
- For on-site visits, Tyler will identify a travel schedule that balances the needs of the project and the employee.

## 7.4 Data

- Data will be converted as provided and Tyler will not create data that does not exist.
- The Stillwater Public Schools is responsible for the quality of legacy data and for cleaning or scrubbing erroneous legacy data.
- Tyler will work closely with the Stillwater Public Schools representatives to identify business rules before writing the conversion. The Stillwater Public Schools must confirm that all known data mapping from source to target have been identified and documented before Tyler writes the conversion.
- All in-scope source data is in data extract(s).
- Each legacy system data file submitted for conversion includes all associated records in a single approved file layout.
- The Stillwater Public Schools will provide the legacy system data extract in the same format for each iteration unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget and resource availability may occur and/or data in the new system may be incorrect.
- The Stillwater Public Schools Project Team is responsible for reviewing the converted data and reporting issues during each iteration, with assistance from Tyler.

- The Stillwater Public Schools is responsible for providing or entering test data (e.g., data for training, testing interfaces, etc.)

## 7.5 Facilities

- The Stillwater Public Schools will provide dedicated space for Tyler staff to work with Stillwater Public Schools resources for both on-site and remote sessions. If Phases overlap, Stillwater Public Schools will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The Stillwater Public Schools will provide staff with a location to practice what they have learned without distraction.

# 8. Glossary

| Word or Term | Definition |
|---|---|
| **Acceptance** | Confirming that the output or deliverable is suitable and conforms to the agreed upon criteria. |
| **Accountable** | The one who ultimately ensures a task or deliverable is completed; the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. [Also see RACI] |
| **Application** | A computer program designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user. |
| **Application Programming Interface (API)** | A defined set of tools/methods to pass data to and received data from Tyler software products |
| **Agreement** | This executed legal contract that defines the products and services to be implemented or performed. |
| **Business Process** | The practices, policy, procedure, guidelines, or functionality that the client uses to complete a specific job function. |
| **Business Requirements Document** | A specification document used to describe Client requirements for contracted software modifications. |
| **Change Request** | A form used as part of the Change Control process whereby changes in the scope of work, timeline, resources, and/or budget are documented and agreed upon by participating parties. |
| **Change Management** | Guides how we prepare, equip and support individuals to successfully adopt change in order to drive organizational success & outcomes |
| **Code Mapping [where applicable]** | An activity that occurs during the data conversion process whereby users equate data (field level) values from the old system to the values available in the new system. These may be one to one or many to one. Example: Old System [Field = eye color] [values = BL, Blu, Blue] maps to New Tyler System [Field = Eye Color] [value = Blue]. |
| **Consulted** | Those whose opinions are sought, typically subject matter experts, and with whom there is two-way communication. [Also see RACI] |
| **Control Point** | This activity occurs at the end of each stage and serves as a formal and intentional opportunity to review stage deliverables and required acceptance criteria for the stage have been met. |
| **Data Mapping [where applicable]** | The activity determining and documenting where data from the legacy system will be placed in the new system; this typically involves prior data analysis to understand how the data is currently used in the legacy system and how it will be used in the new system. |
| **Deliverable** | A verifiable document or service produced as part of the Project, as defined in the work packages. |
| **Go-Live** | The point in time when the Client is using the Tyler software to conduct daily operations in Production. |
| **Informed** | Those who are kept up-to-date on progress, often only on completion of the task or deliverable, and with whom there is just one-way communication. [Also see RACI] |





| | |
|---|---|
| **Infrastructure** | The composite hardware, network resources and services required for the existence, operation, and management of the Tyler software. |
| **Interface** | A connection to and potential exchange of data with an external system or application. Interfaces may be one way, with data leaving the Tyler system to another system or data entering Tyler from another system, or they may be bi-directional with data both leaving and entering Tyler and another system. |
| **Integration** | A standard exchange or sharing of common data within the Tyler system or between Tyler applications |
| **Legacy System** | The software from which a client is converting. |
| **Modification** | Custom enhancement of Tyler's existing software to provide features or functions to meet individual client requirements documented within the scope of the Agreement. |
| **On-site** | Indicates the work location is at one or more of the client's physical office or work environments. |
| **Organizational Change** | The process of changing an organization's strategies, processes, procedures, technologies, and culture, as well as the effect of such changes on the organization. |
| **Output** | A product, result or service generated by a process. |
| **Peripheral devices** | An auxiliary device that connects to and works with the computer in some way. Some examples: scanner, digital camera, printer. |
| **Phase** | A portion of the Project in which specific set of related applications are typically implemented. Phases each have an independent start, Go-Live and closure dates but use the same Implementation Plans as other Phases of the Project. Phases may overlap or be sequential and may have different Tyler resources assigned. |
| **Project** | The delivery of the software and services per the agreement and the Statement of Work. A Project may be broken down into multiple Phases. |
| **RACI** | A matrix describing the level of participation by various roles in completing tasks or Deliverables for a Project or process. Individuals or groups are assigned one and only one of the following roles for a given task: Responsible (R), Accountable (A), Consulted (C), or Informed (I). |
| **Remote** | Indicates the work location is at one or more of Tyler's physical offices or work environments. |
| **Responsible** | Those who ensure a task is completed, either by themselves or delegating to another resource. [Also see RACI] |
| **Scope** | Products and services that are included in the Agreement. |

| | |
|---|---|
| **Solution** | The implementation of the contracted software product(s) resulting in the connected system allowing users to meet Project goals and gain anticipated efficiencies. |
| **Stage** | The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project. |
| **Standard** | Software functionality that is included in the base software (off-the-shelf) package; is not customized or modified. |
| **Statement of Work (SOW)** | Document which will provide supporting detail to the Agreement defining Project-specific activities, services, and Deliverables. |
| **System** | The collective group of software and hardware that is used by the organization to conduct business. |
| **Test Scripts** | The steps or sequence of steps that will be used to validate or confirm a piece of functionality, configuration, enhancement, or Use Case Scenario. |
| **Training Plan** | Document(s) that indicate how and when users of the system will be trained relevant to their role in the implementation or use of the system. |
| **Validation (or to validate)** | The process of testing and approving that a specific Deliverable, process, program, or product is working as expected. |
| **Work Breakdown Structure (WBS)** | A hierarchical representation of a Project or Phase broken down into smaller, more manageable components. |
| **Work Package** | A group of related tasks within a project. |

# Part 4: Appendices

## 9. Conversion

### 9.1 Content Manager Conversion Summary

#### 9.1.1 Content Manager – Standard

- Up to to be determined records
- Up to to be determined document type(s)
- All visible fields configured for Tyler Content Manager Enterprise installations or the standard fields that exist for Tyler Content Manager Core installations
- Images and Attachments as described below
- Lookups are imported with the assistance of the consultant
- Conversion from Two Systems
    - Data from MAS WenGage & PowerSchool Talent Ed
    - Images from MAS WenGage & PowerSchool Talent Ed

### 9.2 School ERP Pro Conversion Summary

#### 9.2.1 General Ledger

- Full Chart of Accounts Listing, Descriptions, and Corresponding Account Types
- Element (Segment) Values and Descriptions

#### 9.2.2 Purchasing & Accounts Payable

- Vendor master information, address, primary contact
- 1099 balances provided by the Stillwater Public Schools for current calendar year (if mid-calendar year go-live)

#### 9.2.3 Payroll & Human Resources

- Basic employee information – employee master, address, primary contact, standard dates (i.e., hire, birth, leave, termination), standard phones (i.e., work, home, cell)
- Direct Deposit Bank Information
- Federal and State Tax Withholding Information

#### 9.2.4 Human Resources Only

- Employee Certificates
- Employee Degrees
- Employee Courses
- Employee Endorsements
- Employee Miscellaneous Tracking (a function in School ERP Pro that allows you to create your own tracking items by employee – fields available are description, date, checkbox, and comments)
- Employee Emergency Contacts

### 9.2.5 Warehouse Inventory

- Inventory items, item locations and item vendors
- Available Stock Levels (can be re-imported just prior to go-live)

# 10. Additional Appendices

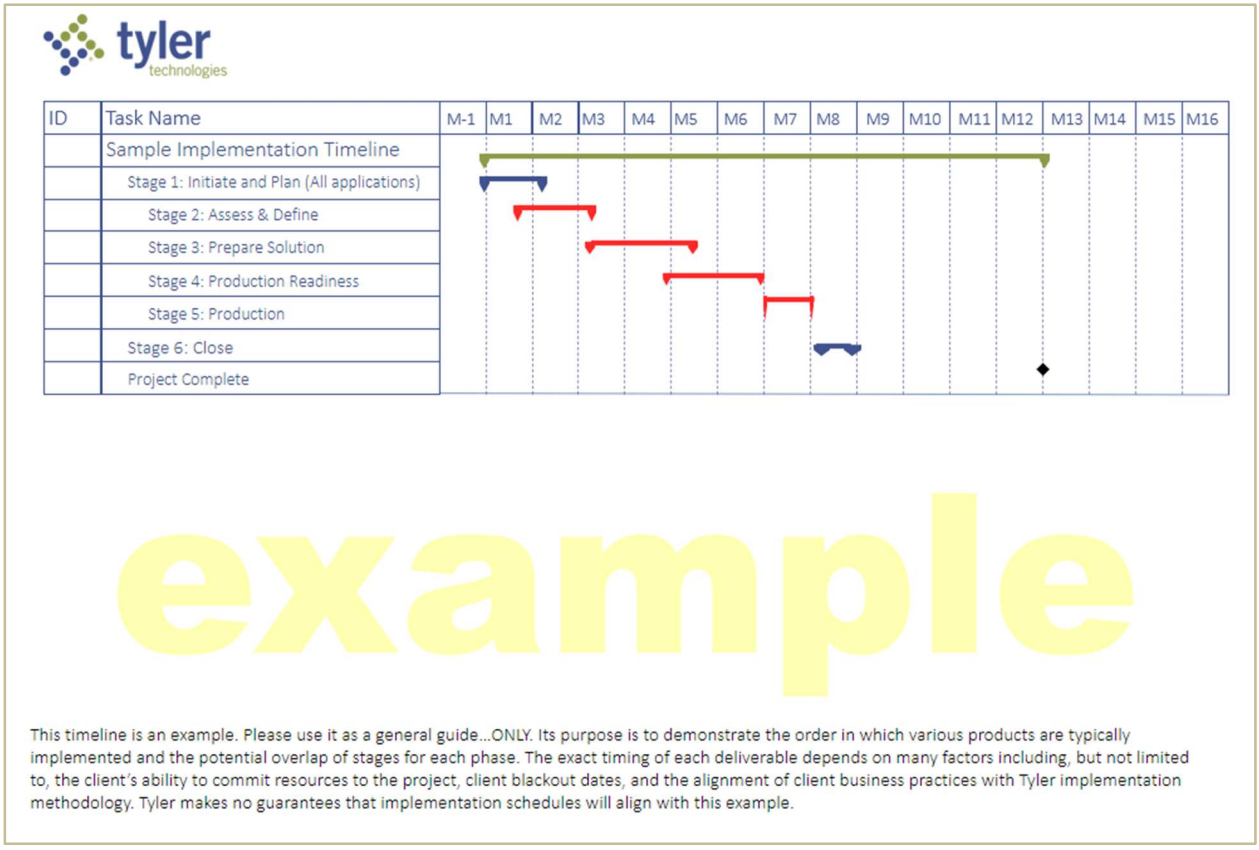
## 10.1 Intentionally left blank.



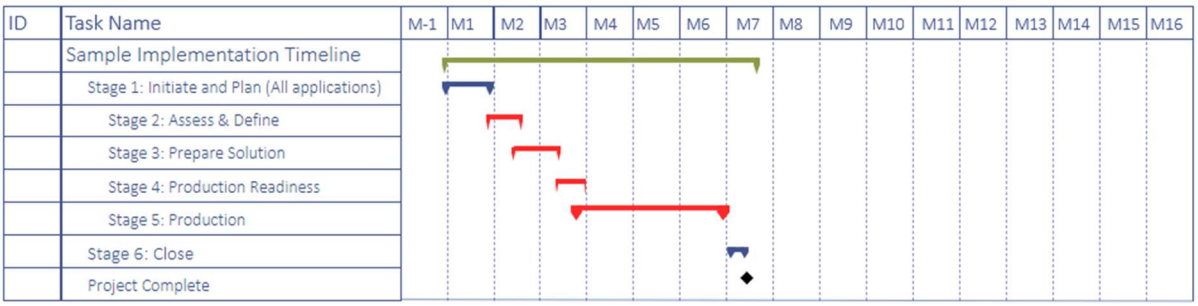


# 11. Project Timeline

## 11.1 School ERP Pro Timeline



## 11.2 Tyler Content Manager Enterprise Timeline




example

This timeline is an example. Please use it as a general guide...ONLY. Its purpose is to demonstrate the order in which various products are typically implemented and the potential overlap of stages for each phase. The exact timing of each deliverable depends on many factors including, but not limited to, the client's ability to commit resources to the project, client blackout dates, and the alignment of client business practices with Tyler implementation methodology. Tyler makes no guarantees that implementation schedules will align with this example.

Empowering people who serve the public®

**Remittance**
Tyler Technologies, Inc.
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

**Questions**
Tyler Technologies - Local Government
Phone: 1-800-772-2260 Press 2, then 2
Fax: 1-866-673-3274
Email: ar@tylertech.com

# THIS IS NOT AN INVOICE
# PROFORMA

| Company | Order No. | Date | Page |
|---|---|---|---|
| 025 | 210827 | 05/12/2025 | 1 of 2 |

To: STILLWATER SCHOOL DISTRICT 16
ATTN: MICHAEL ARNOLD
314 SOUTH LEWIS STREET
STILLWATER, OK 74074
United States

Ship To: STILLWATER SCHOOL DISTRICT 16
ATTN: MICHAEL ARNOLD
314 SOUTH LEWIS STREET
STILLWATER, OK 74074
United States

| Customer Grp/No. | Customer PO# | Payment Terms | Currency Code | Ship Via | Salesperson Cd |
|---|---|---|---|---|---|
| 1 6150 | | Net 30 | USD | ELEC | |

| Contract Date | No. | Item/ Description/ Comments | Quantity | U/M | Unit Price | Total Cost |
|---|---|---|---|---|---|---|
| Contract No.: Stillwater SD 16, OK | | | | | | |
| 15/Dec/2022 | 1 | Renewal:<br>Warehouse<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 5,227.69 | 5,227.69 |
| 15/Dec/2022 | 2 | Renewal:<br>Content Manager Enterprise<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months**<br>: | 1 | EA | 5,023.11 | 5,023.11 |
| 15/Dec/2022 | 3 | Renewal:<br>Accounting<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 37,961.53 | 37,961.53 |
| 15/Dec/2022 | 4 | Renewal:<br>Applicant Tracking Interface<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 606.38 | 606.38 |
| 15/Dec/2022 | 5 | Renewal:<br>Employee Reimbursement Module<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 1,529.41 | 1,529.41 |
| 15/Dec/2022 | 6 | Renewal:<br>Human Resources<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 6,272.00 | 6,272.00 |
| 15/Dec/2022 | 7 | Renewal:<br>Info-Link<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 1,165.59 | 1,165.59 |
| 15/Dec/2022 | 8 | Renewal:<br>Online Shopping<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 1,401.40 | 1,401.40 |

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Email: ar@tylertech.com

# THIS IS NOT AN INVOICE
# PROFORMA

| Company | Order No. | Date | Page |
|---|---|---|---|
| 025 | 210827 | 05/12/2025 | 2 of 2 |

| Contract Date | No. | Item/ Description/ Comments | Quantity | U/M | Unit Price | Total Cost |
|---|---|---|---|---|---|---|
| 15/Dec/2022 | 9 | Renewal:<br>Substitute Calling System Leave Interface<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 1,165.59 | 1,165.59 |
| 15/Dec/2022 | 10 | Renewal:<br>Timecard Interface<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 1,529.41 | 1,529.41 |
| 10/Aug/2023 | 11 | Renewal:<br>Substitute Calling System Time Worked Interface - Subscription<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 1,846.69 | 1,846.69 |
| 10/Aug/2023 | 12 | Renewal:<br>Grant/Project Tracking - Subscription<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 1,452.24 | 1,452.24 |
| 20/Sep/2023 | 13 | Renewal:<br>Additional Database (AP, GL & Content Manager Only)<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 618.63 | 618.63 |

**Does not include any applicable taxes** **Order Total:** 65,799.67

**Comments:** **Upon acceptance please email your purchase order to PO@tylertech.com**

Bussell Pest Control LLC.
5620 N. Washington
Stillwater Ok, 74075
405-533-5399 or cell 405-269-5392

NAME Stillwater Public Schools / Child Nutrition
ADDRESS 5021 N. Perkins Rd.
CITY Stillwater STATE OK ZIP 74074
PHONE 405-533-6445 Krista Neal

| | |
|---|---|
| INTIAL SERVICE PLAN | July 1, 2025 through June 30, 2026 |
| INITIAL SERVICE PLAN PRICE | $ 425.00 a Month, $ 38.63 per Location. |
| PAYMENT TERMS | Payment every month after work completed. |

Effective from the initial service plan date though the initial plan period, Bussell Pest Control LLC. shall determine and provide the appropriate treatment to identified premises for, gnats and other flying insects , ants, earwigs, roaches, spiders, crickets, millipedes, centipedes, rats, mice, pill bugs, silverfish and scorpions once an infestation is discovered. Bussell Pest Control LLC. will inspect and provide general pest applications once a month for the plan period.

Control for Bed bugs, carpenter ants, termites, lice or mites are NOT INCLUDED with this contract, but will treat for additional cost to the customer.

The initial term of this contract is for one year, and continue until terminated by either party. Customer agrees to make the premises available for said service.

Services to be included, Kitchens, Cafeterias, Cafeteria restrooms, storage areas of food, at all locations and High School room #157 and Office, Stillwater Junior High School room #108, and Child Nutrition Warehouse.
See Attachment A for list and address...
Cost of each Location, is $38.63 per month for 11 locations or $425.00 a month.
Chemicals used:
Talstar P for general pest control around all baseboards and around all equipment in all the locations in the agreement.
For Roaches will use Maxforce FC Magnum Roach Gel, if normal spray does not get rid of infestation.
For Ants will use Gourmet Ant Gel, if normal spray does not get rid of infestation.
Mice, glue boards and Locked Bait stations using Contrac all weather blocks.

Bussell Pest Control — Customer or Authorized Agent

Kyle D Bussell

Date 5/8-25 — Date

**Stillwater Public Schools Nutrition Services**
**Request for Proposals**
**Pest Control**

Stillwater Public Schools Nutrition Services is requesting proposals for pest control. The areas of treatment are kitchens, cafeterias, cafeteria restrooms, storage areas, Junior High School room #108, High School room #157 and office, and Nutrition Services warehouse.

Service to include:

- The use of a low odor, high residual, liquid chemical for roaches, ants, silverfish, crickets, fleas, spiders, snakes and flying pests
- Bait stations and glue traps for rats and mice

Chemicals used for treatment must comply with all local, state and federal codes, and be approved by Stillwater Public Schools.

Service is to be performed once a month at a designated time at each site. Service shall be performed during the hours when children are not in the area. The time for treatment must be arranged with the Nutrition Services Manager at each site. The pest control company shall also make on site contact with the Nutrition Services Manager to make sure of no challenges in food service areas. The pest control company shall also notify the Nutrition Services Site Manager when service has been performed.

All responders must be state licensed and bonded for pest control. Bidders must enclose a Certificate of Insurance and a Non-Collusion Affidavit. Bidders must supply SDS sheets on all chemicals used in any of the buildings.

General Conditions

1. CODE COMPLIANCE:
The contractor shall comply with all local, state, and federal codes. In the event of code conflict, the most stringent code shall apply.

2. SAFETY:
The contractor shall at all times perform his work in a safe manner and observe all safety rules as outlined by OSHA and the Oklahoma Department of Labor. The contractor shall furnish and only use equipment suitable for the intended task and within the safe operating limits of that equipment. The contractor shall not use and immediately remove from the job site any equipment that is worn, frayed, broken and/or damaged that would constitute a safety hazard.

The proposal should provide a detailed response or explanation of the following items:

- Term of the agreement
- Specific services performed (i.e. site visits, chemicals used)
- Guarantees
- Cost
- Billing
- References
- Other

Vendors who fail to respond after having been invited to Bid for three Bid openings will be deleted from the vendor list.

All proposals and required forms are due at the Nutrition Services office, 5005 N. Perkins Road, Stillwater, OK 74075 by 10:30 am April 10, 2025. Submit all materials in a sealed envelope marked "Sealed Pest Control Proposal", or email to nutrition@stillwaterschools with the subject line, "Pest Control Proposal".

SPS will inform respondents of the selection decision or after June 11, 2025.

Contract will be awarded based on length of agreement, thoroughness of services performed, cost, billing, and recommendation from references.

Thank you,

Krista Neal, MS, RD, LD, SNS
Director of Nutrition Services
Stillwater Public Schools
5005 N Perkins Road
Stillwater, OK 74075
405-533-6445
kneal@stillwaterschools.com

Attachments:

Attachment A- Designated Building Sites Requiring Pest Control
Attachment B- Business Felony Conviction Statement, MUST BE RETURNED
Attachment C- Certification Statement, MUST BE RETURNED

Attachment A

**Schools and Addresses of Stillwater Public Schools**

Nutrition Services
Nutrition Services Warehouse
5005 North Perkins Road
Stillwater, OK 74075

Sangre Ridge Elementary
Cafeteria and Kitchen
2500 South Sangre Road
Stillwater, OK 74074

Westwood Elementary
Cafeteria and Kitchen
502 South Kings Highway
Stillwater, OK 74074

Richmond Elementary
Cafeteria and Kitchen
201 West Richmond Road
Stillwater, OK 74075

Stillwater Junior High School
Cafeteria and Kitchen, Room #108
1900 North Skyline
Stillwater, OK 74075

Lincoln Academy
Cafeteria and Kitchen
215 East 12th
Stillwater, OK 74074

Highland Park Elementary
Cafeteria and Kitchen
400 S Drury
Stillwater, OK 74074

Skyline Elementary
Cafeteria and Kitchen
1402 East Sunrise
Stillwater, OK 74075

Will Rogers Elementary
Cafeteria and Kitchen
1211 North Washington
Stillwater, OK 74075

Stillwater Middle School
Cafeteria and Kitchen
2200 South Sangre Road
Stillwater, OK 74075

Stillwater High School
Cafeteria and Kitchen, Room #157 and #157 Office
1224 North Husband
Stillwater, OK 74075

Attachment B-

**Business Felony Conviction Statement**

**Stillwater Public Schools**

Bussell Pest Control LLC has entered into a contract dated 4-3-25 with
(Company/Name)

STILLWATER PUBLIC SCHOOLS. The undersigned is a principal of the company and/or is authorized to execute and deliver this statement for and on behalf of the company. No employee of the company who has worked on or is working on school premises during normal school hours has been convicted in this state, the United States, or another state of:
(i) any sex offense subject to the Sex Offenders Registration Act in this state or similar of another state or the Federal Sex Offender Registration provisions; or (ii) any unpardoned felony sex offense within the last ten (10) years; except that the foregoing does not apply to volunteers, persons performing community service hours under court order, or persons performing community service under a supervised work release program, except that persons performing community service hours or services under work release have not been allowed to work on school premises at any time after having been convicted of any sex offense subject to the Sex Offenders Registration Act of this state, similar law of any other state, or Federal Sex Offender Registration provisions.

The undersigned is personally familiar with the facts stated above and makes the statement of the undersigned's personal knowledge.

Kyle Bussell
Signature of Company Representative

4-3-25
Dated

Kyle S. Bussell
Printed Name of Company Representative

Attachment C:

**Certification Statement**

I as the below named representative do hereby certify that I have read and thoroughly understand the bid requirements and specifications and that this bid proposal meets such criteria. I further certify that all deliveries will be made as requested and that all unit prices have been checked for accuracy and correctness. As such these prices will be honored without any change or escalation for the duration of the bid except that price adjustment may be allowed as so stated in the specifications.

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporations, firm, partnership, or individual has not prepared this bid under collusion with any other bidder, and that the contents of this bid as to prices, terms, conditions, of said bid have not been communicated by the undersigned nor by any employee of agent to any other person engaged in this type of business prior to the official opening of this bid.

| | |
|---|---|
| Company Name: | Bussell Pest Control LLC |
| Address: | 5620 N Washington |
| City, State, Zip: | Stillwater OK 74075 |
| Representative Signature: | Kyle Bussell |
| Representative Name: | Kyle S. Bussell |
| Date: | 4-3-25 |

# CNP National School Lunch Program
# Renewal Agreement

## SFA Information

STILLWATER
314 South Lewis Street
Stillwater, OK 74074
(405) 533-6300

Contact Person:

Directions:

## School Food Authority/School Data

1.

| | | |
|---|---|---|
| Superintendent | Last Name | GORDON |
| | First Name | UWE |

2.

| | | |
|---|---|---|
| Food Service Director | Last Name | NEAL |
| | First Name | KRISTA |

3.

Estimated Number of Days Food Service will Operate: 175

| | |
|---|---|
| Total Number of Eating Sites | 12 (Data compiled from Site Applications) |
| Total Number of Kitchen Units | 9 (Data compiled from Site Applications) |

4.

| | |
|---|---|
| Number of Food Service Personnel | 47 (Data compiled from Site Applications) |

## Participation in Programs

5.

| Program | Sites Participating |
|---|---|
| National School Lunch Program | 10 |
| School Breakfast Program | 2 |
| Severe Need Breakfast Program | 8 |
| Special Milk Program | 0 |
| After School Snack Program | 10 |
| Fresh Fruit and Vegetable Program | 0 |

| | |
|---|---|
| Seamless Summer Option | 0 |
| Provision 2 | 0 |
| Provision 3 | 0 |
| Community Eligibility | 3 |
| CACFP | 0 |
| SFSP | 7 |

(Data compiled from Site Applications)

## School Food Authority Options

5.

SPECIAL MILK PROGRAM ONLY: Note: For school districts applying for the SMP: The benefits of the SMP are extended to sites that do not participate in another federally assisted food service program authorized under the Child Nutrition Act or the National School Lunch Act. In addition, sites with a meal service may offer SMP to preprimary and split-session kindergarten children who do not have access to the meal service. Within the SMP, three program choices exist. Select the program you wish to implement.

6.

☑ I agree to follow the provisions.
See Certification below regarding the meaning and implications of the electronic signature that is represented by checking this box.

**AGREEMENT PROVISIONS**

Attestation of Compliance with Meal Patterns
Permanent Agreement
Permanent Application INTERACTIVE
Permanent Application SY
Permanent Policy Statement 2025

## Certification

7.

The completed Certificate of Authority/Authorized User Form with original signatures represents the individual(s) assigned as Authorized Representative(s) for Child Nutrition Programs. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf , from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. **fax:**
   (833) 256-1665 or (202) 690-7442; or

3. **email:**
   program.intake@usda.gov.

This institution is an equal opportunity provider.

Save Print Form

Submitted By KRISTA K NEAL Date Submitted 7/25/2024 12:47:43 PM

Home Page SFA Checklist

# RENEWAL QUOTE

**CUSTOMER:**

Stillwater Public Schools
Attn: Krista Neal
Phone: 405-533-6445
kneal@stillwaterschools.com

**CONTACT:**

Jill Boe
PrimeroEdge
4422 Cypress Creek Parkway
Suite 400
Houston, TX 77068-3416

Main: 281.453.8628
Jill.boe@cybersoft.net

**PROPOSAL DATE:**

April 7, 2025

**SERVING YOU SO YOU CAN SERVE THEM**

# Stillwater Public Schools

# Pricing

## 25-26 SOFTWARE

| Product Description | Unit Price ($) | Quantity | Extended Price ($) |
|---|---|---|---|
| PrimeroEdge Subscription - Central Office Software Annual Subscription License -2025/2026 School Year | $995.00 | 1 | $995.00 |
| PrimeroEdge Subscription – Ultra Software Annual Subscription Licenses – 2025/2026 School Year | $1,195.00 | 10 | $11,950.00 |
| PrimeroEdge Subscription – SchoolCafe Eligibility Applications Software Annual Subscription Licenses - 2025/2026 School Year | $125.00 | 10 | $1,250.00 |
| PrimeroEdge Subscription – SchoolCafe Menus and Nutrition Software Annual Subscription Licenses - 2025/2026 School Year | $195.00 | 10 | $1,950.00 |
| PrimeroEdge Subscription – Central Warehouse Software Annual Subscription License- 2025/2026 School Year | $695.00 | 1 | $695.00 |
| PrimeroEdge Subscription – SchoolCafe TV Menu Boards Software Annual Subscription License- 2025/2026 School Year | 195.00 | 1 | $195.00 |
| | | | |
| | | **Annual Subscription Total: | **$17,035.00** |

**Grand Total: $17,035.00**

**Annual Subscription includes use of the PrimeroEdge software, toll-free phone support, remote assistance, updates, and hosting.

1 Ecolab Place
St. Paul MN 55102 USA

**DATE:** 4/3/2025

**TO:** **Stillwater Public Schools**

**FROM:** Ecolab Government Sales

**Subject:** **Price Increase – 7/1/2025 for Stillwater Public Schools**

As we navigate increased costs and continue to provide comprehensive support to our customers through innovative products, technologies, and brand protection support, we must extend a portion of this to our customers.

We will continue to remain diligent in supporting **Stillwater Public Schools** and look forward to our continued partnership.

Below is a brief outline contributing to this communication and necessary adjustment.

- Ecolab's List Price (CPL) Increase by 6.0% on 01/01/2025
- Increases in Raw Materials, Freight, Packaging, Regulatory and Equipment Costs.
- Impact of newly implemented tariffs

Based on this information, we need to implement a **5.0%** increase in the case price of our products, effective **July 1, 2025**.

Thank you for your business and continued partnership as we push beyond these high-pressure circumstances.

**ECOLAB Government Sales**

**Ben Zuniga**
**Bid Contracts Manager**

# Stillwater Public Schools (Oklahoma)

## 2025-2026 Cleaning Supplies Renewal

### Ecolab Bid Products and Pricing effective 7/1/25-6/30/26

| Ecolab Product Code | Bid Item Description | Ecolab Product and Pack Size | Prev 12M Usage | End User Case Price | Extended Price |
|---|---|---|---|---|---|
| 6101419 | Anti-Microbial Liquid Hand Soap | ADV AB CLEAN SMOOTH 4X1 GAL | 1 cases* | $82.32 | $82.32 |
| 6114559 | All-Purpose Cleaner | OASIS 137 ORANGE FRC2.5GL | 9 jugs* | $52.49 | $472.41 |
| 6101205 | Sanitizer | NEUT DISINFECT CLNR 2.5GL | 8 jugs* | $71.22 | $569.76 |
| 6100284 | Multi-Purpose Degreaser | GREASELIFT RTU 6-32OZ | 8 cases* | $52.23 | $261.15 |
| 6112971 | Concentrated Liquid Pot and Pan Detergent | PANTASTIC 5GL | 31 pails* | $77.29 | $2,395.99 |
| 6102046 | Germicidal Detergent | SP S&S CLNR SANT 1-2.5 GAL | 33 jugs* | $144.07 | $4,754.31 |
| 6101131 | Lime Remover Chemicals | LIME-A-WAY 4-1 GL | 14 cases* | $43.31 | $606.34 |
| 6101955 | Laundry Detergent | HS LND DET PK - 2-60-0.7 OZ | 7 cases* | $64.45 | $451.15 |
| 6112740 | Dish Machine | SUPER TRUMP 4-1GL | 7 cases* | $56.83 | $397.81 |
| 6059323 | Medicated Hand Cream/Lotion | REV SKIN LOTION FF 12/540ML | 5 cases** | $70.50 | $63.76 |




# Request for Proposal: Beverages

## Coca-Cola Southwest Beverages

SUPPORTING ACADEMIC EXCELLENCE

# Introduction

Coca-Cola Southwest Beverages is excited at the opportunity to share with you our team's commitment to ***Stillwater Public Schools***. We trust that our proposal will clearly demonstrate our ability to meet the needs of all **Stillwater Public Schools** stakeholders, most importantly, your students, faculty and staff, fans and guests.

As we hope this response clearly demonstrates we have the category knowledge, the products, and the team of experts that can help your beverage business thrive. All of this makes Coca-Cola Southwest Beverages the right partner for your beverage needs.

Coca-Cola Southwest Beverages as a whole, and the team of people that will support your institution, are passionate about the power of education and its importance in shaping the future of our local, national, and global communities. You can be assured that we bring the full resources of Coca-Cola Southwest Beverages to bear in support of your institution.

We welcome feedback so that we can build the best possible partnership with **Stillwater Public Schools**. If you have any questions about our offer or if there is any additional information that we can provide to support your decision-making process, please don't hesitate to contact us.

**Chris Sheehan**
Account Executive
Coca Cola Southwest Beverages
Phone: 405-205-9406
Email: christopher.sheehan@cocacolaswb.com




# YOUR MOST VALUED PARTNER

ARCACONTINENTAL

Coca-Cola SOUTHWEST BEVERAGES

## Meet YOUR Dedicated CCSWB Team



**Robert Sweeney**
Vice President of Sales



**Kimberly Adler**
Director, Food Service and On Premise



**Hector Amaya**
Area Director of Sales & Operations



**Todd Mason**
Sales Center Manager



**Chris Sheehan**
Account Executive FSOP



**Jennifer Rice**
District Sales Manager

## Our Parent Company

About Arca Continental
Our parent company, Arca Continental, is headquartered in Monterrey, Mexico. It is Latin America's second-largest Coca-Cola bottler and the owner of leading snack brands Wise® and Deep River Snacks® in the U.S.

Operating in Northern and Western Mexico, Ecuador, Peru, Northern Argentina, and the Southwestern U.S., Arca Continental employs over 50,000 talented and diverse team members.

## ABOUT CCSWB

Coca-Cola Southwest Beverages, a company of Arca Continental, is one of the largest Coca-Cola bottlers in the United States. Based in Dallas, we provide 31 million of our friends and neighbors with their favorite Coca-Cola brand beverages in Texas and parts of Oklahoma, New Mexico and Arkansas.

From sparkling soft drinks and waters to teas, coffees, and juices, our "Total Beverage Company" guarantees that whatever our customers crave, we deliver.

## Serving 5 countries across America




Your Local Coca-Cola Southwest Beverages Distribution Center Located in

**Stillwater, Ok**

### CONTACT US


844.561.2653

www.cocacolaswb.com

Two Lincoln Centre
520 LBJ Freeway
Suite 800
Dallas, TX 75240

SUPPORTING ACADEMIC EXCELLENCE

# Coca-Cola Is a Total Beverage Company that Meets the Evolving Needs of Your Students *

**No/Low Calorie**

LESS THAN 40 CALORIES/SERVING




Products shown are not a comprehensive catalog. For a complete list of Coca-Cola USDA compliant products, please visit https://www.cokesolutions.com/tools-and-resources/operations/usda-compliant-catalog.html. * All products are subject to availability.

# Exhibit A Pricing for Child Nutrition

**Pricing offered from July 1, 2025 through June 30, 2026**

| Product | Size | Est Annual Units | Est Annual Cases | Proposed Price Per Case | Proposed Price Each | Estimated Annual Price | Pack Size | Coca-Cola Brand |
|---|---|---|---|---|---|---|---|---|
| Lemon Lime Soda | 20oz | 144 | 6 | $26.41 | $1.10 | $158.45 | 24 | Sprite Zero |
| Cola No Calorie | 20oz | 168 | 7 | $26.41 | $1.10 | $184.85 | 24 | Diet Coke and Coke Zero |
| Cherry Cola No Calorie | 20oz | 192 | 8 | $26.41 | $1.10 | $211.26 | 24 | Cherry Coke Zero |
| Orange Soda No Calorie | 20oz | 72 | 3 | $26.41 | $1.10 | $79.22 | 24 | Fanta Orange Zero |
| Pepper Cola No Calorie | 20oz | 192 | 8 | $26.41 | $1.10 | $211.26 | 24 | Diet Dr Pepper and Dr Pepper Zero |
| Sports Drink No Calorie | 20oz | 288 | 12 | $22.35 | $0.93 | $268.25 | 24 | Powerade |
| Water | 16.9oz | 5256 | 219 | $7.96 | $0.33 | $1,743.02 | 24 | Dasani Water |
| Water with Sports Cap | 23.7oz | 2952 | 123 | $38.98 | $1.62 | $4,794.05 | 24 | Smartwater |
| Flavored Water No Calorie | 23.7oz | 624 | 26 | $38.98 | $1.62 | $1,013.38 | 24 | Smartwater |
| Apple Juice | 10oz | 912 | 38 | $19.20 | $0.80 | $729.77 | 24 | Minute Maid Juice |
| Orange Juice | 10oz | 336 | 14 | $19.20 | $0.80 | $268.86 | 24 | Minute Maid Juice |
| | | 11,136 | 464 | | | $9,662.37 | | |

# Attachments B & C, Brand Nutrition Values: www.coca-colacompany.com/brands

Attachment B

**Business Felony Conviction Statement**

**Stillwater Public Schools**

Coca-Cola Southwest Beverages has entered into a contract dated _____ with
(Company/Name)

STILLWATER PUBLIC SCHOOLS. The undersigned is a principal of the company and/or is authorized to execute and deliver this statement for and on behalf of the company. No employee of the company who has worked on or is working on school premises during normal school hours has been convicted in this state, the United States, or another state of: (i) any sex offense subject to the Sex Offenders Registration Act in this state or similar of another state or the Federal Sex Offender Registration provisions; or (ii) any unpardoned felony sex offense within the last ten (10) years; except that the foregoing does not apply to volunteers, persons performing community service hours under court order, or persons performing community service under a supervised work release program, except that persons performing community service hours or services under work release have not been allowed to work on school premises at any time after having been convicted of any sex offense subject to the Sex Offenders Registration Act of this state, similar law of any other state, or Federal Sex Offender Registration provisions.

The undersigned is personally familiar with the facts stated above and makes the statement of the undersigned's personal knowledge.

Signature of Company Representative

04/30/25
Dated

Chris Sheehan
Printed Name of Company Representative

Attachment C:

**Certification Statement**

I as the below named representative do hereby certify that I have read and thoroughly understand the bid requirements and specifications and that this bid proposal meets such criteria. I further certify that all deliveries will be made as requested and that all unit prices have been checked for accuracy and correctness. As such these prices will be honored without any change or escalation for the duration of the bid except that price adjustment may be allowed as so stated in the specifications.

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporations, firm, partnership, or individual has not prepared this bid under collusion with any other bidder, and that the contents of this bid as to prices, terms, conditions, of said bid have not been communicated by the undersigned nor by any employee of agent to any other person engaged in this type of business prior to the official opening of this bid.

Company Name: Coca-Cola Southwest Beverages
Address: 4705 S Perkins Rd
City, State, Zip: Stillwater OK, 74074
Representative Signature:
Representative Name: Chris Sheehan
Date: 04/30/25

Accounts Payable/Accounts Receivable Mailing and Contact Information:
Contact Persor
Billing Address
Phone Number
E-mail: _____

Stillwater ISD will use the current payment process in place

ssified - Confide

# Thank you!




ARCACONTINENTAL
Coca-Cola SOUTHWEST BEVERAGES

SUPPORTING
ACADEMIC
EXCELLENCE

March 27, 2024

Stillwater Public Schools
Child Nutrition – Krista Neal
5021 Noth Perkins Road
Stillwater, OK 74075

To Whom It May Concern:

Hiland Dairy would like to submit the attached, revised prices for the 2024-2025 school year.

This is an escalating/de-escalating bid based on the March 1, 2024 Federal Milk Marketing Order for class 1 skim and Class 1 butterfat. Please see attached clause for monthly cost adjustment factors.

Please feel free to call if you have any questions.

We look forward to hearing from you on the outcome of the bid.

Sincerely,

B.J. Howard
Hiland Dairy Foods Company

## Attachment A: Technical Proposal

1. Provide a brief overview of your company. The company statistics at a glance should include the company name, name of the parent company (if applicable), date the company was established, company structure (public, private), key competencies, product capability, and publically available future plans. Hiland Dairy began in 1938 in Springfield, Missouri and is currently part of the Prairie Farms group of companies as a joint venture partnership of Prairie Farms and Dairy Farmers of America. The Prairie Farms and Hiland Footprint encompasses the entire middle part of the country and combined is the second largest dairy manufacturer in the country. The combined revenue of both organizations is over 4 billion dollars.
2. Provide detailed information on how you would manage this account.
   Direct School Delivery
3. Can SPS order electronically, including using web-based catalogs or product information?
   Not at this time
4. Can you provide reporting including invoicing and usage?
   Yes
5. Indicate your "normal" business hours.
   Monday thru Friday 8am- 5pm
6. Where are the majority of your dairy farms located?
   Oklahoma/Kansas
7. Where is dairy processed and packaged?
   Norman, Oklahoma
8. How many units are in a case?
   50/Milk 75/Juice 27/Aseptic
9. How many grams of added sugar are in flavored varieties?
   No more than 10 grams
10. Are prices firm until at least August 31, 2024?
    NO
11. Will products be refrigerated or shelf-stable?
    Yes, Both
12. If refrigerated,
    a. Products must be delivered daily to each school site (addresses in Attachment D). Products must be delivered between 6:00 am -10:30 am, or 1:00 pm -2:30 pm.
    b. Are you able to comply with these requirements? Yes
    c. If you are unable to comply with any part of the requirements, please indicate the problem, the reasons you are unable to comply, and outline any alternative(s) that you propose. N/A
    d. How often are prices changed? Monthly
    e. If we are not in school what is the best plan for us to get a milk delivery?
       We generally work with food service director to deliver
13. If shelf-stable,
    a. What is the minimum order quantity? 27 Units
    b. What is the minimum ship quantity for the price quoted? 1 case
    c. How often do prices change? Monthly
    d. What is the shelf life from the time of delivery? 45 days
14. What type of packaging is used? Square carton, bottle, Tetrapak, etc.
    Square paper carton
15. Are straws needed to consume the milk? If so, are straws provided?
    Straws are not needed
16. Do you supply any other units such as 12-ounce bottles?
    Pints/ 16oz bottles
17. Do you provide any refrigeration equipment?
    NO

18. Explain your policy regarding special inventory requests, including, but not limited to, volume requirements and slot availability. Notify Dairy 3 days before

19. How do you ensure the product is delivered safely and on time?
We follow company policy

20. What is the best way for SPS to contact you with questions or concerns? Who is the best point of contact for SPS? Nick Morris is Ponca City branch manager and can be reached by phone or email

21. Are any purchasing incentives offered? Explain in detail the incentives offered.
No

22. Accounts Payable/Accounts Receivable Mailing and Contact Information:
Contact Person: Hiland Dairy Foods- Wichita Div
Billing Address: PO Box 843148, Kansas City, MO 64184
Phone Number: 316-267-4221
E-mail: lshellito@hilanddairy.com

22. Contact Information and Acknowledgement

I as the below-named representative do hereby certify that I have read and thoroughly understand the proposal requirements and specifications and that this proposal meets such criteria. I further certify that all deliveries will be made as requested and that all unit prices have been checked for accuracy and correctness. As such, these prices will be honored without any change or escalation for the duration of the proposal except that price adjustment may be allowed as so stated in the specifications.

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporation, firm, partnership, or individual has not prepared this proposal under collusion with any other vendor, and that the contents of this proposal as to prices, terms, conditions, of the said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business before the official opening of this proposal.

Please provide contact information for the person primarily responsible for preparing/submitting the RFP response:
Legal name of company: Hiland Dairy Foods Co
Business name if different:
Contact name: BJ Howard
Address: 1100 Thunderbird RD
City, State, Zip Chandler, OK 74834
Phone: 405-258-3100 e-mail: bjhoward@hilanddairy.com

The undersigned acknowledges that he/she has completed this RFP response independently and without assistance from any Stillwater Public Schools consultant, and certifies that he/she is authorized to act on behalf of the company whose legal name is listed above for obligating said company to this response and the resulting provision of products/services for the period indicated in this response. Unless noted above, all requirements can be met.

Billie E Howard 3-27-24
Signature of Authorized Person Date

BJ Howard
Printed Name of Authorized Person

**Attachment B**
**It is not necessary to provide pricing on all the items shown to be considered for a purchasing agreement. Providing pricing on only specific items will NOT exclude you from the process.**

| Product | Description | Proposed Price Per Each | Estimated Usage | Extended Price |
|---|---|---|---|---|
| ½ pint non-fat chocolate milk | 9178-Hpt choc skim | .42 | 486,000 | |
| ½ pint ~~non-fat~~ 1% flavored milk | 30352-Hpt Straw 1% | .40 | 32,400 | |
| ½ pint plain low-fat milk | 9173-Hpt Skim | .4050 | 180,000 | |
| ½ pint lactose-free low-fat or fat-free milk. Specify variety and plain or flavored | 35244-Hpt 1% lactose-free | .77 | | |
| 1-gallon plain low-fat milk | 1413- Gallon Skim<br>1346-Gallon 1%<br>1201-Gallon 2% | 5.40<br>5.45<br>5.59 | | |
| Other products offered | 35246-Hpt Aseptic 1%<br>35245-Hpt Aseptic Choc 1% | .65<br>.65 | | |
| Other products offered | 9224-5Lb Sour Cream | 10.00 | | |
| Other products offered | 5762-5Lb sc cottage cheese<br>5763-5lb LF cottage cheese | 12.00<br>12.00 | | |

# 2024-2025 MILK BID

**STILLWATER PUBLIC SCHOOLS**

**CHILD NUTRITION**

**5021 N PERKINS RD**

**STILLWATER, OK 74075 405-533-6300**

| Prod # | Item Description | Price |
|---|---|---|
| 9175 | 1/2 Pint chocolate 1% Milk | 0.4000 |
| 9178 | 1/2 Pint Choc Skim | 0.4200 |
| 9171 | 1/2 Pint 1% | 0.4000 |
| 9173 | 1/2 Pint Skim | 0.4050 |
| 30352 | 1/2 Pint Strawberry 1% | 0.4000 |
| 35246 | 1/2 Pint 1% Aseptic | 0.6500 |
| 35245 | 1/2 Pint Choc 1% Aseptic | 0.6500 |
| 35244 | 1/2 Pint Lactose Free 1% | 0.7700 |
| 24363 | 4oz Cherry Apple Juice | 0.2850 |
| 9504 | 4oz Apple Juice | 0.2800 |
| 9508 | 4oz Orange Juice | 0.3000 |
| 5763 | 5# Cottage Cheese Low Fat | 12.0000 |
| 5762 | 5# Cottage Cheese Small Curd | 12.0000 |
| 9224 | 5# Sour Cream | 10.0000 |
| 1413 | Gallon Skim Milk | 5.4000 |
| 1346 | Gallon 1% Milk | 5.4500 |
| 1201 | Gallon 2% Milk | 5.5900 |

## Milk Escalator / De-Escalator Pricing Clause (DFA Supplied)

The pricing quoted is based on **March's 2024** Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers of America.

The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of $.10 per CWT (up or down) will move the cost of a half pint $ .00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate, re-sale products (ex. Tropicana, Sport Shake), etc. Supporting documentation will be supplied upon request.

All price changes will become effective on the 1st day of the month following the price announcement.

**Attachment C- Compliance Form**

Business Felony Conviction Statement
Stillwater Public Schools

Hiland Dairy Foods has entered into an agreement contract dated 04/02/24 with
(Company/Name)
STILLWATER PUBLIC SCHOOLS. The undersigned is a principal of the company and/or is authorized to execute and deliver this statement for and on behalf of the company. No employee of the company who has worked on or is working on school premises during normal school hours has been convicted in this state, the United States, or another state of (i) any sex offense subject to the Sex Offenders Registration Act in this state or similar of another state or the Federal Sex Offender Registration provisions; or (ii) any unpardoned felony sex offense within the last ten (10) years; except that the foregoing does not apply to volunteers, persons performing community service hours under court order, or persons performing community service under a supervised work release program, except that persons performing community service hours or services under work release have not been allowed to work on school premises at any time after having been convicted of any sex offense subject to the Sex Offenders Registration Act of this state, similar law of any other state, or Federal Sex Offender Registration provisions.
The undersigned is personally familiar with the facts stated above and makes the statement of the undersigned's knowledge.

Billie Howard 03/27/2024
Signature of Company Representative Dated

DJ Howard
Printed Name of Company Representative

***Stillwater Public Schools***
SCHOOL NUTRITION SERVICES
5005 North Perkins Road
Stillwater, Oklahoma 74075
405-533-6445

Stillwater Public Schools **Frozen Treats**
Request for Proposals for School Year 2025-2026
Due Thursday, **9:00 A.M. CST May 1, 2025**

Stillwater Public Schools (hereafter known as SPS) Nutrition Services Department is requesting proposals from qualified suppliers to provide frozen treats for SPS for the 2025-2026 school year. This Request for Proposals applies only to the frozen treat items listed or proposed. **All items must meet Smart Snacks in Schools guidelines.**

The award will be given to the company submitting the best responsive and responsible proposal satisfying the requirements and offering the best overall value for Stillwater Public Schools.

The Board of Education reserves the right to reject any or all proposals and to terminate the agreement at any time if the vendor fails, neglects or refuses to comply with the terms of the agreement. Responding vendors will be notified of the awardee upon final approval by the Stillwater Board of Education on or after May 14, 2025.

Buy American Provision: Section 104(d) amended Section 12(n) of the National School Lunch Act (NSLA) (42 U.S.1760) to require School Food Authorities participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the United States to purchase for those programs, to the maximum extent practicable, domestic United States Department of Agriculture (USDA) Foods or products. For purposes of this provision, the term domestic food commodity or product means agricultural USDA Foods produced in the United States, including Guam, American Samoa, the Virgin Islands, Puerto Rico, and the Northern Mariana Islands, and food products processed in the United States SUBSTANTIALLY using agricultural USDA Foods that are produced in the United States. The Conference Report accompanying Public Law 105-336 makes it clear that the term SUBSTANTIALLY means that over 51 percent of the processed food comes from American-produced products. (SD-24-2016)

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Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish).
USDA is an equal opportunity provider and employer.

1) Invitation
   a) You are cordially extended an invitation to submit proposals for frozen treats Stillwater Public Schools Nutrition Services for the 2025-2026 school year.

   b) Proposals due no later than 9:00 A.M. CST May 1, 2025.

   c) Proposed prices will be available to school related organizations only through the Nutrition Services Department regardless of time and other activities on school property for the agreement period.

   d) Agreement Period: July 1, 2025 – June 30, 2026

   e) Proposal Opening: May 1, 2025, 9:00 a.m. CST

   f) Address: Stillwater Public Schools
   Nutrition Services
   5005 North Perkins
   Stillwater, Oklahoma 74075

   g) Contact Person: Krista Neal, MS, RD, LD, SNS
   Director of Nutrition Services
   405-533-6445
   kneal@stillwaterschools.com

2) General Information
   a) The purpose of this solicitation is to obtain, evaluate and award, through a competitive process, one (1) frozen treat supplier who can furnish and deliver frozen treats directly to two Stillwater Public Schools dining facilities as necessary to maintain an adequate supply of fresh product at each of the cafeterias.

   b) The supplier must provide merchandising freezers.

   c) Stillwater Public Schools serves frozen treats to 1,800 students in two schools.

   d) Stillwater High School may be added as a third site. SHS serves approximately 225 students per lunch.

   e) The period of performance for goods and services subject to this solicitation and any resulting contract shall be for one complete school year from July 1, 2025 through June 30, 2026.

   f) Estimated dollars spent on frozen treats per year for Stillwater Public Schools is approximately $9,000.

   g) Where it may serve SPS's best interest, SPS reserves the right to spot purchase some similar products from other sources.

   h) Each vendor is responsible for examining the proposal information, instructions, special provisions, specifications, forms, proposal form, and all other terms and conditions contained herein prior to submitting a proposal. Failure to examine any portion of this solicitation, or any errors made in the preparation of your response, shall be at your own risk.

   i) Vendor agreement for frozen treats will be separate from any other vendor agreements

3) Deliveries will be made to the following sites:
   a) Stillwater High School- **if participating**

1224 N Husband
Stillwater, OK 74075

b) Stillwater Junior High School
1900 N Skyline
Stillwater, OK 74075

c) Stillwater Middle School
2200 S Sangre Road
Stillwater, OK 74074

4) Terms and Conditions
   a) This agreement may be bid and awarded on a line-item basis or by item/groups of items, whichever is in the best interest of SPS.
   b) Any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition.
   c) Proposals must include all required forms.
   d) By submitting a proposal, the vendor acknowledges and will honor the Terms and Conditions. Any attachments produced by the vendor and submitted with this proposal will become part of this proposal. These Terms and Conditions will apply to all attachments and supersede any Terms and Conditions in any attachments.
   e) Proposals may be rejected unless the above procedures are followed. SPS reserves the right to reject any and all proposals if it is in the best interest of the district to do so.

5) Buy American Provision
   a) By submitting and signing this proposal/bid, the vendor hereby acknowledges and certifies that his/her company complies with the Buy American Provisions of Section 104(d) amended Section 12(n) of the National School Lunch Act (NSLA) (42 U.S.C. 1760) that the food furnished to the school district(s) is a domestic food commodity or product and is SUBSTANTIALLY produced and processed in the United States. For the purpose of compliance with this requirement SUBSTANTIALLY shall mean over 51% of the processed food come from American-produced products.

   b) If the vendor is unable to certify compliance with Buy American Provision, the vendor shall so state such in his/her response and provide an explanation as to why it cannot certify compliance.

6) Smart Snacks in Schools
   a) All products must meet the Smart Snacks in Schools guidelines.
   b) https://www.fns.usda.gov/tn/guide-smart-snacks-school
   c) Nutrition labels for each product must be included in the proposal.

7) Award Criteria
   a) Proposals will be evaluated according to the following general criteria. However, SPS reserves the right to use other granular information, data, and references provided in the proposer's response and/or plant visits and other evaluation factors deemed to be in SPS's best interest to evaluate and award this proposal.

| Evaluation factors | Points |
|---|---|
| Pricing and responsiveness: fixed case pricing, fixed fee per case pricing, other pricing criteria, duration of firm pricing; escalation calculation methods | 51 |
| Supplier's qualifications: size, capacity, service capabilities, plant/facility, personnel, insurance, other related factors | 15 |
| Supplier's references & past performance | 17 |
| Supplier's safety, health and sanitation programs, practices, awards, performance, and evaluation site visits | 17 |
| Total | 100 |

b) Vendors who do not provide merchandising freezers will not be considered.

c) The District reserves the right to use any or all of the following factors in determining whether a vendor is considered to be qualified and responsible.
   1) The ability, capacity and skill of the vendor to perform the agreement or provide the service requested.
   2) Whether the vendor can perform the agreement or provide the service promptly or within the time specified, without delay or interference;
   3) The character, integrity, reputation, judgment, experience and efficiency of the vendor;
   4) The quality of performance of previous agreements or services;
   5) The previous and existing compliance by the vendor with laws and ordinances relating to the agreement or service;
   6) The sufficiency of the financial resources and ability of the vendor to perform the agreement or provide the service;
   7) Cost/delivered price
   8) The quality, availability and adaptability of the equipment and parts.
   9) Discounts and incentives (e.g., quick payment, volume)
   10) Value-added services (e.g. reporting, inventory management)

d) Award of an agreement is not a guarantee that all items in the quantities specified on the proposal will be ordered. Orders will be placed and confirmed throughout the school year by means of a purchase order and vendor order.

e) Upon notification of a price increase by an awarded vendor, SPS reserves the right to reject the price increase, evaluate the next lowest responsive vendor or issue a new RFP.

f) Projected award date will be on or after May 14, 2025. Purchase orders issued against awarded agreements may be issued on or after July 1, 2025.

8) Requirements and Pricing
   a) Amounts needed for each item are estimates only and are not guaranteed. Estimated usage is in Attachment A.

   b) The cost established with the initial proposal must be firm until August 31, 2025. Preference will be given to vendors who propose firm prices for the duration of the agreement.

   c) There shall be no storage charges for any items stocked by the Vendor. Substitutions made for "out of stock" items are acceptable only with District approval and priced at or below the proposed price of the original items.

d) No items requested shall include any state or federal excise tax. The tax exemption certificate will be furnished upon request.

e) As the agreement commences, pricing may be requested for new items.

f) The Vendor shall pass on to the District all promotional allowances, discounts, and manufacturer's rebates in the form of lower prices. The Vendor shall also keep the District informed of any rebates that could be redeemed by the District and provide tracking information on usage so that the District may take full advantage of all available rebates and free goods offers.

9) Term of Agreement
   a) The initial term shall be from July 1, 2025 to June 30, 2026.

   b) This agreement may be extended annually for an additional four (4) years upon mutual ratification by the parties.

10) Proposal Instructions
   a) It is not necessary to provide pricing on all the items shown to be considered for a purchasing agreement. Providing pricing on only specific items will NOT exclude you from the process.

   b) When evaluating proposals, data will not be manipulated. **Ensure bid units are correct**.

   c) All proposals and required forms are due at the Nutrition Services office, 5005 N. Perkins Road, Stillwater, OK 74075 by 9:00 am May 1, 2025. Submit all materials in a sealed envelope marked "Frozen Treats Proposal", or email to nutrition@stillwaterschools with the subject line, "Frozen Treats Proposal".

   d) The proposal must include
      1) Attachment A: price quotes
      2) Attachment B: Business Felony Conviction Statement
      3) Attachment C: Certification Statement
      4) Nutrition label for any products proposed.

Attachment A

| | Estimated Annual Individual Units | Proposed Price | Estimated Annual Price |
|---|---|---|---|
| Fat Free Yogurt Flavored Cup 66g | 2543 | $14.82/0.82 Case/Unit | $2104.44 |
| Chocolate Sundae Cup 52g | 1380 | $26.75/0.56 Case/Unit | $775.75 |
| Strawberry Dessert Cup 52g | 900 | $26.75/0.56 Case/Unit | $508.25 |
| Vanilla Dessert Cup 52g | 660 | $26.75/0.56 Case/Unit | $374.50 |
| Vanilla Sandwich 65g | 2850 | $18.99/0.79 Case/Unit | $2259.81 |
| Cookies and Cream Sandwich 65g | 3510 | $18.99/0.79 Case/Unit | $2791.53 |
| Chocolate Ice Cream Bar 68g | 4950 | $22.80/0.63 Case/Unit | $3146.40 |
| Strawberry Ice Cream Bar 68g | 3960 | $22.80/0.63 Case/Unit | $2508.00 |
| Fudge Bar 68g | 1935 | $17.33/0.48 Case/Unit | $935.82 |
| Flavored Cone 73g | 2580 | $19.98/0.83 Case/Unit | $2157.84 |
| Cookies and Cream Cone 62g | 3840 | $19.98/0.83 Case/Unit | $3196.80 |

| **Attachment A** | Quantity Per Case | Estimated Units to Cases | Cases Rounded | Estimated Annual Individual Units | Case price | Unit price | Proposed Price | Estimated Annual Price |
|---|---|---|---|---|---|---|---|---|
| Fat Free Yogurt Flavored Cup 66g | 18 | 141.2777778 | 142 | 2543 | 14.82 | 0.82 | 14.82/0.82 | 2104.44 |
| Chocolate Sundae Cup 52g | 48 | 28.75 | 29 | 1380 | 26.75 | 0.56 | 26.75/0.56 | 775.75 |
| Strawberry Dessert Cup 52g | 48 | 18.75 | 19 | 900 | 26.75 | 0.56 | 26.75/0.56 | 508.25 |
| Vanilla Dessert Cup 52g | 48 | 13.75 | 14 | 660 | 26.75 | 0.56 | 26.75/0.56 | 374.5 |
| Vanilla Sandwich 65g | 24 | 118.75 | 119 | 2850 | 18.99 | 0.79 | 18.99/0.79 | 2259.81 |
| Cookies and Cream Sandwich 65g | 24 | 146.25 | 147 | 3510 | 18.99 | 0.79 | 18.99/0.79 | 2791.53 |
| Chocolate Ice Cream Bar 68g | 36 | 137.5 | 138 | 4950 | 22.8 | 0.63 | 22.80/0.63 | 3146.4 |
| Strawberry Ice Cream Bar 68g | 36 | 110 | 110 | 3960 | 22.8 | 0.63 | 22.80/0.63 | 2508 |
| Fudge Bar 68g | 36 | 53.75 | 54 | 1935 | 17.33 | 0.48 | 17.33/0.48 | 935.82 |
| Flavored Cone 73g | 24 | 107.5 | 108 | 2580 | 19.98 | 0.83 | 19.98/0.83 | 2157.84 |
| Cookies and Cream Cone 62g | 24 | 160 | 160 | 3840 | 19.98 | 0.83 | 19.98/0.83 | 3196.8 |

Attachment B

**Business Felony Conviction Statement**

**Stillwater Public Schools**

Klement Distribution, Inc. has entered into a contract dated 4/11/2025 with
(Company/Name)

STILLWATER PUBLIC SCHOOLS. The undersigned is a principal of the company and/or is authorized to execute and deliver this statement for and on behalf of the company. No employee of the company who has worked on or is working on school premises during normal school hours has been convicted in this state, the United States, or another state of: (i) any sex offense subject to the Sex Offenders Registration Act in this state or similar of another state or the Federal Sex Offender Registration provisions; or (ii) any unpardoned felony sex offense within the last ten (10) years; except that the foregoing does not apply to volunteers, persons performing community service hours under court order, or persons performing community service under a supervised work release program, except that persons performing community service hours or services under work release have not been allowed to work on school premises at any time after having been convicted of any sex offense subject to the Sex Offenders Registration Act of this state, similar law of any other state, or Federal Sex Offender Registration provisions.

The undersigned is personally familiar with the facts stated above and makes the statement of the undersigned's personal knowledge.

Signature of Company Representative

4/11/2025
Dated

AJ Abrantes
Printed Name of Company Representative

Attachment C:

**Certification Statement**

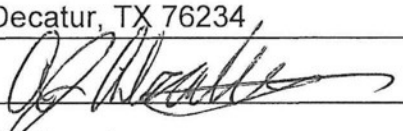
I as the below named representative do hereby certify that I have read and thoroughly understand the bid requirements and specifications and that this bid proposal meets such criteria. I further certify that all deliveries will be made as requested and that all unit prices have been checked for accuracy and correctness. As such these prices will be honored without any change or escalation for the duration of the bid except that price adjustment may be allowed as so stated in the specifications.

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporations, firm, partnership, or individual has not prepared this bid under collusion with any other bidder, and that the contents of this bid as to prices, terms, conditions, of said bid have not been communicated by the undersigned nor by any employee of agent to any other person engaged in this type of business prior to the official opening of this bid.

Company Name: Klement Distribution, Inc.

Address: 3271 Hwy 287 S

City, State, Zip: Decatur, TX 76234

Representative Signature: 

Representative Name: AJ Abrantes

Date: 4/11/2025

Accounts Payable/Accounts Receivable Mailing and Contact Information:

Contact Person: Juanita Keel

Billing Address: PO Box 505, Decatur, TX 76234

Phone Number: 940-627-1773

E-mail: juanita.keel@klementdistribution.com




*Prices Effective July 1, 2025* *SY 2025-2026*

| Brand | Item Number | Product | Quantity Per Case | Ounces | Wholesale Price | Unit Price |
|---|---|---|---|---|---|---|
| **Stick Bars** | | | | | | |
| Hershey's | 24682-31000 | Polar Blast Fruit Punch Bar | 36 | 2.25 oz. | $17.33 | $0.48 |
| Hershey's | 24682-31152 | Fudge-O Bar | 36 | 2 oz. | $17.33 | $0.48 |
| Hershey's | 24682-31150 | Chocolate Scooter Bar | 36 | 2.75 oz. | $22.80 | $0.63 |
| Hershey's | 24682-31151 | Strawberry Scooter Bar | 36 | 2.75 oz. | $22.80 | $0.63 |
| Rich's | 0-75455-86010-3 | Orange Cream Pop Bar | 24 | 2.5 oz. | $12.20 | $0.51 |
| Rich's | 0-75455-86265-7 | Savagely Sour Blue Raspberry Bar | 24 | 2.5 oz. | $12.20 | $0.51 |
| Rich's | 0-75455-86266-4 | Savagely Sour Cherry Bar | 24 | 2.5 oz. | $12.20 | $0.51 |
| Rich's | 0-75455-86270-1 | Cool Watermelon Bar | 24 | 2.5 oz. | $12.20 | $0.51 |
| **Fruit Bars** | | | | | | |
| Hershey's | 24682-31234 | Tropi-Kool Fruit Bar - Strawberry | 24 | 4 oz. | $40.19 | $1.67 |
| Hershey's | 24682-31232 | Tropi-Kool Fruit Bars - Mango | 24 | 4 oz. | $40.19 | $1.67 |
| **Ice Cream Sandwiches** | | | | | | |
| Hershey's | 24682-31319 | Reduced Fat Vanilla Ice Cream Sandwich | 24 | 4 oz. | $18.99 | $0.79 |
| Hershey's | 24682-31355 | Reduced Fat Cookies & Cream Ice Cream Sandwich | 24 | 4 oz. | $18.99 | $0.79 |
| Hershey's | 24682-31357 | Low Fat Panda Party Sandwich | 24 | 4 oz. | $18.99 | $0.79 |
| Hershey's | 24682-31352 | Mighty Mini Ice Cream Sandwich | 48 | 2.5 oz. | $23.72 | $0.49 |
| Rich's | 0-75455-44030-5 | LF Vanilla Sandwich | 24 | 4 oz. | $14.88 | $0.62 |
| Rich's | 0-75455-44100-5 | LF Cookie and Cream Sandwich | 24 | 4 oz. | $14.88 | $0.62 |
| **Ice Cream Cones** | | | | | | |
| Hershey's | 24682-31303 | Crazy Cone | 24 | 4 oz. | $19.98 | $0.83 |
| Hershey's | 24682-31306 | Low Fat Cookies & Cream Cone | 24 | 4 oz. | $19.98 | $0.83 |
| Hershey's | 24682-31307 | Vanilla Chocolate Twist Cone | 24 | 4 oz. | $19.98 | $0.83 |
| Rich's | 0-75455-42200-4 | LF Crumbled Cookie Cone | 24 | 4 oz. | $16.67 | $0.69 |
| Rich's | 0-75455-42400-8 | LF Birthday Cake Cone | 24 | 4 oz. | $16.67 | $0.69 |
| **Push-Up Pop** | | | | | | |
| Hershey's | 24682-40001 | Sillytubes Wild Monster Melon - 1/4 Cup Fruit Serving | 24 | 2.75 oz. | $24.00 | $1.00 |
| Rich's | 0-75455-42570-8 | Polar Pole - Cherry | 24 | 2.75 oz. | $16.56 | $0.69 |
| **Juice Rush Cups - 100% Fruit Juice - 1/2 Cup Fruit Serving on the Tray** | | | | | | |
| Hershey's | 24682-31700 | Juice Rush Cherry Blue Raspberry | 80 | 4.4 oz. | $50.67 | $0.63 |
| Hershey's | 24682-31702 | Juice Rush Strawberry Mango | 80 | 4.4 oz. | $50.67 | $0.63 |
| **Twister Cups** | | | | | | |
| Hershey's | 24682-50245 | No Fat Twister Cups Cotton Candy Yogurt | 18 | 3.75 oz. | $14.82 | $0.82 |
| Rich's | 0-75455-40140-5 | Sour Cyclone | 24 | 3.75 oz. | $16.49 | $0.69 |
| **3 oz. Plastic Dessert Cups** | | | | | | |
| Hershey's | 24682-31662 | Low Fat Chocolate Sundae Plastic Dessert Cup | 48 | 3 oz. | $26.75 | $0.56 |
| Hershey's | 24682-31663 | Low Fat Strawberry Sundae Plastic Dessert Cup | 48 | 3 oz. | $26.75 | $0.56 |
| Hershey's | 24682-31669 | Low Fat Vanilla Plastic Dessert Cup | 48 | 3 oz. | $26.75 | $0.56 |
| **4 oz. Foam Dessert Cups** | | | | | | |
| Hershey's | 24682-31480 | Lemon Sherbet Cup | 24 | 4 oz. | $12.17 | $0.51 |
| Hershey's | 24682-31490 | Orange Sherbet Cup | 24 | 4 oz. | $12.17 | $0.51 |
| Hershey's | 24682-31500 | Raspberry Sherbet Cup | 24 | 4 oz. | $12.17 | $0.51 |
| Hershey's | 24682-31570 | No Fat Vanilla Yogurt Dessert Cup | 24 | 4 oz. | $13.68 | $0.57 |
| ALL WELLNESS PRODUCTS HAVE BEEN APPROVED BY THE USDA AS SMART SNACK ITEMS | | | | | | |

**Klement Distrib Klement Distribution**
**3271 US HWY 2: 3271 US HWY 287 S Decatur, TX 76234**
**Phone: 940-627 Phone: 940-627-1773 · Fax: 940-627-0227**

**CONFIDENTIAL**

# PREMIUM KLEMENT DISTRIBUTION INC.

## STANDARD K-12

HERSHEY'S Ice Cream

*Prices Effective July 1, 2025* *SY 2025-2026*

| Item Number | Product | Quantity Per Case | Wholesale Price | Unit Price |
|---|---|---|---|---|
| **Bulk Ice Cream Products** | | | | |
| | Premium Bulk Flavors - 3 Gallon Cans | 1 | $44.05 | $44.05 |
| | Yogurt Bulk | 1 | $44.05 | $44.05 |
| | Sherbet / Sorbet Bulk | 1 | $44.05 | $44.05 |
| | Premium Gold Bulk Flavors - 3 Gallon Cans | 1 | $49.95 | $49.95 |
| | Reduced Fat / No Sugar Added Bulk | 1 | $49.95 | $49.95 |
| | Oatmazing Bulk | 1 | $70.38 | $70.38 |
| **Stick Bars** | | | | |
| 24682-31208 | Strawberry Shortcake - 4 oz. | 24 | $47.19 | $1.97 |
| 24682-31211 | Banana Pudding - 4 oz. | 24 | $47.19 | $1.97 |
| 24682-31207 | Chocolate Éclair - 4 oz. | 24 | $47.19 | $1.97 |
| **Fruit Bars** | | | | |
| 24682-31234 | Strawberry Tropi-Kool Fruit Bar - 4 oz. | 24 | $40.19 | $1.67 |
| 24682-31232 | Mango Tropi-Kool Fruit Bar - 4 oz. | 24 | $40.19 | $1.67 |
| 24682-31231 | Coconut Tropi-Kool Fruit Bar - 4 oz. | 24 | $40.19 | $1.67 |
| **Sandwiches** | | | | |
| 24682-31341 | Giant Vanilla Sandwich - 6 oz. | 24 | $45.00 | $1.88 |
| 24682-31329 | Giant Andes Mint Sandwich - 6 oz. | 24 | $45.00 | $1.88 |
| 24682-31280 | Polar Bear Round Sandwich - Chocolate Chip - 4.5 oz. | 24 | $63.42 | $2.64 |
| 24682-31285 | Polar Bear Round Sandwich - Cookies & Cream - 4.5 oz. | 24 | $63.42 | $2.64 |
| **6 oz. Cups** | | | | |
| 24682-31261 | Vanilla Cup - 6 oz. | 12 | $28.80 | $2.40 |
| 24682-31262 | Chocolate Cup - 6 oz. | 12 | $28.80 | $2.40 |
| 24682-31267 | Cookies and Cream Cup - 6 oz. | 12 | $28.80 | $2.40 |
| 24682-31268 | Cotton Candy Cup - 6 oz. | 12 | $28.80 | $2.40 |
| 24682-31269 | Midnight Caramel River - 6 oz. | 12 | $28.80 | $2.40 |
| 24682-31333 | Chocolate Sundae Cup - 6 oz. | 12 | $28.80 | $2.40 |
| 24682-31334 | Strawberry Sundae Cup - 6 oz. | 12 | $28.80 | $2.40 |
| 24682-31336 | Dulce De Leche Cup - 6 oz. | 12 | $28.80 | $2.40 |
| **Cones** | | | | |
| 24682-31305 | Moose Tracks Cone - 6 oz. | 12 | $31.56 | $2.63 |
| 24682-31312 | Incredible Cone - 6 oz. | 12 | $31.56 | $2.63 |
| 24682-31302 | P. Nutty Cone - 4 oz. | 24 | $31.56 | $1.32 |
| **Pints** | | | | |
| | Premium HIC Pints | 6 | $19.80 | $3.30 |
| **M&M Mars** | | | | |
| 47677-48248 | SNICKER'S Ice Cream Bar Impulse 2.8 oz. - 2/24ct | 48 | $95.31 | $1.99 |
| 47677-47420 | TWIX Ice Cream Bar Impulse 3 oz. - 2/24ct | 48 | $95.31 | $1.99 |
| **Cakes** | | | | |
| 24682-06015 | 13x9 Large Sheet Cake | 3 | $112.87 | $37.62 |
| PRODUCTS OF HERSHEY CREAMERY CO. – NOT AFFILIATED WITH HERSHEY'S CHOCOLATE | | | | |

**Klement Distribution**
**3271 US HWY 287 S Decatur, TX 76234**
**Phone: 940-627-1773 · Fax: 940-627-0227**

**CONFIDENTIAL**

OKLAHOMA

# Purchase Order

Dispatch via Print

| Purchase Order | Date | Revision | Page |
|---|---|---|---|
| 0409019796 | 02/25/2025 | | 1 |
| **Payment Terms** | **Freight Terms** | | **Ship Via** |
| 0 Days | Free on board at Destination | | Common |
| **Buyer** | **Phone/Email** | | **Currency** |
| Ashley Bender | 405/522-1148 | | USD |

## Department of Agriculture
OK DEPT OF AGRICULTURE FOOD & FORESTRY
ADMINISTRATIVE SERVICES
2800 N LINCOLN BLVD
OKLAHOMA CITY OK 731054298

**Supplier:** 0000077090
STILLWATER PUBLIC SCHOOLS
314 S LEWIS ST
STILLWATER OK 74074-3500

**Ship To:** OK DEPT OF AGRICULTURE, FOOD & FORESTRY
MARKET DEVELOPMENT SERVICES
PO BOX 528804
OKLAHOMA CITY OK 73152 8804

**Bill To:** OK DEPT OF AGRICULTURE, FOOD & FORESTRY
MARKET DEVELOPMENT SERVICES
PO BOX 528804
OKLAHOMA CITY OK 73152-8804

**Tax Exempt?** Y **Tax Exempt ID:** 736017987

| Line-Sch | Cat CD / Item Id | Description | Quantity | UOM | PO Price | Extended Amt | Due Date |
|---|---|---|---|---|---|---|---|
| 1- 1 | 84101501 / 1000013712 | GRANT Federal Funding to Subdivisions, Federal Grants that pass through State Agency to State and Local Governments and Non-profit Organizations | 1.0000 | EA | 25,000.0000 | 25,000.00 | 02/25/2025 |

Funding for installation of approved Oklahoma Local Food for School Program Grant in accordance with attached contract.

**Total PO Amount** 25,000.00

COMMENTS:
This contract is for an indefinite quantity and the State may, or may not, buy the quantity mentioned in this contract

This contract shall be considered to be in force until the expiration date or until 30 days after notice has been given by either party of its desire to terminate the contract.

During the effective term of the Agreement, should funding be increased, reduced or limited, the Department may increase, reduce or limit the monies available pursuant to this Agreement via issuance of a change order.

Contract period date of award through June 30, 2026.

Immediate cancellation shall be administered when violations are found to be an impediment to the function of the agency and detrimental to its cause, or when conditions preclude the 30 day notice.

Vendor Contact: Krista Neal 405-533-6445

Agency Contact: Brady Womack 405-522-3752
Agency Reference: 5423, 19501, 45, 3100001, FY25, E0001

**Authorized Signature**

Daniel C. Ridings, Director of Administrative Services

Digitally signed by Daniel C. Ridings, Director of Administrative Services
Date: 2025.03.06 17:02:22 -06'00'

**AGREEMENT**

**BY AND BETWEEN**

**THE OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY**

**AND**

**STILLWATER PUBLIC SCHOOL**

This Agreement by and between the Oklahoma Department of Agriculture, Food, and Forestry (Department), P.O. Box 528804, Oklahoma City, Oklahoma 73152-8804 and Stillwater Public School, 5005 N. Perkins, Stillwater, OK 74075, is accepted by both the Department and Stillwater Public School for the purpose of fulfilling the objectives and provisions of the Oklahoma Local Food for Schools Program (OKLFS) and pursuant to the OKLFS rules.

## NAME OF PROJECT

Oklahoma Local Food for Schools Program (OKLFS)

## PURPOSE

The Oklahoma Local Food for Schools Program is state funded. Stillwater Public School will utilize the grant money to purchase unprocessed or minimally processed food in accordance with the OKLFS Grant application submitted to and held on file by the Department.

## AGREEMENT TERMS

This Agreement shall not exceed Twenty-Five Thousand Dollars ($25,000.00) in state funds. Total funds available for this Agreement shall be disbursed in increments based upon compliance with the OKLFS program, and payable on a cost reimbursable basis pursuant to paid invoice/receipts submitted to ODAFF by Stillwater Public School. No expenditures shall be made pursuant to the Agreement until after receiving a copy of the purchase order. All invoices for monies pursuant to this Agreement shall contain only expenditures that occurred during the term of the Agreement. All reports, invoices, and correspondence regarding this Agreement shall include the purchase order number for the benefit of all parties.

## DURATION

This Agreement shall be valid and in effect only after it is signed, dated, and a purchase order issued (Effective Date) and shall conclude on June 30, 2026. This Agreement shall remain in effect until the expiration date, or until thirty (30) days after written notice has been given by either party of their intent and desire to terminate the Agreement.

## TERMINATION AND AMENDMENTS

This Agreement may be modified by mutually acceptable written amendments, and an addendum shall be duly executed by authorized officials of the Department and Stillwater Public School. Either party may request termination of this Agreement upon thirty (30) days written notice to the other party. Early termination of this Agreement shall require an amendment to this Agreement and may require reimbursement up to the Agreement amount. During the effective term of the Agreement should funding be increased, reduced or limited, the Department may increase, reduce or limit the monies available pursuant to this Agreement via issuance of a change order.

## STILLWATER PUBLIC SCHOOL AGREES

1. To purchase food that is unprocessed or minimally processed in Oklahoma and is grown or raised within the State of Oklahoma.

2. To purchase unprocessed or minimally processed food from the approved vendor list at www.ag.ok.gov and submit three (3) bids for unprocessed or minimally processed food from the approved vendor list.

3. To submit invoices and proof of expenditure documentation not to exceed Twenty-Five Thousand Dollars ($25,000.00) upon issuance of the purchase order by June 30, 2026. After June 30, 2026, funds will be released from the existing purchase order.

4. To provide the Department any information needed or requested to demonstrate the effectiveness of the program.

5. That a failure to comply with all of the terms and provisions of this Agreement shall result in a suspension of eligibility for all other Department loan or grant programs and participation in any Department promotional program until such time that all terms and provisions of this Agreement are completed.

6. To retain all necessary records, books, and any other reasonably necessary documentation relating to the nature, time, and scope of the Agreement, regardless of form, for a period of seven (7) years following completion or termination of the Agreement. If an audit, litigation, or other action involving the records is commenced before the end of the seven (7) year retention period, the records shall be maintained for two (2) years from the date that all issues arising out of the action are resolved.

7. To allow the State Auditor or any other auditor specified by the Department to conduct an examination of any and all pertinent records, including books, documents, papers, records, accounting procedures and practices, claims, and other data regardless of type whether in written form, computer data, or any other form filed or produced relating to Stillwater Public School's performance under this Agreement or any of its subcontractors engaged in the performance of or involving any transactions related to this Agreement.

8. And certifies that the school and all proposed subcontractors, whether known or unknown at the time this Agreement is executed or awarded, are in compliance with 25 O.S. § 1313 and participate

in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the Free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

## DEPARTMENT AGREES

1. To reimburse Stillwater Public School upon receipt of properly submitted paid invoices or receipts, an amount not to exceed Twenty-Five Thousand Dollars ($25,000.00) of OKLFS funds to support the designated Project.

2. To provide payment to Stillwater Public School within forty-five (45) days upon receiving a proper invoice.

3. To assign a purchase order to initiate the Project work to Stillwater Public School.

## COMPLIANCE

This Agreement is made expressly subject to, and the parties expressly agree to comply with and abide by, all of the laws of the United States and of the State of Oklahoma and any political subdivision where any portion of the Agreement is to be performed, including all rules and regulations now existing or that may be promulgated in accordance with all laws applicable in any way to the performance of this Agreement including, but not limited to, the Occupational Safety and Health Act and the Fair Labor Standards Act. The parties shall comply with all local, state, and federal laws regulating employment practices, including those prohibiting discrimination based on sex, race, religion, creed, color, ethnic background, age, and disabilities. Acceptance of this Agreement constitutes awareness of and compliance with the requirements of the aforementioned laws and the Americans with Disabilities Act.

## SEVERABILITY

If any provision of this Agreement is found illegal, invalid, or unenforceable under present or future laws effective during the term of this Agreement or any renewal or extension of this Agreement, then it is the intention of the undersigned parties that the remainder of this Agreement shall not be affected. Additionally, for each provision of this Agreement found illegal, invalid, or unenforceable the parties shall add as an amendment to this Agreement a valid and enforceable provision as similar as possible to the terms contained in the unenforceable provision.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the last date written below.

| | |
|---|---|
| For: **STILLWATER PUBLIC SCHOOL** | For: **OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY** |
| By: Krista Neal, MS, RD, LD, SNS | By: Daniel C. Ridings, Director of Administrative Services<br>Digitally signed by Daniel C. Ridings, Director of Administrative Services<br>Date: 2025.03.06 17:03:05 -06'00' |
| (Signature) | (Signature) |
| Krista Neal, Nutrition Services Director | |
| (Printed Name and Title) | (Printed Name and Title) |
| Date: 02/21/2025 | Date: |

# OKLAHOMA STATE DEPARTMENT OF EDUCATION

## CHILD NUTRITION PROGRAMS (CNP)

## PERMANENT AGREEMENT
## 7 CFR 225.6(i)

## SUMMER FOOD SERVICE PROGRAM (SFSP)

In order to effect the purpose of Section 13 of the National School Lunch Act (42 U.S.C. 1761), as amended, and the regulations governing the Summer Food Service Program for Children issued under 7 CFR Part 225, referred to as the *Program*, the State Department of Education, hereinafter referred to as the *State Agency*, and the sponsor whose name and address appear at the end of this Agreement, covenant and agree as follows:

**THE STATE AGENCY AGREES THAT IT SHALL:**

1. Reimburse the sponsor in connection with meals served under the Program to children at site(s) for which Site Information Sheet(s) have been submitted and approved by the State Agency.

    a. During the period covered by this Agreement, the amount of reimbursement for meals served shall not exceed an amount equal to the number of meals, by type, served to eligible children multiplied by the applicable rates of reimbursement.

2. Provide advance payments to the sponsor to assist in meeting program costs. Procedures for advance payments will be in accordance with Section 225.9(c) of the Program regulations.

**THE SPONSOR AGREES THAT IT SHALL:**

1. Operate a nonprofit food service during the period specified, as follows:

    a. From May through September for children on school vacation.

    b. At any time of the year, in the case of sponsors administering the Program under a continuous school calendar system; or

    c. During the period from October through April, if it serves an area affected by an unanticipated school closure due to a natural disaster, major building repairs, court orders relating to school safety or other issues, labor-management disputes, or, when approved by the State agency, a similar cause.

2. For school food authorities, offer meals which meet the requirements and provisions set forth in §225.16 during times designated as meal service periods by the sponsor, and offer the same meals to all children. 7 CFR 225.6(i)(2).

    For all other sponsors, serve meals which meet the requirements and provisions set forth in §225.16 during times designated as meal service periods by the sponsor, and serve the same meals to all children. 7 CFR 225.6(i)(3).

3. Serve meals without cost to all children, except that camps may charge for meals served to children who are not served meals under the Program.

4. Issue a free meal policy statement in accordance with Section 225.6(c) of Program regulations.

5. Meet the training requirements for its administrative and site personnel as required under Section 225.15(d)(1) of Program regulations.

6. Claim reimbursement only for the type of meals specified in this agreement and served without charge to children at approved sites during the approved meal service period, except that camps shall claim reimbursement only for the type of meals specified in the agreement and served without charge to children who meet the Program's income standards. The agreement shall specify the approved levels of meal service for the sponsor's sites if such levels are required under §225.6(d)(2). No permanent changes may be made in the serving time of any meal unless the changes are approved by the State agency.

7. Submit claims for reimbursement in accordance with procedures established by the State Agency and those stated in Section 225.9 of Program regulations.

8. In the storage, preparation, and service of food, maintain proper sanitation and health standards in conformance with all applicable state and local laws and regulations.

9. Accept and use, in quantities that may be efficiently utilized in the Program, such food that may be offered as a donation by the United States Department of Agriculture (USDA).

10. Have access to facilities necessary for storing, preparing, and serving food.

11. Maintain a financial management system as prescribed by the State Agency.

12. Maintain on file documentation of site visits and reviews in accordance with Section 225.15(d)(2) and (3).

13. Upon request, make all accounts and records pertaining to the Program available to State, Federal, or other authorized officials for audit or administrative review, at a reasonable time and location. These records shall be retained for a period of three years after the end of the fiscal year to which they pertain, unless audit or investigative findings have not been resolved, in which case the records shall be retained until all issues raised by the audit or investigation have been resolved.

14. Maintain children on-site while meals are consumed.

15. Retain final financial and administrative responsibility of its Program.

16. Provide audits as outlined in Section 225.10 of Program regulations and in accordance with 2 CFR 200.501. Any sponsor who expends more than $1,000,000 in total federal funds in the prior fiscal year will be asked to submit a Program-specific audit. If a sponsor fails to submit an organization-wide audit to the State Agency, their claim for reimbursement will not be processed.

**THE STATE AGENCY AND SPONSOR MUTUALLY AGREE THAT:**

1. Summer Food Service Program sites may be deleted or added to this application as the need arises **PROVIDED,** however, that no site may be added until the State Agency issues written notice of approval.

2. No member or delegate to Congress or Resident Commissioner shall be admitted to any share or part of this Agreement or to any benefit that may arise therefrom; but this provision shall not be construed to extend this Agreement if made with a corporation for its benefit.

3. The terms used in this Agreement have the same meaning as set forth in Section 225.2 of Program regulations.

4. The Healthy, Hunger-Free Kids Act of 2010 requires that the agreement between the State agency and SFSP sponsor be permanent. This means that once the State agency and SFSP sponsor enter into an agreement, it does not need to be renewed. SFSP sponsors now operating under a permanent agreement must submit an annual budget for administrative costs that must be approved by the State agency.

   It is important to understand that describing the agreement as "permanent" means only that the agreement has no predetermined expiration date. Under certain circumstances, these agreements may be amended or cancelled, and this feature of the agreement does not create contractual obligations beyond those described in the SFSP regulations.

## RECORD-KEEPING REQUIREMENTS

The sponsor must keep full and accurate records respecting its food service to serve as a basis for the claim for reimbursement and for audit and review purposes. Records must include the following:

1. Records that document eligibility for the Summer Food Service Program
2. Records that support the number of meals served to children
3. Records that support food service costs
4. Records that support administrative costs
5. Records to support funds accruing to the Program
6. Other records include: agreement with schools to furnish meals; contract with a food service management company; bid procedures used; records and inventories of USDA donated foods; monitor's reports of site visits and reviews; records of training conducted; menu records; receipts, invoices, and bills for all rented or purchased items and services; bank statements and deposit slips; accounting ledgers; and sanitation and health reports.

Additionally, records that document eligibility for the SFSP such as the application to participate in the SFSP and the signed agreement with the State agency must be maintained.

**NONDISCRIMINATION**
(FNS-113)

The Program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), Department of Justice (28 CFR Parts 42 and 50), and Food and Nutrition Service (FNS) directives or regulations issued pursuant to that Act and the regulations to the effect that no person in the United States shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the Program applicant received federal financial assistance from the United State Department of Agriculture; and hereby gives assurance that it will immediately take any measures necessary to fulfill this Agreement.

This assurance is given in consideration of and for the purpose of obtaining any and all federal financial assistance, grants, and loans of federal funds, reimbursable expenditures, grants, or donations of federal property and interest in property, the detail of federal personnel, the sale and lease of, and the permission to use, federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with federal financial assistance extended to the Program applicant by USDA. This includes any federal agreement, arrangement, or other contract that has one of its purposes the provision of cash assistance for the purpose of food and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of Program operation to review such records, books, and accounts as needed to ascertain compliance with nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture Food and Nutrition Service shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from the USDA.

I certify that the site(s) has been visited and the information is true and correct to the best of my knowledge. I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes. The person or persons whose signature appear below are authorized to sign this assurance on the behalf of the Program applicant.

*The authorized representative, whose signature appears on the Certificate of Authority/Authorized User Form, certifies that all completed information is true and correct to the best of his or her knowledge. This person signs or electronically submits and accepts final responsibility for the monthly claim for reimbursement and receives all correspondence from the State Agency.*

Posted: March 5, 2025
Proposals due: April 10, 2025

Stillwater School Nutrition Services Prime Vendor RFP for School Year 2025-2026

**Public Notice**

Stillwater Public Schools Nutrition Services issues this Request for Proposals (RFP) to procure a contract solution for a **PRIME VENDOR (for Nutrition Services Food and Related Supplies).** Details of the RFP are available beginning March 5, 2025, continuing until April 10, 2025.

Proposals must be submitted in a sealed packet, clearly marked as Prime Vendor and dated with the Response closing date. **Proposals must include two separate sealed envelopes; one for the Technical Proposal and the other for the Pricing Proposal.** Each sealed envelope must be clearly marked indicating "Technical Proposal" or "Pricing Proposal". Proposals must be received by the Stillwater Public Schools (SPS) Nutrition Services office 5005 N Perkins, Stillwater, OK 74075 by April 10, 2025, at 10:00 a.m. Central Time. Any responses received after 10:00 pm (Central Time) on April 10, 2025, will not be considered.

Non-Kickback Affidavit must be submitted.

The vendor must comply with the Contract Work Hours and Safety Standards Act (CWHSSA), which is a United States federal law that covers hours and safety standards. The Act provides that employees receive no less than one and one-half times their basic rate of pay for all hours worked over 40 in a workweek.

This procurement utilizes the Request for Proposal method and, as such, award does not have to be made to the company submitting the lowest priced proposal. The award will be given to the company submitting the best responsive proposal satisfying the requirements of Stillwater Public Schools.

Questions must be in writing and directed to Krista Neal, Nutrition Services Director, by email at kneal@stillwaterschools.com.

The Stillwater Public Schools Board of Education is under no obligation to accept any offer and reserves the right to reject any or all offers. This RFP is submitted as a legal offer and when awarded by the Board of Education constitutes a firm contract. The Board of Education reserves the right to terminate the contract at any time if the offeror fails, neglects or refuses to comply with the terms of the contract. Responding offerors will be notified of the awardee upon final approval by the Stillwater Board of Education.

Buy American Provision: Section 104(d) amended Section 12(n) of the National School Lunch Act (NSLA) (42 U.S.1760) to require School Food Authorities participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the United States to purchase for those programs, to the maximum extent practicable, domestic United States Department of Agriculture (USDA) Foods or products. For purposes of this provision, the term domestic food commodity or product means agricultural USDA Foods produced in the United States, including Guam, American Samoa, the Virgin Islands, Puerto Rico, and the Northern Mariana Islands, and food products processed in the United States SUBSTANTIALLY using agricultural USDA Foods that are produced in the United States. The Conference Report accompanying Public Law 105-336 clarifies that the term SUBSTANTIALLY means that over 51 percent of processed food comes from American-produced products. (SD-24-2016)

Premier and US Foods observe the Buy American provision to the maximum extent practicable, requiring that the food delivered is of domestic origin and/or the product is substantially produced in the United States. Here, substantially means 51% or more of the processed food is from U.S. produced products.

If compliance cannot be certified, we will explain why with the Buy American provision. Non-compliance may include but not limited to when a product is not produced or manufactured in the U.S. in enough and/or reasonable quantities

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of a satisfactory quality – or when competitive quotes, bids and proposals reveal the cost of a U.S. product is significantly higher than the foreign product.
Notwithstanding US Foods' efforts to abide with the Buy American provision, it remains your responsibility to monitor certification and compliance. You are responsible for including, when applicable, a "Buy American Clause" in product specifications, bid solicitations, requests for proposals (RFPs), purchase orders and other procurement documents.

The United States Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or any program or activity conducted or funded by USDA. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <http://www.ascr.usda.gov/complaint_filing_cust.html>, or any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to USDA by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250- 9410, by fax at 202-690-7442, or email at <program.intake@usda.gov>.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish).
USDA is an equal opportunity provider and employer.
US Foods with OMNIA Partners and Premier has read and understood **Public Notice**.

## TERMS & CONDITIONS

1. Sealed proposals are due at the Stillwater School Nutrition Services Office 5005 N Perkins, Stillwater, Oklahoma. Offers received after the closing time stated in the proposal will not be considered.
2. Proposals must be sealed and clearly marked with the name of the vendor, and closing date of RFP.
3. The award will be made, on the basis of price and other factors, to the responsive and responsible firm whose response is most advantageous to SPS, after price and other factors have been considered.
4. Penciled offers will not be accepted. All corrections must be initialed.
5. Anti-Collusion Affidavit and Non-Kickback Affidavits must be submitted.
6. Items shall be proposed F.O.B. to SPS and include packaging, handling, shipping, and delivery charges fully prepaid by the vendor.
7. All proposals must be submitted exclusive of Federal Excise Tax and Oklahoma State Sales Tax. If documentation of tax exemption is required, please make such notation on your proposal and such documentation will be furnished to the vendor with the purchase order.
8. The vendor shall deliver merchandise/services as proposed. No deviations shall be made without prior approval of SPS Nutrition Services.
9. No interpretation will be addressed by the SPS Nutrition Services unless it is received at least seven (7) days prior to the scheduled closing time. Any and all such interpretations and supplemental instructions will be in the form of written addenda and will be sent to all prospective vendors if the competitive nature of the RFP is affected. An extension of the closing date may be made by SPS, if the situation warrants.
10. Proposals should reference the brand name/item number listed or its equivalent. If proposals are based on equivalent ("alternate") products, indicate on the response form the manufacturer's name and item number. The vendor must submit spec sheets for any proposed "alternates" or where the brand is not specified. Proof of equivalency is the responsibility of the vendor, but final determination of acceptable equivalency belongs to SPS. Proposals that do not comply with these requirements are subject to rejection.

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11. All proposals submitted are subject to the purchasing policies and procedures established by the SPS Board of Education, these Terms and Conditions, and specifications listed herein – all of which are made a part of this RFP by reference. This RFP, any subsequent purchase order or contract, and all related payments will be governed by the laws of the State of Oklahoma.
12. This RFP is submitted as a legal offer, and any bid awarded by SPS Board of Education constitutes a firm contract.
13. This form must be completed with the corporate name of the responder and must be fully and properly executed by an authorized person and notarized with full knowledge and acceptance of all its provisions. Any contract award and subsequent payment will be made on the basis of responder's name as shown on the response. Oklahoma laws require each vendor submitting a response to the State of Oklahoma for goods or services to furnish a notarized sworn statement of non-collusion; therefore, this response is invalid if the statement of non-collusion is not signed.
14. By submitting a response, the vendor acknowledges and will honor the Terms and Conditions. Any attachments produced by the responder and submitted with this proposal will become part of this proposal. These Terms and Conditions will apply to all attachments and supersede any Terms and Conditions in any attachments.
15. PROPOSALS MAY BE REJECTED UNLESS THE ABOVE PROCEDURES ARE FOLLOWED. SPS RESERVES THE RIGHT TO REJECT ANY AND ALL OFFERS IF IT IS IN THE BEST INTEREST OF THE DISTRICT TO DO SO.
16. If this contract will involve any labor on the campus of SPS, the vendor must provide insurance coverage as prescribed by the laws of the State of Oklahoma. The vendor will hold the District harmless and will assume all responsibility for personal injury and property damage occurring with the project. The awarded vendor is to ensure a copy of an Insurance Certificate showing coverage by Worker's Compensation and/or other Liability Insurance is on file with the District, or that s(he) is exempt from carrying such insurance, BEFORE work begins.

    US Foods hereby agrees to indemnify, defend and hold harmless **Stillwater Public Schools** and each of, its directors, officers, agents, employees, representatives, successors and assigns, (collectively, "Indemnitees") from and against any and all claims, demands, actions, losses, expenses, damages, liabilities, costs (including, without limitation, interest, penalties and reasonable attorneys' fees) and judgments (collectively, "Loss") arising out of: (a) any damage or defect to any products that is caused by US Foods while such products were in the care, custody or control of USF, (b) any acts or omissions of USF and its employees and agents acting under its control or supervision, and (c) any breach of this Agreement or proposal by US Foods provided, however, that there shall be no right to indemnification hereunder for any Loss arising out of the acts or omissions of any Indemnitee.

17. If your company participates in a national purchasing cooperative, please contact SPS Nutrition Services information regarding the District's participation.
18. There shall be no storage charges for any items stocked by the Vendor. Substitutions made for "out of stock" items are acceptable only with District approval and priced at or below the proposed price of the original items.

    There shall be no storage charges for any items stocked by US Foods. Our priority is to ensure the products you receive meet your requirements. Although we are not liable for price differences between products, our system is designed to prevent the delivery of unauthorized items to your facilities. US Foods' streamlined process begins with reserving product inventory 48 hours prior to delivery, aiming to eliminate any potential shortages. Where a product is found to be out of stock at this stage or during order confirmation, an alert will promptly notify you. To ensure that your operations continue seamlessly, we offer two distinct processes for product substitutions:

    - **Exception Management:** This option allows you to select a substitute product at the time of order confirmation or when alerted about an out-of-stock product. It provides you with the flexibility to make timely decisions.

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- **Master List Management (MLM):** MLM offers a more proactive approach by enabling you to centrally manage your shopping lists. You have real-time visibility into stock statuses and the ability to exercise complete control over substitute options for all products. This means you can pre-select and prioritize up to 4 approved substitute options based on various factors such as cost, nutrition, brand, and more. The stock status for these substitutes is clearly displayed, allowing you to make well-informed choices ahead of time.

With these processes in place, we aim to provide you with a seamless ordering experience, ensuring that you receive the necessary products to maintain smooth operations at your facilities.

19. The Vendor shall keep the District informed of any rebates that could be redeemed by the District and provide tracking information on usage so that the District may take full advantage of all available rebates and free goods offers.
    The Premier Foodservice Program with US Foods offers deviations, allowances, and contracted manufacturer agreement rebates (CMARs) through its portfolio of contracted manufacturer agreements (CMAs). Rebates and price adjustments negotiated at the time of contracting include the number of adjustments, factors required to change, and price caps for the 3-year agreement. This process is managed directly by Premier. Contract utilization can be tracked through US Foods Business Analytics.

    Please see the attached exhibit: **Cost Plus Fixed-Fee-Per-Case.pdf**

20. Deliveries are to be made weekly to 5005 N Perkins, Stillwater, OK 74075.
    a. Deliveries will be made during normal operating hours of 6:30 am – 11:00 am .
    b. A loading dock is available.
    c. All products and invoices will be inspected and signed by a Nutrition Services employee at the time of delivery denoting correctness of delivery, unless otherwise noted.
       Delivery day and windows will remain the same as a current US Foods customer.

       US Foods' Proof of Delivery makes deliveries easy and efficient and saves you time by ensuring that you get invoiced for exactly what was delivered.
       - Drivers scan each item to confirm accurate delivery
       - Your invoice is instantly adjusted for missing, damaged or refused items
       - Receive an accurate invoice at the time of delivery
       - Save time tracking credit memos and reconciling invoices

       Managing your busy day is challenging enough without spending time watching over deliveries or tracking down credits and invoice adjustments. US Foods is committed to making it easy, with POD technology that brings accuracy and efficiencies to your delivery door, to save you time and money.
       - Instant, accurate invoice–Printed at time of delivery and retrievable online
       - On-the-spot adjustments–You are invoiced for exactly what is delivered
       - Faster receiving–Spend less time monitoring deliveries
       - Transparent–Accurate invoice and electronic signature capture

21. Returns and Credits:
    a. Nutrition Services reserves the right to refuse and return any product, at the time of delivery or at the next delivery date, that is determined to be unacceptable. Returned items and cause of refusal will be denoted on the signed invoice.
    b. Unacceptable product includes, but is not limited to: not meeting specification, out of date, damaged, or pilfered.

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c. Vendor will replace refused product within a time frame not disruptive of planned usage. Time frame will be mutually determined on a case by case basis by Nutrition Services and the vendor.

**Return Policy:**

Customers may need to return products for various reasons, such as damage, defects, quality issues, wrong shipments, unwanted substitutions, expired products, or changes in preferences. To provide clarity and maintain product integrity, we have established specific guidelines for different product classes.

- Refrigerated ready to eat products and ice cream: At the time of delivery.
- Frozen (if never thawed) products, dry and non-food products: Next delivery day.
- Drop Shipped Products: See carrier instructions and use the return label on the box.
- Special Orders: No returns allowed.
- Refused Product: If a product is damaged, out-of-code date, incorrect, or unwanted, it can be refused at delivery, and credit will be issued. The driver will adjust the original invoice accordingly.

If a product pickup and return is necessary, customers should request a "PickUp" when placing their regular orders.

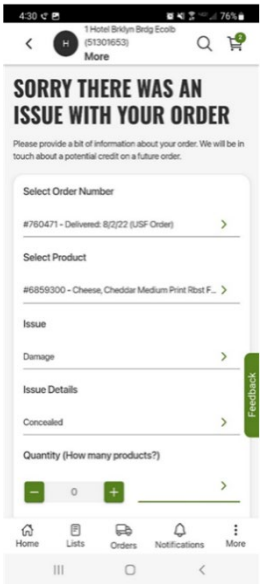
The following policy applies:

- Returned merchandise must be in resalable condition and packed in its original carton, unless authorized for quality inspection.
- Return requests because of quality problems require approval from US Foods. To submit credits, please email pictures of the yellow US Foods sticker, manufacturer code numbers on the box, and the product itself to US Foods Customer Service for approval.
- All returned items must have the original warehouse pick label affixed to them.
- Customers with large pallet drops and key drops must notify Customer Service via email within 24 hours of delivery regarding any product issues.
- All requests for returns of items must be reported within 14 days of receiving the merchandise.
- Returns are not accepted for merchandise made to order, imprinted items, or special order (non-stock) merchandise.
- Customers must adhere to the Criteria for Product to be Returned by Customers, Transportation procedures for Product

NEW to US Foods! Processing credits are now easier than ever and can be done from the convenience of your phone.

Steps to Request a Credit:

1. Gather Required Information:
    a. Order Number
    b. Product Number
2. Issue Type (e.g., damage, spoilage, wrong product, expired, or short delivery)
    a. Quantity Involved
3. Include Photos (if applicable based on the issue type).
    a. Submit the Credit Request:
    b. Automatically generates a Service Request for tracking.




Returns, Driver Check-In procedures, and procedures for Product Returned by Customers Due to a Product Recall as outlined in the US Foods Good Manufacturing Practices. Please note that a pickup memo serves as a receipt of the returned product(s) and does not represent a credit.

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22. Nutrition Services invoices are paid twice a month.
23. Either party may terminate this contract by notifying the other party in writing within thirty (30) days prior to the intended date of termination. Failure to comply in full with the terms of this contract will be considered cause for immediate cancellation.
24. Code of Conduct: No employee, officer, or agent of the District shall participate in selection or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved.
25. Energy Policy and Conservation Act: The vendor must comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
26. Clean Air/Water Act: Vendor must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act and the Federal Water Pollution Control Act as amended. Vendor certifies that none of the facilities it uses to produce goods provided under the Contract are on the Environmental Protection Authority (EPA) List of Violating Facilities. Vendor must immediately notify the District of the receipt of any communication indicating that any of the Vendor's facilities are under consideration to be listed on the EPA List of Violating Facilities.
27. Contract Work Hours/Safety Standards Act: Vendor must comply with all applicable standards, orders, and requirements issued under 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).
28. Protest Procedures: Any actual or prospective vendor who considers himself to have been aggrieved in connection with any solicitation, evaluation, or award of a contract by the District may formally protest by submitting in writing to the Business Office of the District specific identification of the statutory or regulatory provision alleged to be violated and a description of the specific action alleged to be in violation. If the protest is not resolved by mutual agreement, the District shall issue a written determination to the protesting party that includes the resolution of the protest. (SPS Policy #6350)

## EQUAL OPPORTUNITY STATEMENT

Stillwater Public Schools, in compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of The Education Amendments of 1972, Sections 503 and 504 of The Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, The Family and Medical Leave Act of 1993, The Civil Rights Act of 1991, and other Federal Laws and Regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures; this includes but is not limited to admissions, employment, financial aid, and educational services.

US Foods with OMNIA Partners and Premier has read and understood **Terms and Conditions**.

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# Scope of Work

The goal of this Request for Proposal (RFP) is to establish a contract with a Vendor for the purchase and delivery of food and non-food items by Stillwater Public Schools Nutrition Services.

The contract shall include a complete and comprehensive program for orders, deliveries, fill-rate, pricing, invoicing, promotions and rebates, electronic data transmission, and evaluation programs. Stillwater Public Schools reserve the right to utilize a secondary vendor for food items if it is determined that it is in the best interest of the district to do so.

## Orders and Deliveries:

### US Foods Online Ordering Platform

Still Water Public Schools will continue to have complete access to PremierFSDO.com (FSDO), an exclusive and user-friendly platform that enables easy management of operations and ordering of food, supplies, and services.

**Features:**

- Easy online ordering with a powerful and state-of-the-art marketplace.
  Access to market news, recipes, and services.
- Compatible with internet browsers and mobile applications with automatic upgrades at no extra cost.
- Instant email order confirmation and real-time inventory information.
  Product comparison and error prevention for seamless ordering.
- Personalized language options and intuitive search for ease of use.
  Customizable substitute suggestions for flexible purchasing.
- Access to invoices, payment history, and preparation for auto-substitution.
- Dedicated FSDO News Page for the latest releases, updates, events, resources, and Premier Foodservice Program training.

As a current customer of US Foods, delivery days and delivery windows will remain the same under the Premier Foodservice Program.

The **Proof of Delivery (POD)** from US Foods revolutionizes the delivery process with state-of-the-art technology that ensures an exact match between the items delivered to you and your invoice. POD makes deliveries easy and efficient and saves you time by ensuring that you get invoiced for exactly what was delivered.

- Drivers scan each item to confirm accurate delivery
- Your invoice is instantly adjusted for missing, damaged or refused items
- Receive an accurate invoice at the time of delivery
- Save time tracking credit memos and reconciling invoices

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US Foods' corporate goal for on-time deliveries is 87%, and our current rate for Premier members is 87.44%.

As part of the Premier Foodservice Distribution Agreement, US Foods is committed to providing a 99% fill rate, inclusive of customer-approved substitutions, over one month. If the fill rates are found to be below 99% for one month, US Foods will develop action plans to identify and resolve the issues that are causing the deficiency.

***In our Value-added section below, you will find a list of programs and services designed to save you time and money. The robust offering of rebates and Incentives are detailed in our Executive Summary and below under Questions.***

Pricing proposals will be evaluated based on the lump sum of the Market Basket (see Attachment A).

Stillwater Public Schools' expectations are that the Vendor shall maintain a high quality program for warehousing and distribution, to assure that first-in first-out principles are used, product shelf life is monitored, products are free of damage, correct products and quantities are selected and delivered at the correct price, product discrepancies and complaints are resolved and corrective action is initiated, customer satisfaction is monitored, supplier, USDA and FDA initiated food recalls are promptly reported, and salvaged products are not used. It is critical to Stillwater Public Schools that an alliance is established with a Vendor who has a record of conforming to contractual requirements and schedules, a record of reasonable and cooperative behavior, commitment to customer satisfaction and an overall business-like concern for the interests and success of the customer. Proposals may include references from current Oklahoma school customers to help evaluate overall qualifications and customer satisfaction.

**References**

**Stillwater Public Schools**

Krista Neal, Nutrition Services Director

5005 N. Perkins Road

Stillwater, OK 74075

(405) 533-6445

**Edmond Public Schools**

Kayla Steverson, Director of Child Nutrition

125 N. State Street

Edmond, OK 73003

(405) 340-2846

**Moore Public Schools**

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Tara Malbrough, CNO Director

615 South Tower Dr.

Moore, OK 73160

(405) 735-4032

US Foods takes food safety and food defense very seriously. We practice safe food handling during all phases when product is in our control. Our Food Safety and Quality Assurance Department monitors the implementation of US Foods food safety policies and procedures that comply with the U.S. Food and Drug Administration's (FDA) requirements. Our distribution center warehouse employees and drivers receive in-depth food safety and food defense training when hired and then again annually.

All US Foods Distribution Centers are Global Food Safety Initiative (GFSI) certified using the International Featured Standards (IFS) Logistics Standard. US Foods contracts with NSF International (NSF), a well-respected global auditing firm, to perform inspections at each of our facilities.

US Foods follows the FDA Food Safety and Modernization Act (FSMA) and has updated preventive controls and hazard analysis & critical control point (HACCP) programs in place. Each Distribution Center has Preventive Controls Qualified Individuals and HACCP trained employees on staff.

US Foods requires Exclusive Brand product (products bearing our label) manufacturers and all other manufacturers mandated by law to have a HACCP program and to submit an annual letter of compliance. Additionally, we require that all Exclusive Brand packers be GFSI certified.

US Foods facilities are registered with the FDA in compliance with the FDA's Public Health Security and Bioterrorism Preparedness and Response Act, and all registered facilities maintain the requisite records identifying the immediate previous source and immediate subsequent recipient for all food products. Security of our facilities, trucks, and personnel is strictly maintained and periodically re-evaluated. US Foods Distribution Centers have access control and other security programs in place. Incoming product is inspected for possible signs of tampering.

Protecting the health and safety of our customers and their customers is of the highest importance for all of us at US Foods. For additional information, please visit our website at www.usfoods.com.

While the purpose of this RFP is to establish an agreement with a Vendor to provide Stillwater Public Schools with a primary source of supply for regularly ordered food, the resulting agreement is not to be interpreted as an "exclusive" agreement with respect to all requirements for such products. It is anticipated that certain products or categories of products will be accepted or excluded from the

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Agreement. A listing of specific exceptions would include, but not be limited to the following: ice cream and novelties, fresh milk and dairy products, bread, produce, vending items and non-food items.

Stillwater Public Schools will not guarantee any purchase volume under any contract resulting from this RFP.

As a prime vendor, US Foods is committed to partnering with **Stillwater Public Schools** through the Premier Group Purchasing and Distribution Program. We define the prime vendor relationship as 80% of your annual food and supply spend. Please note that line item or Category Awards are not permissible under the Premier Program.

Stillwater Public Schools expect the Vendor to work in concert with all the participating staff to provide a high-quality dining program at competitive prices. With this goal in mind, the Vendor is expected to apprise Stillwater Public Schools and participating districts of opportunities to reduce cost and maintain high standards of food quality.

US Foods will continue to work with Still Water Public Schools to reduce costs and maintain standards. Through our relationship over the past 5 years Cindy has proactively communicated on manufacturer issues, daily reporting and bringing new items into stock. We have also began helping Still Water Public Schools engage with **Health-e Pro** as a Value-added service for menu planning and documentation to help save you time and money. We will continue to coordinate and host meetings/vendor shows on the memberships behalf to show new product ideas and collaborate.

US Foods and Premier leverage both their buying power and innovation to help you with your business and unique needs. Please see the list of Tools and Services available.

## FOOD

### E-COMM

Get complete control of your ordering with one simple, integrated platform.

### MOBILE ORDERING

With auto-save protecting your orders–even with your connection drops–and easy inventory tracking, you have control at your fingertips...anywhere and anytime.

### MASTER LIST MANAGEMENT

360° visibility and access gives you total control of your shopping lists and helps you make informed purchasing decisions across your entire network.

### Trendview® 360

Web-based analytical tool designed to assist our customers in taking control of foodservice costs. View weekly or monthly data to make timely decisions, enhance operations and maximize the value of their US Foods® purchasing program, available at no additional cost.

### FOOD FANATICS CHEFS

From introducing the latest products and innovations, to offering in-depth menu and recipe analysis, to consulting with operators on how to better your operation, Food Fanatics Chefs are here for you.

### SCOOP

Bringing 50-75 on-trend items to market every year across a range of categories, our exclusive product-innovation launch is all about food and fresh ideas designed to inspire your culinary vision.

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### FOOD FANATICS MAGAZINE
This is where our Food Fanatics Chefs share their love of food through trends, recipes and ideas that inspire success.

### CULINARY EQUIPMENT AND SUPPLIES
Essential chef equipment supplies and best-in-class solutions that foodservice operators need to get more done in less time in the back of the house.

### HUNGRY FOR BETTER
Food can do remarkable things, like create change that unites us all and improves the state of our planet, people and communities. We are committed to working with our partners and suppliers to bring you the best and widest selection of products that are locally sourced, sustainable and promote well-being.

### US FOODS DIRECT
Tens of thousands of specialty products, shipped directly to you via FedEx and UPS. An entire, ever-expanding product assortment is available online and through our fully integrated mobile ordering platform.

## SERVICES

### HEALTH-E PRO
Premier's Meal Planner is menu planning software designed to take the mystery and complexity out of menu planning. It is approved by USDA for nutrient analyses in school meal programs and for use in certification of compliance with lunch meal requirements.

### BETTER BUYS
This is an integrated tool in our online ordering system, Premier FSDO, that provides real-time product conversion opportunities and savings.

### PRODUCT SELECTION
With Product Standardization, our US Foods representatives can review your purchases and identify opportunities where you can achieve more savings with your particular agreements. The higher the participation level in manufacturer agreements, the greater the savings.

### MENU PROFIT PRO (MPP)
It has never been easier to optimize your menu and improve your bottom line. MPP quickly calculates costs and margins and makes sure you are making the most of each item.

### ALERTS
Get important delivery or ordering information via email or push notifications on your mobile app, no matter where you are.

### PINEAPPLE ACADEMY
Improve operations while attracting and retaining employees through online training and career development opportunities from Pineapple Academy.

### EXPANDSHARE

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By consistently onboarding and cross training your employees, you improve scheduling agility and retain better employees with career development opportunities.

**INVENTORY CONTROL**

Identify high-cost products within your inventory and compare pricing of current inventories to past inventories to ensure cost efficiency.

**ALWAYS SAFE**

100% Online food safety training that is an ANSI accredited provider of Online Food Protection Manager, Food Handler and Allergen Awareness courses.

**PREMIER**
**CHILD NUTRITION SPECIALISTS**

Access exclusive resources and dietitians who specialize in menu planning, standardization and USDA compliance.

**REGIONAL MEETINGS**

Learn of the newest contracts, latest trends and industry best practices while networking with your fellow foodservice professionals. Continuing education credits available. To learn more, click here: https://vimeo.com/usfoods/review/800947490/520968d79e

**CULINARY CLINICS**

A one-day culinary immersion designed to inspire and hone your skills in the kitchen with hands on-experience, guided by professional chefs. To learn more, click here: https://vimeo.com/usfoods/review/797740509/19207966aa

**BREAKTHROUGHS**

Attend this 3-day forum where 4,000 foodservice professionals and suppliers come together to share knowledge, network and learn the latest products and industry advances.

As the contract commences, pricing may be requested for new items. The Vendor may negotiate pricing with manufacturers on behalf of Stillwater Public Schools.

Submitted response is considered a legal offer and an award by the Stillwater Public Schools Board of Education constitutes a firm contract. Please reference “Terms and Conditions” attached. The fixed fees and availability of product must be guaranteed for the duration of the contract. **Amounts needed on each Market Basket item are estimates for evaluation purposes only and are not guaranteed.**

The fixed fee-per- case will be held firm for the term of each school year (July 1 through June 30). As a part of the renewal process, the fixed fee-per-case schedule will be reviewed annually and adjusted for key inflationary factors that affect the average case cost for K-12 participating members.

Please refer to the **Cost-Plus Fixed Fee** Document submitted with this proposal for more detail.

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Your assistance and advice in clarification of our system and/or specifications is greatly appreciated. It is our hope you will continue to communicate trends in the market place so the goal of purchasing the right product at the right price for the greatest service to students is accomplished.

Premier and US Foods will help Still Water Public Schools stay up-to-date with the latest market intelligence through:

- Quarterly Business Review
- www.usfoods.com
- Farmers Report
- US Foods Food Fanatics
- Premier FSDO News Page
- Premier Regional Meetings
- Premier Culinary Clinics
- Premier Breakthroughs
- Premier Viewpoint Newsletter

**Proposal Schedule: (all times are Central Time)**

| | |
|---|---|
| **RFP Issued** | March 5, 2025 |
| **Deadline to Submit Proposal** | April 10, 2025 10:00 a.m. |
| **Award Announced** | May 14, 2025 |
| **Contract Begins** | July 1, 2025 |

The initial term shall be from July 1, 2025, to June 30, 2026. This agreement will become effective upon signing by both parties. This agreement may be extended annually for an additional four (4) years upon mutual ratification by the parties.

US Foods with OMNIA Partners and Premier has read and understood **Proposal Schedule**.

**Estimated Quantities**

The quantities specified on the Market Basket, Attachment A, are representative of previous purchases and not a guarantee of future purchases.

If the actual annual purchases exceed a 33% increase in the amount of the estimated annual volume in the original RFP, Stillwater Public Schools will re-bid for the following year.

US Foods with OMNIA Partners and Premier has read and understood **Estimated Quantities**.

**Questions Regarding the RFP**

All questions of material relevance must be submitted in writing by email to Krista Neal, Nutrition Services Director by 3:00 p.m. CDT on April 7, 2025. Email address: kneal@stillwaterschools.com. Responses to questions of material relevance will be issued to all potential vendors.

US Foods with OMNIA Partners and Premier has read and understood **Questions Regarding the RFP**.

**Pricing Information**

A. Cost of Items

The fixed fee structure established with the initial proposal may not change during the life of the contract. The fee structure shall remain firm for the duration of the contract on all products purchased through this agreement.

***The District is requesting pricing that includes the actual cost (actual cost to the Vendor)***

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***of product plus a fixed fee for service per each case.*** The Vendor shall specify (on the attached "Attachment C -Fixed Fee / Case Schedule") the fixed fee for service per case for each category of food and supplies not specifically listed on the market basket response sheets. The fixed fee for service shall be a set flat-rate fee and not a percentage of the cost. The fixed fee for service shall include all associated costs, including, but not limited to, shipping, freight, storage, and fuel surcharges.

A market basket of items is attached with the proposal (see "Attachment A – Market Basket"). Pricing proposals will be evaluated based on the lump sum of the Market Basket. To evaluate pricing data, Vendors shall use "Vendor Costs" for the 2025-26 school year, beginning on July 1, 2025. For staple-type items, where School Year 2025-26 pricing is not available, vendors shall use "Vendor Costs" for the week of February 2, 2025.

**All price quotes must be submitted on the forms that accompany this RFP.**

As a valued Premier member, you benefit from our proven approach to sourcing and pricing—designed to provide pricing stability, cost protection, and reliable supply. Our comprehensive process ensures you can operate your child nutrition program with confidence, knowing you have access to high-quality products at the best total value.

## Pricing Protection and Stability You Can Rely On

- Long-Term Contracted Pricing for Predictability

Premier negotiates three-year agreements directly with leading food and supply manufacturers. These Contracted Manufacturer Agreements (CMAs) cover approximately 80% of the food and supplies our members purchase. These long-term partnerships help stabilize costs, protect against market volatility, and deliver ongoing savings year after year.

- Active Price Monitoring and Safeguards

We continuously monitor the marketplace and thoroughly review any supplier requests for price increases. No request is automatically approved; suppliers must provide clear data justifying any change. Additionally, if market conditions improve, we proactively work with suppliers to lower prices during the life of your agreement.

## Flexible Pricing Strategies for Each Category

- **Fixed Pricing:** For many products, we lock in pricing for a set period (monthly, quarterly, semi-annually, or annually), providing predictable costs and price protection.

- **Market-Based Pricing with Built-In Discounts:** For items affected by frequent market fluctuations, we negotiate manufacturer discounts upfront. These discounts are automatically applied to your invoices, ensuring competitive pricing regardless of market conditions.

## The Value to You

- Predictable, stable food costs
- Protection against unexpected price increases
- Opportunities for cost savings during the contract period
- Confidence in a transparent and ethical sourcing process
- Access to a robust, reliable supply chain

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Premier's sourcing and pricing strategy is designed to give you peace of mind—allowing you to focus on serving your students while we ensure you receive the best products at the most competitive prices.

The Vendor must guarantee that quoted items meet or exceed attached specifications by offering the Brand Name or "Equal To" for all items listed. To evaluate the quality of items offered, Vendor must submit specification sheets for any "alternate" items offered or where no brand/manufacturer is specified by the District. Stillwater Public Schools has sole authority in determining whether or not an item is an acceptable alternative.

No items requested shall include any state or federal excise tax. The tax exemption certificate will be furnished upon request. As the contract commences, pricing may be requested for new items. The Vendor may negotiate pricing with manufacturers on behalf of Stillwater Public Schools and the participating districts.

The **Premier Group Purchasing and Foodservice Distribution Program with US Foods** offers a **Cost-plus Fixed Fee Program**. Premier uses multiple pricing strategies (fixed, market) to provide both immediate and long-term price protection and predictability. Pricing is based on the volatility and composition of each product category, positively influencing product cost. **Fixed pricing is not guaranteed for all items. The fixed fee-per-case of $3.13 is held firm for the term of each school year (July 1 through June 30).** As a part of the renewal process, the fixed fee-per-case schedule will be reviewed annually and adjusted for key inflationary factors that affect the average case cost for K-12 participating members.

Each location's drop size performance will be identified quarterly. If a school actualizes a more advantageous fee-per-case opportunity for the previous quarter, a credit will be issued to the facility by the servicing US Foods distribution center.

The Market Basket provided with this RFP has been priced at the Fee-Per-Case of $3.13 and Equipment and Supply products priced at a markup of 9.75%. Any additional locations coming on to the contract must qualify on their own merit outside of the parent tier.

**Premier's K-12 Food Product & Distribution Program:**

| Average Drop Size | Fixed Fee per Case 2025-2026 School Year |
|---|---|
| Less than $2,499.99 | $3.13 |
| 2,500 - 2,999.99 | $2.95 |
| 3,000 - 3,999.99 | $2.87 |
| 4,000 - 5,499.99 | $2.80 |
| 5,500 - 6,999.99 | $2.76 |
| 7,000 - 10,999.99 | $2.63 |
| 11,000 - 15,999.99 | $2.59 |
| 16,000 and up | $2.49 |

*The Fixed Fee-Per-Case schedule will be reviewed annually and adjusted for key inflationary factors that affect the Average Case Cost for K-12 Participating Members. Culinary Equipment & Supplies (CES) is a subsidiary of US Foods, which offers direct order and online purchasing of supplies and equipment.*

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B. Additional Cost Considerations

The district is interested in any additional incentives the Vendor may have to offer to decrease the cost of the foods it purchases. Vendors should offer only those items that they can supply to Stillwater Schools on a consistent basis. Stillwater Public Schools Board of Education will evaluate and award proposals on an item-by-item basis or in a manner that is most advantageous to the District.

**Included in the Executive Summary is a Value Summary with estimated earned incentives based off of estimated annual purchases. Here is an explanation of the incentives offered-** the Premier group purchasing program offers incentive opportunities on and above the cost off invoice:

**Premier Incentives and Rebates**

**Participating Member Volume Incentive:** Participating Members will receive 0.12% of their total spend through US Foods which will be distributed quarterly via the Statement of Earned Incentives (Bank Statement).

**Earned Tier Adjustment**: All schools will be set up and charged the same fee-per-case. Based on the average drop size, a school may actualize a better fee-per-case tier for the previous quarter. Any credit earned will be paid by US Food in the form of a quarterly invoice credit.

**USF DIRECT Incentive:** Premier members will receive a credit of 1.5% on the cost of all products purchased through US Foods DIRECT. The credit on the account will equal the cost of DIRECT product (as seen on FSDO) less mark-up and freight multiplied by 1.5%. The credit will be issued monthly to individual customer accounts by US Foods. Tracking and verification provided by your US Foods Corporate team.

**US Foods Participation & Utilization Incentive (aka Direct Parent Incentive or DPI):** Members are eligible for an ongoing incentive of 1% that is to be paid semi-annually by US Foods. To be earned, members would need to meet or exceed prime vendor Participation with US Foods of 85% or more and a Premier CMA threshold of 60%. An affidavit is required for participation in this incentive.

**Contracted Manufacturer Agreement Rebates:** Based on contracted purchases, members may receive a quarterly contracted manufacturer agreement rebate payment paid one hundred percent (100%) by Premier. Premier contracted manufacturer rebates (CMAR) are negotiated by Premier on behalf of the membership and paid 100% to the purchasing member.

Quarterly rebates will vary and are determined by how many contracted items a member purchase during a specified period. These items are identifiable on the ordering website FoodserviceDirectOrder.com (FSDO) by the icon CMAR next to the product description. Detailed reporting is available through Premier on all CMARs collected and paid to each purchasing member.

**Quarterly rebates are paid by either check or ACH at the member's discretion**. Rebates are typically in arrears (approximately six (6) months) as both Premier and their manufacturer / vendor partners settle each financial quarter and then make rebate payments. Questions regarding rebate payments can be directed to Premier. Manufacturer rebates represent an extremely small amount of the total portfolio value as Premier focuses their negotiations with manufacturers on discounts and deviations to the manufacturers' cost resulting in a lower invoiced price to members rather than a rebated proposition that the member will have to wait a period of time to receive.

**Revenue Fee Share Program:** The revenue share agreement is based on Still Water Public Schools member utilization of the food contract and will be calculated at 30% of the net revenue collected by OMNIA Partners, Public Sector. This incentive is paid via ACH on a bi-annual basis. The annual Participant Rebate payment from OMNIA Partners shall include a remittance report detailing the calculation for the applicable Agreement-year Participant Rebate.

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C. Audit Rights

The District requires open, unannounced audit rights throughout the length of agreement. The District will audit only those materials associated with the District's pricing.
Upon 4 weeks' notice and no more frequently than once every 6 months, Premier may perform a price audit at the request of a member. The audit shall be limited to no more than 25 invoice items and must use documentation from Premier's pricing audit tool. Variances in price by a penny ($0.01) or less, due to rounding, are acceptable from the calculated sell price and actual sell price and will not result in any additional audit(s) by the customer.

US Foods with OMNIA Partners and Premier has read and understood **Pricing Information**.

## Evaluation and Award

The award will be made, on the basis of price and other factors, to the responsive and responsible firm or individual whose response is most advantageous to the district, after price and other factors have been considered. Proposal evaluations will consider the following:

- Cost/Delivered Price 50 Points
- Ability to Provide Products and Meet Specifications 15 Points
- Service and Delivery 15 Points
- Discounts and Incentives (e.g., quick payment, p-card, volume) 5 Points
- Value-Added Services (e.g., reporting, inventory management) 5 Points
- Overall Qualifications, including past experience/history 10 Points

US Foods with OMNIA Partners and Premier has read and understood **Evaluation and Award**.

## Submission Checklist

Proposals must be submitted in a sealed packet, clearly marked as Prime Vendor and dated with the Response closing date. **Proposals must include two separate sealed envelopes; one for the Technical Proposal and the other for the Pricing Proposal.** Each sealed envelope must be clearly marked indicating "Technical Proposal" or "Pricing Proposal". Proposals must be received by the Stillwater Public Schools (SPS) Nutrition Services office 5005 N Perkins, Stillwater, OK 74075 by April 10, 2025, at 10:00 a.m. Central Time. Any responses received after 10:00 pm (Central Time) on April 10, 2025, will not be considered.

To ensure no typographical errors in evaluating cost, the vendor should email a digital copy of any or all documents on or after April 10, 2025 at 10:00 a.m. Documents should be emailed to kneal@stillwaterschools.com.

Attachments must be included:

Attachment A: Market Basket, a digital copy is available here
Attachment B: Fixed Fee per Case Worksheet
Attachment C: Business Felony Conviction Statement
Attachment D: Certification Statement

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**Attachment B - Fixed Fee per Case Schedule**

This fixed fee is the amount the District will pay above the actual cost to the Vendor. This will include all associated surcharges and costs, including, but not limited to, shipping, freight, storage, and fuel.

The District will consider proposed variations of the schedule listed below.

| PRODUCT CATEGORY | FIXED FEE / CASE |
|---|---|
| Canned Fruits and Vegetables | $3.13 |
| Frozen Fruits and Vegetables | $3.13 |
| Dry Goods | $3.13 |
| Refrigerated Foods | $3.13 |
| Dairy | $3.13 |
| Frozen Center-of-Plate (Meat and Cheese) | $3.13 |
| Fresh Fruits and Vegetables | $3.13 |
| Condiments / Portion Control Items | $3.13 |
| Paper Goods / Disposables | $3.13 |
| Cleaning / Janitorial Supplies | $3.13/9.75% for Equipment and Supplies |
| Chemicals | $3.13 |

*The Fixed Fee-Per-Case schedule will be reviewed annually and adjusted for key inflationary factors that affect the Average Case Cost for K-12 Participating Members. Culinary Equipment & Supplies (CES) is a subsidiary of US Foods, which offers direct order and online purchasing of supplies and equipment.*

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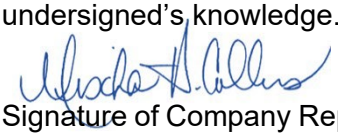
Attachment C- Business Felony Conviction Statement
Stillwater Public Schools

**US Foods, Inc**. has entered into an agreement contract dated **4/10/2025** with (Company/Name) STILLWATER PUBLIC SCHOOLS. The undersigned is a principal of the company and/or is authorized to execute and deliver this statement for and on behalf of the company. No employee of the company who has worked on or is working on school premises during normal school hours has been convicted in this state, the United States, or another state of (i) any sex offense subject to the Sex Offenders Registration Act in this state or similar of another state or the Federal Sex Offender Registration provisions; or (ii) any unpardoned felony sex offense within the last ten (10) years; except that the foregoing does not apply to volunteers, persons performing community service hours under court order, or persons performing community service under a supervised work release program, except that persons performing community service hours or services under work release have not been allowed to work on school premises at any time after having been convicted of any sex offense subject to the Sex Offenders Registration Act of this state, similar law of any other state, or Federal Sex Offender Registration provisions.

The undersigned is personally familiar with the facts stated above and makes the statement of the undersigned's knowledge.



Signature of Company Representative Dated

**Mischa Collins, VP National Sales Field Operations**

Printed Name of Company Representative

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Attachment D: Certification Statement

I as the below-named representative do hereby certify that I have read and thoroughly understand the proposal requirements and specifications and that this proposal meets such criteria. I further certify that all deliveries will be made as requested and that all unit prices have been checked for accuracy and correctness. As such, these prices will be honored without any change or escalation for the duration of the proposal except that price adjustment may be allowed as so stated in the specifications.

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporation, firm, partnership, or individual has not prepared this proposal under collusion with any other vendor, and that the contents of this proposal as to prices, terms, conditions, of the said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business before the official opening of this proposal.

| | |
|---|---|
| Company Name: | **US Foods, Inc.** |
| Address: | **10211 N. I-35 Service Rd.** |
| City, State, Zip: | **Oklahoma City, OK 73131** |
| Representative Signature: |  |
| Representative Name: | **Mischa Collins, VP National Sales Field Operations** |
| Date: | **4/10/2025** |

Accounts Payable/Accounts Receivable Mailing and Contact Information:

Contact Person: **Cindy Carlton, Bid Account Manager**

Billing Address: **10211 N. I-35 Service Rd.**

Phone Number: **405.990.8435**

E-mail: cindy.carlton@usfoods.com

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Stillwater Attachment A Market Basket

| Description | * Brand (or Spec) | Pack Size (Suggested) | Mfr Item Code | Estimated Annual Usage | Exact Match Currently Stocked? Yes or No | Pack Size (if different) | Brand (if different) | Description (if different) | Distributor Cost (NOI does not apply) | Fixed Fee per Case | Final Delivered Price to District | Extended Annual Cost |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| JUICE, VARIOUS 100% ASEPTIC W/ STRAW SHELF STABLE | Sun Cup | 40/4.23 OZ | | 11,742 | | | | | | | | $ - |
| MUFFIN, VARIOUS WHOLE GRAIN 2 OZ GRAIN EQUIVALENT IW FROZEN | SARA LEE FROZEN BAKERY | 48/2 OZ | | 1,674 | | | | | | | | $ - |
| BUN, HAMBURGER WHITE WHOLE-GRAIN RICH SLICED BAKED FROZEN 2GR EQUIVALENTS | MONOGRAM | 8/24 EACH | 15128510 | 144 | | | | | | | | $ - |
| TRAY, FOAM FOOD 8.25X10.25 5 CMPT BLACK SCHOOL LUNCH | PACTIV | 500 EA | YTHB0500SGBX | 92 | | | | | | | | $ - |
| CRANBERRY, DRIED INFUSED FRUIT FLAVORED SWEETENED | CRAISINS | 200/1.16 OZ | | 80 | | | | | | | | $ - |
| DRESSING, RANCH BUTTERMILK SS CUP SHELF STABLE | TASTE PLEASERS GOURMET | 100/1 OZ | 716037229450 | 80 | | | | | | | | $ - |
| JUICE, VARIOUS 100% SPARKLING CAN SHELF STABLE | THE SWITCH | 24/7.5 OZ | | 80 | | | | | | | | $ - |
| SAUCE, BBQ SS CUP | BULLS-EYE | 100/1 OZ | 19582397095 | 80 | | | | | | | | $ - |
| TRAY, PAPER BOARD FOOD 3 LB CLAY COATED WHITE & RED PLAID | MONOGRAM | 2/250 EA | 795012 | 80 | | | | | | | | $ - |
| YOGURT, STRAWBERRY BLENDED RBST FREE SS CUP REF | DANIMALS | 48/4 OZ | 73463 | 80 | | | | | | | | $ - |
| WATER, PURIFIED PLASTIC BOTTLE TWIST CAP SHELF STABLE | THIRSTER | 24/16.9 OZ | 767514 | 72 | | | | | | | | $ - |
| BEEF, PATTY GROUND W/ ONION 2.6 OZ ROUND CHILD-NUTRITION VPP COOKED FROZEN | ADVANCEPIERRE | 100/2.6 OZ | 10000013782 | 70 | | | | | | | | $ - |
| FORK, MEDIUMWEIGHT BLACK POLYSTYRENE BULK DISPENSER REFILL PLASTIC | DIXIE ULTRA SMARTSTOCK | 24/40 EA | SSF51 | 60 | | | | | | | | $ - |
| SPOON, TEA MEDIUMWEIGHT BLACK POLYSTYRENE BULK REFILL PLASTIC | DIXIE ULTRA SMARTSTOCK | 24/40 EA | SSS51 | 60 | | | | | | | | $ - |
| TRAY, PAPER BOARD FOOD 1 LB CLAY COATED WHITE & RED PLAID | MONOGRAM | 4/250 EA | 795009 | 60 | | | | | | | | $ - |
| CEREAL, WHOLE-GRAIN RICH SS BOWL <6G SUGAR/1 OZ SHELF STABLE | GENERAL MILLS SALES INC/POST CONSUMER BRANDS | 96/1 OZ | | 56 | | | | | | | | $ - |
| TRAY, PAPER BOARD FOOD 5 LB CLAY COATED WHITE & RED PLAID | MONOGRAM | 2/250 EA | 790544 | 56 | | | | | | | | $ - |
| DRESSING, RANCH VARIOUS SS CUP REF | KEN'S | 100/1.5 OZ | | 50 | | | | | | | | $ - |
| JUICE, VARIOUS 100% PLASTIC BOTTLE SHELF STABLE | TROPICANA | 24/10 OZ | | 48 | | | | | | | | $ - |
| TORTILLA, FLOUR WHOLE WHEAT 10" PRESSED SHELF STABLE | LA BANDERITA | 12/12 EA | 2757 | 48 | | | | | | | | $ - |
| CHIP, TORTILLA REDUCED FAT SS BAG | DORITOS | 72/1 OZ | | 46 | | | | | | | | $ - |
| CEREAL, WHOLE-GRAIN RICH SS CUP <6G SUGAR/1 OZ SHELF STABLE | GENERAL MILLS SALES INC/POST CONSUMER BRANDS | 60/2 OZ | | 40 | | | | | | | | $ - |
| CHEESE, MOZZARELLA STRING IW REF | LAND O'LAKES | 168/1 OZ | 59701000034500 | 40 | | | | | | | | $ - |
| DONUT, YEAST RING WHOLE GRAIN 2.45 OZ PARFRIED BOX FROZEN | RICH'S | 84/2.45 OZ | 14839 | 40 | | | | | | | | $ - |
| FORK, MEDIUMWEIGHT BLACK PLASTIC REFILL | DIXIE ULTRA SMARTSTOCK | 24/40 EA | DUSSF5 | 40 | | | | | | | | $ - |
| PINEAPPLE, TIDBIT IN JUICE BOWL IMPORTED PHILIPPINES | DOLE PACKAGED | 36/4 OZ | 419 | 40 | | | | | | | | $ - |
| SANDWICH, SOY BUTTER & JELLY GRAPE CRUSTLESS WHOLE-GRAIN-RICH CHILD-NUTRITI | EZ JAMMERS | 72/2.4 OZ | 607 | 40 | | | | | | | | $ - |
| SAUCE, MARINARA TOMATO SS CUP | HEINZ | 60/2 OZ | 10013000529300 | 40 | | | | | | | | $ - |
| SPOON, TEA MEDIUMWEIGHT BLACK PLASTIC REFILL | DIXIE ULTRA SMARTSTOCK | 24/40 EA | DUSST5 | 40 | | | | | | | | $ - |
| PEACH, DICED IN JUICE SS PLASTIC CUP | DOLE PACKAGED | 36/4 OZ | 3073 | 38 | | | | | | | | $ - |
| Bowl, FOAM 12 OZ WHITE | DART | 20/50 | 12B32 | 36 | | | | | | | | $ - |
| CEREAL, GLUTEN-FREE SS CUP SHELF STABLE | GENERAL MILLS SALES INC | 60/20Z | | 36 | | | | | | | | $ - |
| HONEY BUN, WHOLE-GRAIN-RICH GLAZED 2.75 OZ THAW & SERVE FROZEN IW GOODYBUN | SUPER BAKERY | 80/2.75 OZ | 6060 | 36 | | | | | | | | $ - |
| MAYONNAISE, SS POUCH | HEINZ | 200/12 GR | 10013000531709 | 34 | | | | | | | | $ - |
| BOWL, FOAM 6 OZ WHITE | DART | 20/50 EA | 6B20 | 32 | | | | | | | | $ - |
| DRESSING, VARIOUS SS POUCH SHELF STABLE | KRAFT | 60/1.5 OZ | | 32 | | | | | | | | $ - |
| BREAD, WHITE WHOLE GRAIN 22" 24 SLICED 7/8" LOAF BAKED FROZEN PULLMAN | FLOWERS FOODS SPECIALTY GROUP | 10/24 OZ | 99835670 | 30 | | | | | | | | $ - |
| CHICKEN, PATTY 3.49 OZ BREADED FRITTER WHOLE GRAIN WHITE & DARK MEAT CHILD- | TYSON | 6/25/3.49 OZ | 10703040928-DWO | 30 | | | | | | | | $ - |
| ORANGE, MANDARIN WHOLE IN JUICE SHELF STABLE SS PLASTIC CUP | DOLE PACKAGED | 36/4 OZ | 4208 | 30 | | | | | | | | $ - |
| PEAR, DICED IN JUICE RANDOM SS PLASTIC CUP | DOLE PACKAGED | 36/4 OZ | 3019 | 30 | | | | | | | | $ - |
| TRAY, PLASTIC FOOD 3.06X3.06X1.25 BLACK SQUARE | PAR-PAK | 2500 EA | 21929 | 30 | | | | | | | | $ - |
| DONUT, CAKE RING WHOLE-GRAIN-RICH FORTIFIED 3 OZ COOKED IW FROZEN SUPER PLU | SUPER BAKERY | 80/3 OZ | 19000 | 26 | | | | | | | | $ - |
| CHIP, POTATO KETTLE 40% LESS FAT SS BAG | KETTLE LAY'S | 64/1.37 OZ | | 24 | | | | | | | | $ - |
| CRACKER, WHOLE GRAIN CHEDDAR GOLDFISH SHAPED SS BAG | PEPPERIDGE FARM | 300/.75 OZ | 200140018105 | 24 | | | | | | | | $ - |
| SAUSAGE, PORK PATTY 1.5 OZ 3.25" MILD COOKED CHILD-NUTRITION FROZEN BREAKFA | JIMMY DEAN | 10 LB | 10000025446 | 24 | | | | | | | | $ - |

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| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CONTAINER, PLASTIC 5X5 1 CMPT CLEAR 2.5" H HINGED LID | MONOGRAM | 375 | | 22 | | | | | | | | $ - |



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# Stillwater Attachment A Market Basket

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| SAUCE, HONEY MUSTARD SS CUP | HEINZ | 100/1 OZ | 10013000714409 | 22 | | | | | | | | $ - |
| BAG, FOOD STORAGE 6X6 SANDWICH RESEALABLE CLEAR PLASTIC 1.1 MIL LOW DENSITY | MONOGRAM | 1000 EA | 975528 | 20 | | | | | | | | $ - |
| CHIP, MULTIGRAIN, VARIOUS | SUNCHIPS | 104/1 OZ | | 20 | | | | | | | | $ - |
| KETCHUP, TOMATO FANCY 33% SS FOIL PACKET SHELF STABLE | HEINZ | 1000/9 GR | 10013000984802 | 20 | | | | | | | | $ - |
| KIT, CUTLERY SPORK STRAW NAP MEDIUMWEIGHT WHITE POLYPROPYLENE PLASTIC | DAXWELL | 1000 EA | B10001522 | 20 | | | | | | | | $ - |
| LINER, PAN FOOD 16.4X24.4 PARCHMENT PAPER QUILON TREATED GREASE RESISTANT | MONOGRAM | 1000 EA | 901636 | 20 | | | | | | | | $ - |
| ONION, DRIED CARTON DEHYDRATED | MCCORMICK | 6/3 LB | 979614 | 20 | | | | | | | | $ - |
| POTATO, FRENCH-FRY 3/8" CRINKLE-CUT TFF EXTRA-LONG-FANCY FROZEN | MCCAIN | 6/5 LB | MCF03761 | 20 | | | | | | | | $ - |
| POTATO, MASHED PEARL DEHYDRATED ADD WATER INSTANT SHELF STABLE | BASIC AMERICAN FOODS | 12/28 OZ | 76468 | 20 | | | | | | | | $ - |
| ROLL, HOAGIE WHOLE GRAIN 5" SLICED BAKED FROZEN SUBMARINE | FLOWERS FOODS SPECIALTY GROUP | 10/12/2 OZ | 99809400 | 20 | | | | | | | | $ - |
| MUSTARD, YELLOW SS POUCH | HEINZ | 200/.20 OZ | 10013000530603 | 18 | | | | | | | | $ - |
| BEAN, REFRIED PINTO VEGETARIAN DEHYDRATED WHOLE POUCH MIX | SANTIAGO REFRIED BEANS | 6/27.09 OZ | 54914 | 16 | | | | | | | | $ - |
| CHEESE, CHEDDAR MILD SHRED VACUUM-PACK YELLOW REF | LAND O'LAKES | 4/5 LB | 41749000034500 | 16 | | | | | | | | $ - |
| CUP, SOUFFLE PLASTIC 4 OZ CLEAR PORTION | DART | 20/125 EA | 400PC | 16 | | | | | | | | $ - |
| DOUGH, BISCUIT WHOLE-GRAIN-RICH 2.1 OZ BAG FROZEN | RICH'S | 216/2.1 OZ | 9315 | 16 | | | | | | | | $ - |
| DOUGH, COOKIE CHOCOLATE CHIP WHOLE-GRAIN-RICH 1.5 OZ REDUCED FAT FROZEN BOX | OTIS SPUNKMEYER DELICIOUS ESSENTIAL | 240/1.5 OZ | 55680 | 16 | | | | | | | | $ - |
| MIX, GRAVY PEPPER | SHAWNEE MILLS | 6/1.5 LB | 289062809 | 16 | | | | | | | | $ - |
| TORTILLA, FLOUR WHOLE WHEAT 8" PRESSED FROZEN | RUDY'S FOOD PRODUCTS | 6/24 EA | 3208-FZN | 16 | | | | | | | | $ - |
| ORANGE, MANDARIN WHOLE IN LIGHT-SYRUP SHELF STABLE CANNED | HARVEST VALUE | 6/#10 CN | 262013 | 14 | | | | | | | | $ - |
| PEAR, DICED IN EXTRA LIGHT-SYRUP SHELF STABLE CANNED | MONARCH | 6/#10 CN | 548403 | 14 | | | | | | | | $ - |
| WAFFLE, CINNAMON BAKED FROZEN POUCH MINI | KELLOGGS EGGO / KELLANOVA | 72/2.64 OZ | 3800092313 | 14 | | | | | | | | $ - |
| BAG, BUN PAN 27X37 PLASTIC CLEAR ROLL 200 FREEZER | HANDGARDS | 200 EA | 303679979 | 12 | | | | | | | | $ - |
| COOKIE, CHOCOLATE CHIP WHOLE GRAIN MINI SS BAG SHELF STABLE | GRANDMAS FRITO LAY | 80/1.22 OZ | 28400661546 | 12 | | | | | | | | $ - |
| COVER, RACK BUN PAN PLASTIC 52X80 CLEAR | HANDGARDS | 50 EA | 303679971 | 12 | | | | | | | | $ - |
| CRACKER, GRAHAM CHOCOLATE WHOLE GRAIN SHELF STABLE SS BAG TIGER BITES | KELLOGGS / KELLANOVA | 150/1 OZ | 3010040239 | 12 | | | | | | | | $ - |
| JELLY, GRAPE SS | HEINZ | 200/.5 OZ | | 12 | | | | | | | | $ - |
| SNACK BAR, CEREAL BLUEBERRY IW NUTRI-GRAIN FOR SCHOOL | KELLOGGS / KELLANOVA | 6/16/1.55 OZ | 3800090819 | 12 | | | | | | | | $ - |
| SNACK, BISCUIT GRANOLA CINNAMON CRISP IW | NATURE VALLEY | 120/1.2 OZ | 48256000 | 12 | | | | | | | | $ - |
| SUGAR, POWDERED CONFECTIONER 10X CANE | MONARCH | 12/2 LB | 783850 | 12 | | | | | | | | $ - |
| BEAN, PINTO CANNED TEXAS RANCHERO | BUSHS BEST | 6/#10 CN | 1071 | 10 | | | | | | | | $ - |
| CHICKEN, PATTY 3 OZ BREADED HOT SEASONED WHITE & DARK MEAT RAISED-W/O-ANTIB | TYSON | 4/43/3 OZ | 10703140928 | 10 | | | | | | | | $ - |
| CRACKER, GRAHAM CINNAMON WHOLE GRAIN DOG BONE SHAPED SS BAG SCOOBY DOO | KEEBLER | 210/1 OZ | 3010050689 | 10 | | | | | | | | $ - |
| CRACKER, WHOLE GRAIN CHEESE SQUARE SS BAG | KELLOGGS CHEEZ IT / KELLANOVA | 175/.75 OZ | 2410079263 | 10 | | | | | | | | $ - |
| CUP, FOAM 8 OZ WHITE | MONOGRAM | 20/50 EA | 715325 | 10 | | | | | | | | $ - |
| DRESSING, CAESAR SS POUCH SHELF STABLE | KEN'S | 60/1.5 OZ | KE0827B3 | 10 | | | | | | | | $ - |
| MILK SUB, SOY VANILLA ORGANIC ASEPTIC CARTON SHELF STABLE | KIKKOMAN PEARL | 24/8 OZ | 6184 | 10 | | | | | | | | $ - |
| OIL, PAN COATING SOYBEAN BUTTER FLAVOR OIL BASED AEROSOL SPRAY TFF | MONARCH | 6/17 OZ | 399285 | 10 | | | | | | | | $ - |
| SOUR CREAM, CULTURED ALL NATURAL SS PACKET REF | DAISY BRAND | 100/1 OZ | IDP100 | 10 | | | | | | | | $ - |
| THERMOMETER, REFRIGERATOR FREEZER DIAL -20/80F | SUPERIOR / CES | 2 PK | 3507-38-2 | 10 | | | | | | | | $ - |
| BAG, FOOD STORAGE 1 GAL 10.5X10.5 UTILITY RESEALABLE CLEAR PLASTIC LOW DENS | HANDGARDS | 250 EA | 304985130 | 8 | | | | | | | | $ - |
| CHEESE, MOZZARELLA SHRED LOW-MOISTURE-PART-SKIM POUCH REF | LAND O'LAKES | 4/5 LB | 41698000034500 | 8 | | | | | | | | $ - |
| CHIP, CHEESE CRUNCHY BAKED WHOLE GRAIN SS BAG SNACK | FRITO LAY | 104 EA | 28400629331 | 8 | | | | | | | | $ - |
| CHIP, POTATO REGULAR CRISPS BAKED | BAKED LAYS | 60/.875 OZ | 28400336253 | 8 | | | | | | | | $ - |
| COOKIE, SUGAR ICED PINK WHOLE-GRAIN-RICH 1.5 OZ CHILD-NUTRITION CLAMSHELL F | GOOD SOURCE | 6/21/1.5 OZ | 10500 | 8 | | | | | | | | $ - |
| JERKY, BEEF OR CHICKEN, SS BAG | JACK LINK'S | 48/.85 OZ | | 8 | | | | | | | | $ - |
| LABEL, USE BY 1.5X2 FOOD ROTATION DISSOLVABLE 250 ROLL F/ BULK DISPENSER | NEXT DAY GOURMET / SUPERIOR | 1 RL | 1252SLB250NDG | 8 | | | | | | | | $ - |
| NAPKIN, DISPENSER INTERFOLD BROWN 6.5X9.8 PAPER 2 PLY | DIXIE ULTRA | 24/250 EA | 32019 | 8 | | | | | | | | $ - |
| SAUCE, HOT SS POUCH | CHOLULA | 200/7 GR | 901607502 | 8 | | | | | | | | $ - |

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| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BAG, CARRY-OUT 6 LB PAPER KRAFT BROWN RECYCLABLE GROCERY | MONOGRAM | 2/500 EA | 724959 | 6 | | | | | | | | $ | - |



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# Stillwater Attachment A Market Basket

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BASE, SOUP BEEF PASTE LOW SODIUM NO MSG PLASTIC JAR SHELF STABLE | MONARCH | 6/1 LB | 567985 | 6 | | | | | | | | $ - |
| CEREAL, GRANOLA CINNAMON BAG SHELF STABLE | MALT-O-MEAL COMPANY | 4/50 OZ | 7485 | 6 | | | | | | | | $ - |
| COOKIE, CHOCOLATE CHIP 1 OZ TFF IW FROZEN | BEST MAID COOKIE COMPANY | 144/1 OZ | 70707 | 6 | | | | | | | | $ - |
| JELLY, GRAPE CAN SHELF STABLE | GARDENCLUB | 6/#10 CN | 106185100 | 6 | | | | | | | | $ - |
| | | | | | | | | | | | | |
| | | | | | | | | | | **Market Basket Total** | | $ - |

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## Affinity Marketing Agreement

Agreement with Affinity Marketing Group that allows Stillwater Public Schools to use the Arvest credit card, in exchange Arvest desires to market and promote the use of its VISA debit cards to its current and prospective customers using Endorsers name, trademarks, service marks and logo. The Arvest cards are used for on-the-spot purchases (after an approved purchase order), such as Walmart, hotels and travel, local shops, etc. There is no fee to use this service, so there is no funding source. This is an annual agreement with Affinity Marketing Group. This option agreement is for the period beginning July 1, 2025 and ending June 30, 2026.

## Arbiter Sports

Arbiter Sports allows Stillwater Public Schools to quickly pay sports referee's/umpires within days of them submitting their work card from sporting events. Funds are preloaded into the Arbiter Sports system for quick payments. High School Athletics manages the Arbiter site, and uploads referee/umpire information. This is an annual agreement with funding coming from the High School Athletics Activity Fund Account. The annual price is $1,995.00. This agreement is for the period beginning July 1, 2025 and ending June 30, 2026.

## CCOSA District Level Services

CCOSA provides District Level Services emphasizing assistance in areas that help to create high-quality schools based on the research in *For the People* and seven areas that create a quality system: Culture and Climate; Learning; Teaching, and Assessment; Expanded Learning Opportunities; Governance, Leadership, and Accountability; Human Capital Development; Physical Resources; and Financial Resources. The annual price is based off of previous years student count. For FY 2025-2026, the price is $2,500. This is an annual agreement. This agreement is for the period beginning July 1, 2025 and ending June 30, 2026.

## Coca-Cola Southwest Beverages

Agreement to allow Coca-Cola Southwest Beverages to be the exclusive soft drink vendor at all school sites, excluding Child Nutrition. This agreement provides an Annual Sponsorship Fee of $3,000 for each year of the contract to the school district as well as monthly commissions on all sales of product. This agreement was first approved beginning August 13, 2024 and was for a period ending June 30, 2025 with the option of renewal for five (5) additional one-year terms upon mutual agreement of both parties. This renewal is for year 2 of 5. This option agreement is for the period beginning July 1, 2025 and ending June 30, 2026.

## Hilltop Securities

Agreement for Arbitrage Rebate Compliance Services. This agreement provides services to have rebate calculations performed on applicable bond issues to meet federal regulations. The annual fee is $1,400. This agreement is for a five-year period beginning July 1, 2025 and ending June 30, 2030 with annual ratification by the board of education. This agreement is the 1st of 5 years.

(Price increased $200 from previous year).

**Municipal Finance Services, Inc.**

Agreement with Municipal Finance Services, Inc. to provide services in the role of Bond Financial Advisor for the period of July 1, 2025 through June 30, 2026. Compensation for General Obligation Bonds (not paying off lease purchase) under the 2017 Election Authorization shall be ½ of 1% of Par amount of bonds sold with a minimum of $17,500. In addition, a fixed amount of $2,500 to cover expenses incurred as part of the transactions will be paid. Compensation for Continuing Disclosure Assistance is $3,500.00 annually. Fees are contingent sale of bonds during the fiscal year.

**OSIG**

We are recommending no change to our current insurance provider, Oklahoma School Insurance Group (OSIG), for FY 2025-2026. The attached quote of $1,451,908 is $137,804 lower than last year's total premium. Coverage levels are consistent with current coverage.

**Legal Services with Rosenstein, Fist & Ringold, Inc.**

Letter of engagement for FY 2025-2026 for legal services rendered by law firm on an "as needed" basis. Monthly statements will be provided for legal services. Services range from Paralegals - $125hr; Law Clerks $110hr; Practicing Attorney's range from $170-$325hr depending on years of experience.

**Stillwater Public Education Foundation (SPEF)**

Oklahoma law permits the District to provide space in a District building or on District property to a foundation for office or business purposes in exchange for the financial benefits provided to the District by the foundation *if approved by the Board of Education and made part of the minutes of the meeting of the Board.* On July 15, 2008, a motion was passed by a vote of the board to allow the Stillwater Public School District to provide office space on school district property to the Stillwater Public Education Foundation (SPEF) as per HB 2935. At that time, it was deemed to only be necessary as a one-time procedural issue and there was no memorandum of understanding or documentation outside of the July 15, 2008 board minutes to record this agreement. The vote in 2008 may technically meet the letter of the law, but based on legal recommendation and the practice of other districts, it would be better to have a memorandum of understanding approved annually by the school board. This approval is for July 1, 2025 to June 30, 2026.

**Sylogist Ed**

Sylogist Ed is an industry leading provider of governmental accounting software. They offer a cloud-based Wen-GAGE ® i-Accounting System that covers processing and reporting for purchase requisitions, accounts payable, treasurer, personnel and payroll functions., This agreement is for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026. The annual fee is $23,458.17.

**Public Finance Law Group, PLLC**

Agreement with Public Finance Law Group, PLLC to provide services in the role of Bond Counsel for the period of July 1, 2025 through June 30, 2026, with an automatic annual renewal with board ratification. Compensation for General Obligation Bonds (not paying off lease purchase) under the 2017 Election Authorization shall be ½ of 1% of Par amount of bonds sold with a minimum of $17,500 for each bond transaction. General Obligation Bonds (paying off lease purchase transaction) Issued under 2017 Election Authority and Lease Purchase transactions associated with 2017 Election Authorization projects shall be ½ of 1% of Par amount with a minimum of $17,500 for each series of bonds. In addition, a fixed amount of $2,500 to cover expenses incurred as part of the transactions will be paid. Fees are contingent upon the sale of bonds during the fiscal year.

**Tyler Technologies**

Tyler Technologies is the current financial account software used by the district. The district is moving away from Tyler Technologies and returning to Sylogist. We must keep Tyler Technologies for the purpose of closing, and 1099's. This contract is only for 7 months, and upon completion the District will no longer utilize this accounting software. The total cost of this contract is $65,799.67 and will run from July 1, 2025 through January 31, 2026.

**NUTRITION CONTRACTS**

**Bussell's Pest Control**

Bussell's Pest Control services include kitchens, cafeterias, cafeteria restrooms, storage areas of food at all locations, including High School room #157 and office, Stillwater Junior High School room #108, and Nutrition Warehouse. Cost for 11 locations is $425 per month. This contract is for July 1, 2025 – June 30, 2026 with a five (5) year renewal option. (no change to previous year).

**CNP National School Lunch Program**

SPS agrees to provide meals in accordance with the rules and regulations of National School Lunch and School Breakfast Programs. This is an annual requirement. This agreement is for the period beginning August 14, 2025 and ending May 20, 2026.

**Cybersoft**

Nutrition-specific software including Point of Sale, Menu Planning and Production, Inventory/Warehouse, and Student Eligibility. This is an annual agreement. The price for FY

2025-2026 is $17,035. This agreement is for the period beginning July 1, 2025 and ending June 30, 2026.

**EcoLab**

Cleaning chemicals and dispensing equipment for Nutrition Services. This is a recurring vendor. There is a 5% increase in the case prices of their products effective July 1, 2025. This is an annual agreement with the option to renew up to five (5) years. This will be the 2nd of 5 years. This agreement is for the period beginning July 1, 2025 and ending June 30, 2026.

**Great Plains Coca-Cola**

Smart Snacks-Approved beverages such as juice, water, and no-calorie sports and soft drinks; and merchandising refrigerators. This is a five (5) year bid with the ability to opt-out annually. This will be the 1st of 5 years on this bid. This agreement is for the period beginning July 1, 2025 and ending June 30, 2026.

**Hiland Dairy**

Milk and Dairy for student breakfast and lunches. This is a five (5) year bid with the ability to opt-out annually. This agreement will be for year 2 of 5, starting July 1, 2025 and ending June 30, 2026.

**Klement**

Ice cream and freezers for a la carte at secondary sites. This is a five (5) year bid with the ability to opt-out annually. This agreement will be for year 1 of 5, starting July 1, 2025 and ending June 30, 2026.

**Oklahoma Department of Agriculture Food and Forestry Local Foods in Schools (ODAFF)**

Oklahoma Department of Agriculture will reimburse SPS for up to $25,000 for purchase of products grown or raised in Oklahoma. This agreement will expire June 30, 2026.

**OSDE SFSP**

SPS agrees to provide meals in accordance with the rules and regulations of the Summer Food Service Program.

**Premier/Omnia Partners (USFOODS)**

Group Purchasing Organization in partnership with US Foods. This agreement provides us with groceries, small equipment, and disposables to be able to feed and support students. This is a five (5) year bid with the ability to opt-out annually. This agreement will be for year 1 of 5, starting July 1, 2025 and ending June 30, 2026.

# AFFINITY MARKETING AGREEMENT

This Affinity Marketing Agreement (the "Agreement") is made and entered into as of July 1, 2025 (the "Effective Date"), by and between ARVEST BANK, Fayetteville, Arkansas ("Arvest"), and Stillwater Public Schools ("Endorser"), with reference to the following:

WHEREAS, Arvest desires to market and promote the use of its VISA debit cards (collectively, the "Cards") to its current and prospective customers using Endorser's name, trademarks, service marks and logo (collectively, the "Marks") upon the terms and conditions set forth herein; and

WHEREAS, Endorser desires to have its Marks identified on the Cards pursuant to the terms of this Agreement (each, an "Affinity Card," and collectively, the "Affinity Cards").

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. Marketing of Affinity Cards. Throughout the Term (as hereinafter defined), Arvest and Endorser shall cooperate to develop advertising, marketing strategies and materials to promote the use of the Affinity Cards. In connection therewith, Arvest may, from time to time, present to Endorser promotional and solicitation strategies. Endorser shall provide to Arvest the artwork to be included on the Affinity Cards. Prior to use, Arvest and Endorser must mutually approve in writing or via email, confirmed receipt, (a) the promotional and solicitation strategies and the artwork, and (b) all advertising and marketing materials relating to the Affinity Cards, which approvals shall not be unreasonably withheld or delayed. Endorser shall not independently undertake any marketing of the Affinity Cards without Arvest's prior written consent.

2. Marks. For the duration of the Term, Endorser hereby grants to Arvest a non-transferable, non-exclusive and royalty-free license to use the Marks on its Cards and in its advertising and marketing materials promoting use of the Affinity Cards as contemplated in this Agreement. Arvest shall have the non-exclusive right to utilize the Marks in connection with debit cards during the Term. Endorser represents and warrants that (a) it is the owner of the Marks, (b) has authority to grant the license extended hereunder, and (c) the Marks do not infringe the rights of any third party. Endorser will deliver the Marks to Arvest within fifteen (15) days after execution of this Agreement. Nothing in this Agreement shall confer upon Arvest a proprietary interest of any kind in or to the Marks, other than the right to use the Marks in accordance with the terms and conditions of this Agreement.

3. Records. Endorser understands that Arvest shall not disclose to Endorser, and Endorser shall not have access to, any non-public, non-published customer information or other privacy protected data, which information shall remain confidential in all respects. Further, the terms of this Agreement and any proposal, financial information and/or proprietary information provided by or on behalf of one party to the other party are confidential. Such confidential information will not be disclosed by the recipient thereof to any other person or entity, except as permitted under this Agreement, as required by operation of law or as mutually agreed in writing.

4. Cardholders. Arvest will issue Affinity Cards to prospective customers based upon Arvest's customary practices and shall make all decisions and bear all risk with respect to each customer's account(s). Arvest shall be identified as the issuer of each Affinity Card and have the sole and **exclusive** right to make all determinations with respect to the terms and features and issuance of the Affinity Cards.

5. Term. The initial term of this Agreement shall begin on the Effective Date and continue for a period of twelve (12) months thereafter (the "Initial Term"). This Agreement shall automatically renew for successive periods of one (1) year each (each, a "Renewal Term"), unless either party delivers to the other party written notice, at least thirty (30) days prior to the expiration of the Initial Term or any Renewal Term, of its election not to extend this Agreement beyond the then-scheduled expiration date. The Initial Term and any Renewal Term(s) are collectively referred to herein as the "Term." Notwithstanding the foregoing, if there is a material default by either party under this Agreement, and such default shall continue for a period of fifteen (15) days after written notice thereof from the non-defaulting party to the defaulting party, the non-defaulting party shall have the right to terminate this Agreement upon at least fifteen (15) days' additional written notice.

Upon the expiration or termination of this Agreement, (a) Arvest shall discontinue use of the Marks; provided, however, that Arvest shall not be required to invalidate any Affinity Card issued during the Term prior to such Affinity Card's normal expiration or termination date, and (b) for a period of one (1) year following such expiration or termination, Endorser agrees that it shall not, by itself or in conjunction with others, directly or indirectly, specifically target any offer of a debit card to any persons who are holders of the Affinity Cards.

6. Condition. This Agreement is expressly made conditional upon Arvest's receipt of written approval of the transactions contemplated herein and the design of the Affinity Cards from VISA U.S.A. Inc. If approval is not obtained within thirty (30) days after the execution of this Agreement, this Agreement shall automatically terminate without further action by either party, and each party shall be released from its obligations hereunder.

7. Indemnity. Endorser shall defend, indemnify and hold Arvest and its affiliates harmless from and against any and all claims, losses, liability, damages, costs and expenses (including reasonable attorneys' fees) directly or indirectly arising from or related to any actual or alleged infringement (including contributory infringement), misappropriation or violation of **any** third party's patents, copyrights, trade secret rights, trademarks or other intellectual property or proprietary rights of any nature in any jurisdiction, resulting from the use of the Marks or other materials produced hereunder. The respective rights and obligations of the parties under this section shall survive termination of this Agreement.

8. Other Affinity Programs. Endorser acknowledges that Arvest is, and shall remain during the Term, the issuer of Cards through this and other affinity programs which may be in competition with the Affinity Cards contemplated hereunder. Endorser acknowledges that the other programs may contain benefits and terms that are different from those offered under this Agreement.

9. Miscellaneous.

9.1 Assignment. Neither party may transfer or assign its rights or delegate its duties under this Agreement without the prior written consent of the other; provided, however, that Arvest may assign any of its rights and obligations hereunder to an affiliate or successor if such affiliate or successor assumes, either expressly or by operation by law, all of Arvest's obligations hereunder.

9.2 Notices. Notices or other communication required or permitted under this Agreement shall be in writing and shall be deemed to have been given (a) when delivered in person, (b) one (1) business day after being sent by nationally recognized overnight courier, charges prepaid, (c) four (4) business days after being mailed, postage prepaid, by registered or certified mail, or (d) when sent by email, with confirmed receipt, in each case addressed as follows:

(a) If to Arvest:

Arvest Bank
Contract Filing
202 S. Goad Springs Rd
Lowell, AR 72745
Email: contractfilinggroup@arvest.com

(b) If to Endorser:

Attn: Roberta Douglas
Address: 314 S. Lewis St City: Stillwater
State: OK Zip: 74074
Email: spsfinance@stillwaterschools.com

or to such other address as any party may from time to time designate by notice given to the other party in the manner provided herein. Courtesy or informational notices may be delivered by email only.

9.3 Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Arkansas.

9.4 Amendment; Waiver. This Agreement may be amended only by a written agreement signed by the parties hereto. A waiver of a breach of any provision of this Agreement by any party shall not operate or be construed as a waiver of any subsequent breach.

9.5 Binding Effect. This Agreement shall be binding upon all parties and their respective successors and permitted assigns.

9.6 Severability. If any provision of this Agreement as applied to any party or to any circumstances shall be adjudged by a court of competent jurisdiction to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity or enforceability of this Agreement.

9.7 Counterparts; Electronic Transmission. This Agreement may be executed in counterparts, each of which will be deemed an original. An electronic transmission of a signed counterpart of this Agreement shall be sufficient to bind the party or parties whose signature(s) appear thereon.

9.8 No Agency. The parties are independent contractors. Nothing in this Agreement creates any agency, partnership, employment, joint venture, partnership or fiduciary relationship between the parties, and neither party shall have the right or authority to act for or on behalf of the other party.

9.9 Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof, and there are no agreements, understandings, specific restrictions, warranties or representations relating to such subject matter between the parties other than those set forth herein.

EXECUTED as of the day and year first above written.

ARVEST: **ARVEST BANK**




Name:

Title:

ENDORSER: Organization: Stillwater Public Schools




Name: Roberta Douglas

Title: Board President

## Subscription Order Form

| | | | |
|---|---|---|---|
| Company Address | 9815 S Monroe St, STE 204<br>Sandy, Utah 84070<br>United States | Quote Number | 00685487 |
| | | Contract Length | 1 Year |
| Created Date | 5/12/2025 | Start Date | 7/1/2025 |
| Prepared By | Devin McCarthy | End Date | 6/30/2026 |
| Email | devin.mccarthy@arbitersports.com | | |
| Billing Schedule | One-Time | | |

## Customer Billing

| | | | |
|---|---|---|---|
| Account Name | Stillwater High School | Primary Contact | Tracy Sodowsky |
| Billing Contact | Tracy Sodowsky | Primary Email | tsodowsky@stillwaterschools.com |
| Billing Email | tsodowsky@stillwaterschools.com | Primary Title | Athletic Administrative Assistant |
| Billing Phone | (405) 533-6338 | Primary Phone | (405) 533-6338 |
| Bill To | 1224 North Husband Street<br>Stillwater, Oklahoma 74075-3630<br>United States | Address | 1224 North Husband Street<br>Stillwater, Oklahoma 74075-3630<br>United States |

## Subscriptions & Services

| Product | Quantity | Sales Price | Total Price |
|---|---|---|---|
| 300- (YEAR 1) ArbiterPay | 1.00 | $1,955.00 | $1,955.00 |

## Year 1

| | | | |
|---|---|---|---|
| Year 1 Start Date | 7/1/2025 | Year 1 Total | $1,955.00 |
| Year 1 End Date | 6/30/2026 | Year 1 Payment Due | 7/31/2025 |

## Contract Total

| | |
|---|---|
| Subtotal | $1,955.00 |
| Total Discount | $0.00 |
| Grand Total | $1,955.00 |

## Terms & Conditions

Standard Conditions:

1. This Subscription Order Form is governed by ArbiterSports website's standard Terms and Conditions ("Terms and Conditions") https://www.arbitersports.com/terms-and-conditions/, if Customer is subscribing to ArbiterPay, by ArbiterSports' standard Payor Agreement for ArbiterPay Users (the "ArbiterPay Agreement") https://www.arbitersports.com/payor-agreement (if applicable), each incorporated herein by reference.

2. In the event of any conflict or inconsistency between the Special Instructions or Standard Conditions of this Subscription Order Form and any provisions of the Terms and Conditions or the ArbiterPay Agreement, this Subscription Order Form shall govern and control.

3. Notwithstanding any provision of the Terms and Condition or the ArbiterPay Agreement, upon a material breach by ArbiterSports which is not cured within 30 days following receipt of written notice, Customer may terminate its subscription and receive the prorated amount paid by

Customer for the applicable year.

4. The Terms and Conditions and the ArbiterPay Agreement (if applicable), together with this Subscription Order Form, represent the entire agreement between the parties and cannot be overridden by terms contained in any later received document unless the additional terms are accepted in writing by both parties.

5. All references to monetary values shall mean United States dollars and do not include any taxes that may apply.

**6. CUSTOMER MUST PROVIDE ARBITERSPORTS WITH VALID AUTOMATED PAYMENT INFORMATION AS A CONDITION TO RECEIVE OR USE THE SERVICES. BY PROVIDING ARBITERSPORTS WITH AUTOMATED PAYMENT INFORMATION, CUSTOMER AUTHORIZES ARBITERSPORTS TO CHARGE CUSTOMER'S PAYMENT ACCOUNT FOR ANY AMOUNTS ARISING FROM OR RELATING TO THE ABOVE SERVICES WITHOUT FURTHER AUTHORIZATION FROM CUSTOMER. CUSTOMER IS RESPONSIBLE FOR AND AGREES TO UPDATE ARBITERSPORTS WITH ANY CHANGES TO CUSTOMER'S BILLING AND/OR AUTOMATED PAYMENT INFORMATION (E.G., NEW OR UPDATED CREDIT CARD, CREDIT CARD EXPIRATION DATE OR OTHER PAYMENT BANK ACCOUNT INFORMATION).**

**7. CUSTOMER AUTHORIZES ARBITERSPORTS TO CHARGE CUSTOMER'S ARBITERSPORTS ACCOUNT FOR ANY AMOUNTS ARISING FROM OR RELATING TO THE ABOVE SERVICES WITHOUT FURTHER AUTHORIZATION FROM CUSTOMER.**

**8. UNLESS CUSTOMER NOTIFIES ARBITERSPORTS IN WRITING (INCLUDING VIA THE ABOVE ARBITERSPORTS EMAIL ADDRESS) 10 DAYS PRIOR TO THE END OF CUSTOMER'S SUBSCRIPTION, CUSTOMER'S SUBSCRIPTION WILL AUTOMATICALLY RENEW FOR AN ADDITIONAL TERM EQUAL TO THE LENGTH OF THE ORIGINAL TERM (FOR EXAMPLE, A TWO-YEAR TERM WILL AUTOMATICALLY RENEW FOR AN ADDITIONAL TWO-YEAR TERM). IF ARBITERSPORTS INCREASES THE ANNUAL SUBSCRIPTION PRICE FOR ANY SERVICES, ARBITERSPORTS WILL NOTIFY CUSTOMER IN WRITING (INCLUDING VIA THE ABOVE CUSTOMER EMAIL ADDRESS) OF SUCH INCREASE AT LEAST 30 DAYS PRIOR TO THE END OF CUSTOMER'S SUBSCRIPTION. IN THE EVENT CUSTOMER DOES NOT TERMINATE, THE RENEWAL WILL BE AT THE INCREASED PRICES.**

9. I hereby authorize ArbiterSports, LLC to initiate a withdrawal from my account within ArbiterPay to pay for services as indicated. I also authorize ArbiterSports, LLC to make deposits to this account in the event that an entry is made in error. I agree that no prior notification will be provided unless the date or amount changes, in which case you will receive notice at least 10 days prior to the payment being collected.

**Customer to Complete:**

Is a Purchase Order required for ArbiterSports to receive payment for the Services in this Subscription Order Form? Please fill in **YES** or **NO** here:

**Acknowledgment and Acceptance of Terms**

By signing this Subscription Order Form, the individual signing on behalf of Customer is committing and confirming that they are authorized by Customer to execute this Subscription Order Form and to purchase the Service listed above.

| **Accepted By (Legal Entity):** | **Accepted By (Legal Entity):**<br>ArbiterSports, LLC |
|---|---|
| **Signature:** | **Signature:** |
| **Print Name:** | **Print Name:**<br>John Hopkins |
| **Title:** | **Title:**<br>Chief Financial Officer (CFO) |
| **Date:** | **Date:** |

CCOSA
The Cooperative Council for
Oklahoma School Administration

2901 North Lincoln Boulevard
Oklahoma City, OK 73105
405-524-1191 office
405-524-1196 fax
www.ccosa.org

# CCOSA's District Level Services (DLS) Program
## (Agreement 2025-2026)

This letter sets out the Agreement between the Cooperative Council for Oklahoma School Administration (CCOSA) and Stillwater School District No. 16 of Payne County, Oklahoma (District) concerning the District's participation in **CCOSA's District Level Services Program** (Program) for the fiscal year ending June 30, 2026.

For participating Oklahoma cooperatives, interlocals, and technology centers, the cost of participation will be determined based upon the total 2023-24 ADM for your district.

# P.O. CALCULATION GRID

County Name: Payne _____ County Number: 60 _____

District Name: Stillwater _____ District Number: I-16 _____

**P.O. CALCULATION GRID**

| ADM | COST |
|---|---|
| 25,000 plus | $ 4,000 |
| 10,000 to 24,999 | $ 3,000 |
| 5,000 to 9,999 | $ 2,500 |
| 1,500 to 4,999 | $ 2,000 |
| 500 to 1,499 | $ 1,800 |
| 499 or less | $ 1,500 |

| ADM (2023-24) | TOTAL COST |
|---|---|
| 5776 | $2,500 |

**Purchase Order Number:** _____

**Purchase Order Amount:** **$2,500** _____

**Please attach a copy of the purchase order when submitting completed forms**

CCOSA
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2901 North Lincoln Boulevard
Oklahoma City, OK 73105
405-524-1191 office
405-524-1196 fax
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# Superintendent Certification of Participation

I certify that on the 10th day of June 2025, the Board of Education of Stillwater Public Schools voted to allow our school district to participate in the CCOSA District Level Services Program. The Stillwater Board of Education has encumbered $ 2,500 for the purpose of participating in the CCOSA District Level Services Program. The Board of Education acknowledges that participation in the Program will result in the provision of **advisory services** to designated administrators with Stillwater Public Schools.

_____ _____

Signature of Superintendent Date

The District understands that CCOSA's District Level Services Program emphasizes assistance in areas that help to create high-quality schools based on the research in *For the People* and seven areas that create a quality system: Culture and Climate; Learning; Teaching, and Assessment; Expanded Learning Opportunities; Governance, Leadership, and Accountability; Human Capital Development; Physical Resources; and Financial Resources.

If consultation and/or professional learning is in the school district, the school district would agree to pay travel expenses that would not be a part of this agreement.

The District understands that CCOSA and/or its partners will be unable to provide assistance in some areas and with some issues. The District understands that, in those situations, CCOSA and/or its partners may recommend that the District seek advice, assistance, and services beyond those offered by this Program, which may cause the District to incur expenses that are not covered by this Program. **This Program is ADVISORY ONLY and CCOSA and/or its partners do not warrant or guarantee any specific outcome related to the advisory services provided. CCOSA reserves the right to refuse participation to school districts and to remove school districts from participation in the Program.**

The term of this Agreement begins on the date it is approved by the District's Board of Education and ends on June 30, 2026. Either the District or CCOSA may terminate this Agreement upon notice in writing to the other party. However, a delay in contract approval could result in your district missing valued services and workshops!

CCOSA
The Cooperative Council for
Oklahoma School Administration

2901 North Lincoln Boulevard
Oklahoma City, OK 73105
405-524-1191 office
405-524-1196 fax
www.ccosa.org

# CCOSA's District Level Services (DLS) Program

## Designated Administrator Contact Form 2025-2026

While all of your district leaders have full access by phone, email, or in person, we need you to designate district administrators who serve as your main contacts to share information from CCOSA and its partners. **These designated administrators will need to commit to forwarding Professional Learning opportunities to your other district and/or school team members to ensure that all of your leaders get maximum benefit from the program.** Districts with an ADM of 10,000 and above may designate three district administrators. The District may include additional school personnel at no additional cost in conference calls, on-site visits, and training sessions.

**Designated Administrators**
(based upon each district's size in ADM for the 2023-24 school year)

| ADM | # of eligible administrators |
|---|---|
| 10,000 + | 3 |
| 1 to 9,999 | 2 |

| ADMINISTRATOR | PHONE NUMBER | EMAIL ADDRESS |
|---|---|---|
| | | |
| | | |
| * | | |

*only if ADM exceeds 10,000

**Please send a copy of the completed forms to Jen Knight (jennifer@ccosa.org) or fax to 405.524.1196 (ATTN: Jen Knight). Keep one copy for your records.**

BOARD OF EDUCATION

AUG 13 2024

MINUTES

# BEVERAGE PROVIDER AGREEMENT

This agreement (the "**Agreement**") is made by and between Coca-Cola Southwest Beverages LLC, a Delaware limited liability company (**"Beverage Provider"**), and the Independent School District No. 16 of Payne County, Oklahoma a/k/a Stillwater Public Schools having its principal place of business at 314 S Lewis Ave Stillwater, OK 74074 ("**District**").

## WITNESSETH:

WHEREAS, Beverage Provider is dedicated to being responsive to local school needs and to improving the communities in which it does business, including by supporting youth development and education, and District has requested a variety of beverages for the use of students, faculty and staff;

WHEREAS, District is vested with the appropriate authority and wishes to grant to Beverage Provider the exclusive beverage availability rights described herein with respect to all schools in the Stillwater Independent School District ("Schools") and with respect to all other facilities owned or operated by the District.

NOW, THEREFORE, in consideration of the promises herein contained, the parties hereto agree as follows:

1. Definitions.

(a) "Agreement Year" means each twelve-month period beginning with the first day of the Term.

(b) "Approved Cups" means disposable cups approved by Beverage Provider from time to time as its standard trademark cups and/or vessels and/or other (disposable and non-disposable) containers approved by Beverage Provider from time to time, all of which shall prominently bear the trademark(s) of Products (as herein defined) on all of the cup surface.

(c) "Beverages" means all non-alcoholic beverages (i.e. anything consumed by drinking), whether or not such beverages (i) contain nutritive, food, or dairy ingredients, OR (ii) are in a frozen form. This definition applies without regard to the beverage's labeling or marketing. Powders, syrups, grounds (such as for coffee), herbs (such as for tea), concentrates, K-Cups® pods and all other beverage bases from which Beverages can be made, and brands and products of water purification and beverage making systems (e.g. Brita®, Soda Stream®, Keurig®) are deemed to be included in this definition. For the avoidance of doubt, "flavor enhancers", "liquid water enhancers", and non-alcoholic beverages sold as "shots" or "supplements" are considered Beverages. "Beverage" or "Beverages" shall not include fresh-brewed unbranded coffee and fresh-brewed unbranded tea products, unflavored dairy products, water drawn from the public water supply or unbranded juice squeezed fresh on the Campus.

(d) "Campus" means the entire premises of each and every School and facility owned or operated by District either now or in the future, including without limitation, all elementary, middle, high, post-secondary and alternative schools, athletic facilities, offices, maintenance facilities, and including for each such location, the grounds, parking lots, all buildings which are a part of the location, all cafeterias, faculty and staff lounges, dining facilities, branded and unbranded food service outlets, concession stands, press rooms, sky boxes, stadium suites, vending locations, and players' benches, sidelines and locker rooms. The defined terms "Schools" and "Stadium" are included within the collective term "Campus."

(e) "Competitive Products" means any and all Beverages other than Products (as defined herein).

(f) "Concessionaire" means any third party providing services under contract with District on Campus or to Team that directly or indirectly relates to the service of Beverages.

(g) "Products" shall mean Beverage products purchased directly from Beverage Provider or sold through vending machines owned and stocked by Beverage Provider.

(h) "Stadium" shall mean the Stillwater Public Schools Football Stadium, which is located at 1224 N Husband St Stillwater, OK 74075 and all other stadiums within the Campus including, but not limited to, the grounds, parking lots, all buildings which are part of the Stadium, all concession stands, dining facilities, branded and unbranded food service outlets, press rooms, sky boxes, stadium suites, vending and players' benches, sidelines and locker rooms.

(i) "Team" or "Team(s)" means all interscholastic athletic teams associated with District.

2. Term.

Beverage Provider shall have the rights provided herein for a term of Five (5) years, beginning July 1, 2024 ("Term"), unless mutually extended by written Agreement of the parties or unless sooner terminated as provided herein. After the end of the first full Agreement Year of the Term, District shall have the right to terminate this Agreement, for any reason, by giving Beverage Provider written notice sixty (60) days prior to the anniversary date of this Agreement each year of the Term. Additionally, effective at the end of each full Agreement Year, either party shall have the right to terminate this Agreement, with or without cause, by giving the other party sixty (60) days advance written notice. In the event of such early termination, the provisions of Section 10 below regarding repayment shall apply.

3. Consideration.

In order to advance the educational mission of the District, to benefit the District, its students and educators, to support school wellness efforts and in exchange for the rights granted to Beverage Provider hereunder, Beverage Provider agrees to provide the following funding, programs and other support described below. The parties intend that the use of funding will be focused on some or all of the following:

- Academic enrichment and scholarships
- Improvement of technology at the Schools
- Additional or improved educational materials
- School and Campus improvements
- Student extra-curricular activities
- Educator and Student reward and recognition programs
- Physical fitness and nutrition education programs
- Teaching kids to consume a balanced diet and be physically active

(a) Sponsorship Funding. Beverage Provider agrees to pay District an aggregate of Fifteen Thousand Dollars ($15,000) for the entire Term (the **"Sponsorship Funding"**). The Sponsorship Funding will be in equal annual installments of Three Thousand ($3,000). The first installment will be paid within sixty (60) days of the date that this Agreement is fully executed and subsequent payments shall be due on the anniversary date. The Sponsorship Funding shall be deemed earned evenly on a monthly basis over the Agreement Year in which they are paid.

(b) Rebates. Beverage Provider will pay District a rebate of Three Dollars ($3.00) for each standard physical case (i.e. 24 units) of 20oz Sparkling, 20oz Dasani Water, 20oz Smartwater, 20oz Powerade and 16oz BodyArmor Products purchased and paid for by the District for sale on the Campus during the Term (Rebates). The Rebates shall be paid quarterly in arrears, within Sixty (60) days after the end or each applicable quarter in with the Rebate was earned and will be based on Beverage Provider's case sales records. Rebates shall not be earned for sales of Products through Beverage Provider's full service vending machines.

(c) Commissions. Beverage Provider shall pay the District commissions on full-service Beverage vending sales based on the following rates and initial vend prices:

| Package | Vend Rate | Commission Rate |
|---|---|---|
| 20oz Sparkling | $2.25 | 15% |
| 20 oz PET - Dasani | $2.25 | 10% |
| 20 oz PET - Powerade | $2.25 | 15% |
| 12 oz PET - Body Armor | $2.00 | 10% |
| 20 oz PET - Smartwater | $2.50 | 10% |
| 15.5 oz PET - Topo Chico | $2.25 | 10% |
| 18.5 oz PET - Gold Peak | $2.50 | 10% |
| 16 oz Can - Monster Brands | $3.50 | 10% |

Beverage Provider may at any time decrease commissions by more than that percentage in the event of a substantial increase of a material component of Beverage Provider's cost of goods, manufacture or delivery. Beverage Provider shall notify District thirty (30) days in advance prior to the date any such substantial commission decrease takes effect. The annual commission decrease shall occur automatically.

Commissions are paid based upon cash collected, after deducting legally imposed taxes, deposits, recycling fees, other handling fees, communication charges and credit and debit card fees, if any.

Commissions shall not be payable on any sales from vending machines not filled or serviced by Beverage Provider. Vend prices and packages shall be in effect for the current Agreement Year. There will be a vend rate increase of twenty-five cents (S.25) in Agreement Year 3 and Agreement Year 5. In addition, Beverage Provider may adjust the vend prices on an annual basis as necessary to reflect changes in its costs, including cost of goods, or to implement cash discounts. Commissions will be paid in arrears, on or about the 20th of each month with an accounting of all sales and monies.

(d) Other Consideration: Beverage Provider shall provide the following to the District:

(i) Powerade Equipment. Each Agreement Year during the Term, Beverage Provider shall provide District with athletic equipment, including but not limited to, coolers, squeeze bottles and towels. The approximate annual retail value of athletic equipment will not exceed Five Hundred Dollars ($500.00) in retail value for each Agreement Year, as determined in good faith by Beverage Provider.

(ii) Complimentary Product. Each Agreement Year during the Term, Bottler shall provide District, upon District's request, complimentary Product of Beverage Provider's choosing, with an estimated retail value of up to One Thousand Dollars ($1,000), as determined in good faith by Beverage Provider. In the event District does not request all complimentary Product by the end of each Agreement Year,

any remaining complimentary Product shall be retained by Beverage Provider with no further obligation to District.

(iii) Marketing Fund. Each Agreement Year during the Term, Beverage Provider will establish a marketing fund in the maximum amount of Five Hundred Dollars ($500) to be used to support promotional and marketing activities to promote the sale of Products at the concession locations on Campus (the "Marketing Fund"). Beverage Provider will hold, manage and administer this Marketing Fund. Any amounts remaining unused at the end of any such Agreement Years shall be retained by Beverage Provider with no further obligation to District.

4. Grant of Beverage Availability and Beverage Merchandising Rights.

District hereby grants to Beverage Provider the following exclusive Beverage availability and merchandising rights:

(a) Beverage Availability on Campus. Beverage Provider shall have the exclusive right to make Beverages available for sale and distribution on Campus. District agrees that Products shall be the exclusive Beverages sold, dispensed, served or sampled at all locations and at all functions on the Campus. District agrees that District and all other persons serving Beverages on Campus, including without limitation Concessionaires, food service vendors, teams, and booster clubs, shall purchase all (100%) of their requirements for Products, Approved Cups and carbon dioxide from Beverage Provider. In particular, District shall cause each School administration to do the following:

(i) Offer a selection of Beverage Provider's Products to comply with the following standard Beverage guidelines (the "Guidelines") at the Schools indicated below:

First, the Standards:

**Elementary:**

- bottled water, including carbonated (no size limit)
- low-fat unflavored milk and non-fat milk (including flavored) and milk alternatives (8 oz or less)
- 100% juice, including diluted with water (with or without carbonation) and no added sweeteners (9 fl oz or less)
- No caffeine, except for trace amounts of naturally occurring.

**Middle:**

- same as elementary, except serving sizes for milk and 100% juice/diluted juice increase to 12 ounces
- No caffeine, except for trace amounts of naturally occurring.

**High:**

- plain bottled water, including carbonated (no size limited)
- low-fat unflavored milk and non-fat milk (including flavored) and milk alternatives (12 fl oz or less)
- 100% juice, including diluted with water (with or without carbonation) and no added sweeteners (12 fl oz or less)
- Diet beverages up to 20 fl oz (defined as those that are labeled to contain less than 5 calories per 8 fl oz, or less than or equal to 10 calories per 20 fl oz)
- Mid-calorie beverages that are 40 calories or less per 8 fl oz, capped at 60 calories in a 12 fl oz portion size

- Caffeine Permitted

Products offered at the Schools in compliance with the Guidelines shown above shall be available during the regular and extended school day and at all locations in the Schools, except where not permitted by federal or state regulations. The extended school day includes, but is not limited to, activities such as clubs, athletic practices, yearbook, band and choir practice, student government, drama, and childcare/latchkey programs. District represents and warrants that current federal and state regulations permit the sale of Beverages in Schools at least in accordance with the above Guidelines;

(ii) Obtain Beverage vending services from Beverage Provider, which shall have the exclusive right to provide Beverage vending on Campus;

(iii) Offer juice Products, juice-containing Products and other Products in cafeteria lines of all Schools, if such Products meet state, and federal nutrition and procurement regulations and the above Guidelines;

(iv) Permit Beverage Provider to place a minimum of Six (6) Beverage vending machines and Sixteen (16) Beverage Coolers for Concessions in mutually agreed upon locations as required to meet Beverage availability needs on Campus;

(v) Permit Beverage Provider to place vending machines in all athletic facilities operated by the District, including the Stadium;

(vi) Except as otherwise limited by this Agreement, cause Products to be hawked in stands in Approved Cups and plastic bottles at all sporting events and during all events when any items of any make or description are hawked on the Campus.

(b) Beverage Merchandising Rights. Beverage Provider shall have the exclusive right to merchandise Beverages on Campus including the following specific rights:

(i) Trademarks for Products shall be prominently listed on the menu boards of all food refreshment outlets on Campus;

(ii) District shall ensure that all post-mix Beverages served or pre-mix Beverages served, sold or dispensed at concessions and for Team use (including Beverages sold, served or made available in locker rooms, sidelines and players' benches) shall be served in Approved Cups.

5. Signage for Products.

Beverage Provider shall be entitled to signage locations as selected by Beverage Provider at the Schools and athletic facilities, including but not limited to advertising panels located on the Scoreboard. Such signage shall meet Beverage Provider's reasonable specifications as to design, construction, and general appearance. The location, size and appearance of any sign are subject to District approval, not to be unreasonably withheld. Without the express written consent of Beverage Provider, Beverage Provider's signage on the Campus shall not be altered, obscured in any way or draped at any time or for any reason by any person or entity, including any broadcaster. District shall maintain the Scoreboard, all signs and other promotional materials for Products in good order and repair. All lighted signs and panels promoting Products (including lighted concession advertising) shall be fully illuminated at all events on the Campus for

which any signs are illuminated. Beverage Provider shall have the right of access to its permanent signage at all reasonable times for the purpose of replacement or removal of the same or to modify, change or alter the promotional messages appearing thereon at Beverage Provider's cost and discretion, subject to District approval of content, not to be unreasonably withheld.

6. Competitive Products. During the entire Term and any renewal or extension thereof:

(a) No Competitive Products may be sold, dispensed or served anywhere on the Campus.

(b) No permanent or temporary advertising, signage or trademark visibility for Competitive Products will be displayed or permitted anywhere on the Campus, including locker rooms, sidelines and players benches.

(c) No agreement or relationship will be entered into or maintained by District pursuant to which Competitive Products are associated in any manner with the Campus, Schools, Stadium, Teams and/or events at the Stadium in any advertising, promotional activity or other endeavor which creates or tends to create the impression of a relationship or connection between Competitive Products and Campus, Schools, Stadium, Teams and/or events at the Stadium.

7. Pricing. During Agreement Year one, Beverage Provider agrees to offer District the pricing as set forth in **Exhibit A**. Such prices shall remain in effect until June 30, 2025. Thereafter, such prices will be subject to an annual increase of no more than Five percent (5%) over the previous Agreement Year's price, except in the event of an increase of a component of Beverage Provider's cost of goods, manufacture or delivery or increases in taxes, deposits and other government related fees, in which case Beverage Provider may increase prices to cover such increased costs. Annual price increases shall occur automatically on July 1st.

8. Concessionaires. If, during the Term, District elects to contract with a Concessionaire, District will cause Concessionaire to purchase from Beverage Provider all requirements for Products, Approved Cups, lids and carbon dioxide, as applicable. Such purchases will be made at prices and on terms set forth in Beverage Provider's existing agreement with such Concessionaire, if any. If no agreement exists between Concessionaire and Beverage Provider, such purchases will be made at prices and on terms set forth in this Agreement. District acknowledges that there will be no duplication of allowances, funding or benefits (including pricing) to District or a Concessionaire if such Concessionaire has an existing agreement with Beverage Provider. If such Concessionaire requires Beverage Provider to pay Concessionaire funding or to provide Products pursuant to prices under the separate agreement with Concessionaire, then District agrees that Beverage Provider may deduct such duplicate funding and lost margin on such lower cost Products paid or sold to Concessionaire from any payment made by Beverage Provider to District.

9. Equipment and Service.

(a) During the Term, Beverage Provider will loan to District all Beverage dispensing equipment ("**Equipment**") which is reasonably required in Beverage Provider's discretion to dispense Products at the Campus. District represents and warrants that electrical service on the Campus is proper and adequate for the installation of Equipment, and District agrees to indemnify and hold harmless Beverage Provider from any damages arising out of defective electrical services.

(b) District agrees (i) it will execute documents evidencing Beverage Provider's ownership of the Equipment, (ii) upon request of Beverage Provider, District will execute Beverage Provider's Equipment Placement Agreement ("BPEPA"), however, if any of the terms of the BPEPA are in conflict with the terms of this Agreement, this Agreement will control, (iii) the Equipment may not be removed from the

Campus without Beverage Provider's written consent, (iv) District will not encumber the Equipment in any manner or permit any attachment thereto except as authorized by Beverage Provider for the Equipment, and (v) District will be responsible to Beverage Provider for any loss or damage to the Equipment, reasonable wear and tear excepted.

(c) Beverage Provider will provide District with reasonable, free service to its Equipment. All equipment service will be provided during normal business hours. Beverage Provider shall not be obligated to provide service hereunder during periods in which it is prevented from doing so due to strikes, civil disturbances, unavailability of parts or other causes beyond the control of Beverage Provider. Beverage Provider shall not be liable for damages of any kind arising out of delays in rendering service.

10. Repayment of Funding. In the event of termination during the Term for any reason, District agrees to repay Beverage Provider pursuant to the terms of **Exhibit B** and not to claim that any of the amounts in **Exhibit B** constitute a penalty and to pay a pro rata refund of the costs of refurbishing and installing the Equipment. The parties further agree that, in the event of termination of the Agreement prior to the end of the Term, the District will pay any costs of court, attorneys' fees or related expenses incurred by Beverage Provider to enforce the terms of this Agreement.

11. Remedies for Loss of Rights.

(a) In addition to any other legal or equitable remedy, District will have the right to terminate this Agreement upon forty-five (45) days prior written notice to Beverage Provider at any time if:

(i) Beverage Provider fails to make any payment due under this Agreement, and if such default continues uncured for the forty-five day period referenced in this Section 11(a); or

(ii) Beverage Provider breaches any material term or condition of this Agreement, and if such breach continues uncured for the forty-five day period referenced in this Section 11(a).

(b) In addition to any other legal or equitable remedy, Beverage Provider will have the right to terminate this Agreement upon forty-five (45) days prior written notice to District at any time if:

(i) District breaches any material term or condition of this Agreement, and if such breach continues uncured for the forty-five day period referenced in this Section 11(b); or

(ii) District's right to convey the promotional and Beverage availability rights contained in this Agreement expire or are revoked; or

(iii) Any material component of the Campus is closed for a period of one hundred twenty (120) days or more.

(c) Upon termination of this Agreement for any reason, except as set forth in Section 11(a), District shall pay to Beverage Provider the repayment terms set forth in **Exhibit B** and a pro rata refund of the costs of refurbishing and installing the Equipment.

(d) If any material component of the Campus is closed for more than thirty (30) consecutive days, but less than one hundred twenty (120) consecutive days, Beverage Provider may extend the Term for a corresponding period, whether or not such closure is due to a cause beyond the reasonable control of District.

(e) If (i) any of the rights granted to Beverage Provider herein are materially restricted or limited during the Term or (ii) if there is a closing of any material component of the Campus, or (iii) a Team fails to play all of its scheduled home games on the Campus for a period of more than thirty (30) consecutive days during its scheduled season, (iv) the average daily census for students on Campus for in-person classes, which District will report to Beverage Provider no later than thirty (30) days after the end of each semester, declines below 90% of the average on Campus, in-person enrollment from Fall 2019, (v)the standard school year is shortened; or (vi) government or other regulation limits or prohibits the availability of Beverages as outlined in Section 4; (whether or not due to a cause beyond the reasonable control of District including a strike or other work stoppage), then in addition to any other remedies available to Beverage Provider, Beverage Provider may elect, at its option, to adjust the Sponsorship Funding to be paid to District for the then remaining portion of the Term (and District shall pay to Beverage Provider as required by **Exhibit B** and a pro rata refund of the costs of refurbishing and installing the Equipment), or to extend the Term of this Agreement, to reflect the diminution of the value of rights granted hereunder to Beverage Provider. In the event Beverage Provider elects to exercise its right to such adjustment and refund, District may, at its option, within ten (10) days following receipt of notice of any adjustment, notify Beverage Provider of its disagreement with the amount of the adjustment. The parties will then attempt in good faith to resolve the disagreement over such adjustment. If the parties cannot, after good faith negotiations, resolve the matter, Beverage Provider may exercise the right of termination described in Section 11(b) above.

(f) Beverage Provider shall have the right to withhold and not pay further Sponsorship Funding or any other amounts which may become payable to District pursuant to this Agreement if: (i) District has failed to perform its obligations hereunder, (ii) Beverage Provider's rights hereunder have been lost, limited or restricted, or (iii) there exists a bona fide dispute between the parties.

12. Notices. Any notices or other communication hereunder shall be in writing, shall be sent via registered or certified mail, and shall be deemed given when received.

If to Beverage Provider:

Coca-Cola Southwest Beverages LLC
600 N May Ave
Oklahoma City, OK 73107
Attention: Hector Amaya

with a copy to:

Coca-Cola Southwest Beverages LLC
Two Lincoln Centre
5420 Lyndon B. Johnson Freeway, Suite 800
Dallas, TX 75240
Attention: General Counsel

If to District:

Stillwater Public Schools
314 S Lewis Ave
Stillwater, OK 74074
Attention: Superintendent

## TERMS AND CONDITIONS

Representations, Warranties and Covenants

(a) Representations, Warranties and Covenants of District. District represents, warrants and covenants to Beverage Provider as follows:

(i) District Authority. District has full power and authority to enter into this Agreement and to grant and convey to Beverage Provider the rights set forth herein.

(ii) District Binding Obligation. All necessary approvals for the execution, delivery and performance of this Agreement by District have been obtained, and this Agreement has been duly executed and delivered by District and constitutes the legal and binding obligation of District enforceable in accordance with its terms.

(iii) No Conflict With Other Agreements. District has not entered into, and during the Term of this Agreement, will not enter into (a) any other agreements (including agreements with any broadcaster or any other Beverage providers of the Campus, Schools, Stadium and/or the Teams) which would prevent it from fully complying with the provisions of this Agreement or (b) any agreement granting Beverage availability and merchandising that are inconsistent with the rights granted to Beverage Provider pursuant to this Agreement, including any agreements with Concessionaires or third party food service operators, vending companies, boosters, parents and student groups, and/or other entities which sell, distribute or advertise Beverages and/or food (including agreements with broadcasters or other Beverage Providers of the Campus, Schools, Stadium and/or the Teams). District further covenants that it will require compliance with the relevant provisions of this Agreement by third party food service operators, vending companies, Concessionaires, boosters, parent and student groups, and/or other entities which sell, distribute or advertise Beverages and/or food on the Campus, or which sponsor events on the Campus.

(b) Representations and Warranties and Covenants of Beverage Provider. Beverage Provider hereby represents, warrants and covenants as follows:

(i) Authority. Beverage Provider has full power and authority to enter into and perform this Agreement.

(ii) Binding Agreement. All necessary approvals for the execution, delivery and performance of this Agreement by Beverage Provider, have been obtained, and this Agreement has been duly executed and delivered by Beverage Provider, and constitutes the legal and binding obligation of Beverage Provider, enforceable in accordance with its terms.

(iii) No Conflict With Other Agreements. Beverage Provider has not entered into and during the Term of this Agreement, will not enter into, any other agreements which would prevent it from fully complying with the provisions of this Agreement.

© General. Each of the parties hereto agree that the representations, warranties and covenants contained herein shall survive the execution and delivery, and if appropriate the termination, of this Agreement.

Assignment. District may not assign this Agreement without the prior written consent of Beverage Provider. Beverage Provider may assign all or part of its rights and obligations under this Agreement to any licensed bottler of The Coca-Cola Company ("Company"), Company or any of Company's subsidiaries.

Claims. In no event will Beverage Provider accept any audits of, or claims of discrepancies or errors in, pricing, rebates, commissions, funding, discounts, or other consideration provided under this Agreement ("Claims") more than one (1) year from the date of invoice or the date of funding or consideration, as applicable. In order to present Claims within forty-five (45) days of the date of invoice, commission report, check or other applicable documentation, District shall provide Beverage Provider a detailed, written request specifying the particular price, commission, funding, product, amount in dispute and reason for dispute, along with a true copy of the original invoice, commission report, check or other applicable documentation. In order to present Claims later than forty-five (45) days from the date of invoice (but not more than one (1) year from the date of invoice), District shall provide to the Beverage Provider a request as specified above, and, in addition, submit true copies of any check remittances, and any other relevant documentation showing proof of Claim. Beverage Provider will review each Claim in good faith and provide responses to each properly-made Claim. Beverage Provider will work directly with the District to resolve any Claims or audit issues, but will not interact with third-party auditors or contractors. Any audits requested by District shall take place during normal business hours and shall be conducted at Beverage Provider's place of business.

Modifications. No modification or waiver of any of the terms and conditions of this Agreement shall be effective unless such modification or waiver is expressed in writing and executed by each of the parties hereto. This Agreement may be amended only in writing signed by each of the parties hereto.

Relationship of Parties. The parties are acting herein as independent contractors and independent employers. Nothing herein contained shall create or be construed as creating a partnership, joint venture or agency relationship between any of the parties and no party shall have the authority to bind the other in any respect.

Retention of Rights. District shall not obtain, by this Agreement, any right, title or interest in the trademarks of The Coca-Cola Company, nor shall this Agreement give District the right to use, refer to, or incorporate in marketing or other materials the name, logos, trademarks or copyrights of The Coca-Cola Company.

Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

Applicable Law. Each of the parties hereto agrees that it will, in its performance of its obligations hereunder, fully comply with all applicable laws, regulations and ordinances of all relevant authorities and shall obtain all licenses, registrations or other approvals required in order to fully perform it obligations hereunder.

Jury Waiver. **EACH PARTY, TO THE EXTENT PERMITTED BY LAW, KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVES ITS RIGHT TO A TRIAL BY JURY IN ANY ACTION OR OTHER LEGAL PROCEEDING ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT AND THE TRANSACTIONS IT CONTEMPLATES. THIS WAIVER APPLIES TO ANY ACTION OR LEGAL PROCEEDING, WHETHER ARISING IN CONTRACT, TORT OR OTHERWISE.**

Captions. The captions used in this Agreement are for convenience only and shall not affect in any way the meaning or interpretation of the provisions set forth herein.

Entire Agreement. This Agreement shall constitute the complete and exclusive written expression of the intentions of the parties hereto and shall supersede all previous communications, representations, Agreements, promises or statements, either oral or written, by and between either party.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed as of the date last below written.

**Beverage Provider:**

By: Kimberly Adler
Kimberly Adler (Aug 1, 2024 16:09 CDT)

Printed Name: Kimberly Adler

Title: Director Food Service & On-Premise

Date: 08/01/2024

**District:**

By: Marshall A Baker

Printed Name: Marshall Baker

Title: Board President

Date: 8-13-24

## EXHIBIT A

### Pricing Schedule*

| Package | Units Per | Price Y1 |
|---|---|---|
| 20 oz PET - KO CSD | 24 | $34.32 |
| 20 oz PET - Dasani | 24 | $22.80 |
| 20 oz PET - Smartwater | 24 | $33.60 |
| 20 oz PET - Powerade | 24 | $30.48 |
| 16 oz PET - BodyArmor | 12 | $20.16 |
| 18.5 oz PET - Gold Peak | 12 | $21.82 |
| 23 oz CAN - Peace Tea | 12 | $13.68 |
| 20 oz PET - Vitaminwater | 12 | $19.32 |
| 14 oz PET - YUP | 12 | $19.56 |
| 14 oz PET - Core Power | 12 | $33.48 |
| 16 oz Can - Monster Brands | 24 | $42.72 |

*All prices are exclusive of taxes, deposits, handling fees and recycling fees.

## EXHIBIT B

### Repayment Terms

In the event of termination during any Agreement Year of the Term, District shall pay the following to Beverage Provider:

| Month in which termination occurs during any Agreement Year | Amount due Beverage Provider |
|---|---|
| first month of any Agreement Year | $3,000.00 |
| second month | $2,750.00 |
| third month | $2,500.00 |
| fourth month | $2,250.00 |
| fifth month | $2,000.00 |
| sixth month | $1,750.00 |
| seventh month | $1,500.00 |
| eighth month | $1,250.00 |
| Ninth month | $1,000.00 |
| Tenth month | $750.00 |
| eleventh month | $500.00 |
| twelfth month | $250.00 |

These figures assume that the Agreement Year payment has been made for the Agreement Year in question. If no payment has been made, nothing shall be payable to Beverage Provider pursuant to this Exhibit B.

# Stillwater Public Schools Coca-Cola Contract for Signature 07-24-24

Final Audit Report 2024-08-01

| | |
|---|---|
| Created: | 2024-07-31 |
| By: | Beatriz Rodriguez (rodriguezbeatriz@cocacolaswb.com) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAA5od5sSqUBs_wJHbjBINiAg-WQ399YW2d |

## "Stillwater Public Schools Coca-Cola Contract for Signature 07-24-24" History

Document created by Beatriz Rodriguez (rodriguezbeatriz@cocacolaswb.com)
2024-07-31 - 3:33:42 PM GMT

Document emailed to kimberly.adler@cocacolaswb.com for signature
2024-07-31 - 3:33:47 PM GMT

Email viewed by kimberly.adler@cocacolaswb.com
2024-08-01 - 9:09:13 PM GMT

Signer kimberly.adler@cocacolaswb.com entered name at signing as Kimberly Adler
2024-08-01 - 9:09:48 PM GMT

Document e-signed by Kimberly Adler (kimberly.adler@cocacolaswb.com)
Signature Date: 2024-08-01 - 9:09:50 PM GMT - Time Source: server

Agreement completed.
2024-08-01 - 9:09:50 PM GMT

Form No. 148(f); Revised 02/01/2022

**AGREEMENT FOR**
**ARBITRAGE REBATE COMPLIANCE SERVICES**
**BETWEEN**
**INDEPENDENT SCHOOL DISTRICT NUMBER 16, PAYNE COUNTY, OKLAHOMA**
**(STILLWATER BOARD OF EDUCATION)**
**(Hereinafter Referred to as the "ISSUER")**
**AND**
**HILLTOP SECURITIES ASSET MANAGEMENT, LLC**
**(Hereinafter Referred to as "HSAM")**

It is understood and agreed that the Issuer, in connection with the sale and delivery of certain bonds, notes, certificates, or other tax-exempt obligations (the "***Obligations***" or "***Bonds***"), will have the need to determine to what extent, if any, it will be required to rebate certain investment earnings (the amount of such rebate being referred to herein as the "***Arbitrage Amount***") from the proceeds of the Obligations to the United States of America pursuant to the provisions of Section 148(f)(2) of the Internal Revenue Code of 1986, as amended (the "***Code***"). For purposes of this Agreement, the term "Arbitrage Amount" includes payments made under the election to pay penalty in lieu of rebate for a qualified construction issue under Section 148(f)(4) of the Code.

If it is accepted by the Issuer, this shall become the agreement (the "***Agreement***") between the Issuer and HSAM and will become effective at the date of its acceptance as provided for herein below.

1. This Agreement shall apply to all issues of tax-exempt Obligations delivered subsequent to the effective date of the rebate requirements under the Code, except for (i) issues which qualify for exceptions to the rebate requirements in accordance with Section 148 of the Code and related Treasury regulations, or (ii) issues excluded by the Issuer in writing in accordance with the further provisions hereof, (iii) new issues effected in a fashion whereby HSAM is unaware of the existence of such issue, (iv) issues in which, for reasons outside the control of HSAM, HSAM is unable to procure the necessary information required to perform such services.

**Covenants of Hilltop Securities Asset Management**

2. HSAM agrees to provide our professional services in determining the Arbitrage Amount with regard to the Obligations. The Issuer will assume and pay the fee of HSAM as such fee is set out in Appendix A attached hereto. HSAM shall not be responsible for any expenses incurred on behalf of Issuer in connection with providing such professional services, including any costs incident to litigation, mandamus action, test case or other similar legal actions.

3. HSAM agrees to perform the following duties in connection with providing arbitrage rebate compliance services:

   a. To cooperate fully with the Issuer in reviewing the schedule of investments made by the Issuer with (i) proceeds from the Obligations, and (ii) proceeds of other funds of the Issuer which, under Treasury Regulations Section 1.148, or any successor regulations thereto, are subject to the rebate requirements of the Code;

   b. To perform, or cause to be performed, consistent with the Code and the regulations promulgated thereunder, calculations to determine the Arbitrage Amount under Section 148(f)(2) of the Code; and

   c. To provide a report to the Issuer specifying the Arbitrage Amount based upon the investment schedule, the calculations of bond yield and investment yield, and other information deemed relevant by HSAM. In undertaking to provide the services set forth in paragraph 2 and this paragraph 3, HSAM does not assume any responsibility for any record retention requirements which the Issuer may have under the Code or other applicable laws, it being understood that the Issuer shall remain responsible for compliance with any such record retention requirements. HSAM shall maintain Issuer records and work product pursuant to its own internal document retention policy.

**Covenants of the Issuer**

4. In connection with the performance of the aforesaid duties, the Issuer agrees to the following:

    a. The fees due to HSAM in providing arbitrage rebate compliance services shall be calculated in accordance with Appendix A attached hereto. The fees will be payable upon delivery of the report prepared by HSAM for each issue of Obligations during the term of this Agreement.

    b. The Issuer will provide HSAM all information regarding the issuance of the Obligations and the investment of the proceeds therefrom, and any other information necessary in connection with calculating the Arbitrage Amount. HSAM will rely on the information supplied by the Issuer without inquiry, it being understood that HSAM will not conduct an audit or take any other steps to verify the accuracy or authenticity of the information provided by the Issuer.

    c. The Issuer will notify HSAM in writing of the retirement, prior to the scheduled maturity, of any Obligations included under the scope of this Agreement within 30 days of such retirement. This notification is required to provide sufficient time to comply with Treasury Regulations Section 1.148-3(g) which requires final payment of any Arbitrage Amount within 60 days of the final retirement of the Obligations. In the event the Issuer fails to notify HSAM in a timely manner as provided hereinabove, HSAM shall have no further obligation or responsibility to provide any services under this Agreement with respect to such retired Obligations.

5. In providing the services set forth in this Agreement, it is agreed that HSAM shall not incur any liability for any error of judgment made in good faith by a responsible officer or officers thereof and, except to the limited extent set forth in this paragraph, shall not incur any liability for any other errors or omissions, unless it shall be proved that such error or omission was a result of the gross negligence or willful misconduct of said officer or officers. In the event a payment is assessed by the Internal Revenue Service due to an error by HSAM, the Issuer will be responsible for paying the correct Arbitrage Amount and HSAM's liability shall not exceed the amount of any penalty or interest imposed on the Arbitrage Amount as a result of such error. Additionally, it is understood and agreed that HSAM shall incur no liability for any errors, omissions, or failure to make a timely payment in connection with any IRS Computation Date calculations occurring prior to the effective date of the Initial Agreement with the Issuer, even if the error is discovered after the date of HSAM's engagement.

**No Coordination with Private Activity Regulations**

6. The purpose of HSAM's engagement is to determine the Arbitrage Amount pursuant to Section 148(f)(2) of the Code. Sections 141-147 of the Code and the related Treasury Regulations set forth requirements with respect to the amount of obligation proceeds that may be used for the benefit of a private person or entity. Treasury Regulations Section 1.141-6(a) requires that allocations of expenditures of obligation proceeds for purposes of computing the Arbitrage Amount must be the same as the allocations of expenditures used to test the private use of projects financed with proceeds of the Obligations.

7. For purposes of calculating the Arbitrage Amount, our calculations assume that the allocation of the expenditures of Obligation proceeds as provided to us are the same for both purposes of Sections 141-147 and Section 148 of the Code. The scope of this engagement does not include procedures to analyze the private use limitations associated with the Obligations.

**Obligations Issued Subsequent to Initial Agreement**

8. The services contracted for under this Agreement will automatically extend to any additional Obligations (including financing lease obligations) issued during the term of this Agreement if such Obligations are subject to the rebate requirements under Section 148(f)(2) of the Code. In connection with the issuance of additional Obligations, the Issuer agrees to the following:

    a. The Issuer will notify or cause the notification, in writing, to HSAM of any tax-exempt financing (including financing lease obligations) issued by the Issuer during any calendar year of this Agreement, and will provide HSAM with such information regarding such Obligations as HSAM may request in connection with its performance of the arbitrage rebate services contracted for hereunder. If such notice is not provided to HSAM

with regard to a particular Obligation, HSAM shall have no obligation to provide any services hereunder with respect to such Obligation.

b. At the option of the Issuer, any additional Obligations to be issued subsequent to the execution of this Agreement may be excluded from the services provided for herein. In order to exclude an issue, the Issuer must notify HSAM in writing of their intent to exclude any specific Obligations from the scope of this Agreement, which exclusion shall be permanent for the full life of the Obligations; and after receipt of such notice, HSAM shall have no obligation to provide any services under this Agreement with respect to such excluded Obligations.

**Effective Date of Agreement**

9. This Agreement shall become effective at the date of acceptance by the Issuer as set out herein below and remain in effect thereafter for a period of five (5) years from the date of acceptance, provided, however, that this Agreement may be terminated with or without cause by the Issuer or HSAM upon thirty (30) days prior written notice to the other party. In the event of such termination, it is understood and agreed that only the amounts due to HSAM for services provided and expenses incurred to and including the date of termination will be due and payable. No penalty will be assessed for termination of this Agreement. In the event this Agreement expires or is terminated prior to the completion of its stated term, all records provided to HSAM with respect to the investment of monies by the Issuer shall be returned to the Issuer as soon as practicable following written request by Issuer, provided that such records have not been destroyed pursuant to HSAM's internal document retention policy. In addition, the parties hereto agree that, upon termination of this Agreement, HSAM shall have no continuing obligation to the Issuer regarding any arbitrage rebate related services contemplated herein, regardless of whether such services have previously been undertaken, completed, or performed.

**Acceptance of Agreement**

10. When accepted by the Issuer in accordance with the terms hereof, it, together with Appendix A attached hereto, will constitute the entire Agreement between the Issuer and HSAM for the purposes and the consideration herein specified. In order for this Agreement to become effective, it must be accepted by the Issuer within sixty (60) days of the receipt by the Issuer. After the expiration of such 60-day period, acceptance by the Issuer shall only become effective upon delivery of written acknowledgement and reaffirmation by HSAM that the terms and conditions set forth in this Agreement remain acceptable to HSAM.

**Counterpart Signatures**

11. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Each Party may execute this Agreement on a facsimile or PDF hereof. In addition, facsimile or PDF signatures of either Party shall be valid and binding, and delivery of a facsimile or PDF signature by either Party shall constitute due execution and delivery of this Agreement.

**Governing Law**

12. This Agreement will be governed by and construed in accordance with the laws of the State of Oklahoma, without regard to its principles of conflicts of laws.

**Acceptance**

13. Acceptance will be indicated by returning one executed copy to HSAM. An electronic version is acceptable. HSAM will then execute the Agreement and return a fully executed electronic version of the Agreement to the Issuer.

Respectfully submitted,

HILLTOP SECURITIES ASSET MANAGEMENT, LLC

By_____

Brian Helming, Managing Director

Date_____

**ISSUER'S ACCEPTANCE CLAUSE**

The above and foregoing is hereby in all things accepted and approved by:

_____, on this the _____ day of _____, _____.

By_____
Authorized Representative

Title _____

Printed Name _____

## APPENDIX A - FEES

The Obligations to be covered initially under this Agreement include all issues of tax-exempt obligations delivered subsequent to the effective dates of the rebate requirements, under the Code, except as set forth in Section I of the Agreement.

The fee for any Obligations under this Agreement shall only be payable if a computation is required under Section 148(f)(2) of the Code. In the event that any of the Obligations fall within an exclusion to the computation requirement as defined by Section 148 of the Code or related regulations and no calculations were required by HSAM to make that determination, no fee will be charged for such issue. For example, certain obligations are excluded from the rebate computation requirement if the proceeds are spent within specific time periods. In the event a particular issue of Obligations fulfills the exclusion requirements of the Code or related regulations, the specified fee will be waived by HSAM if no calculations were required to make the determination.

HSAM's fee for arbitrage rebate services is based upon a fixed Calculation Period fee per issue. The Calculation Period fee is charged based upon the number of Calculation Periods that proceeds exist subject to rebate from the delivery date of the issue to the Calculation Date.

HSAM's fees are payable upon delivery of the report. The first report will be made following one Calculation Period from the date of delivery of the Obligations and on each Calculation Date thereafter during the term of the Agreement. The fees for computations of the Arbitrage Amount which encompass more, or less, than one Calculation Period shall be prorated to reflect the longer, or shorter, period of work performed during that period.

The fee for each of the Obligations included in this Agreement shall be based on the table below.

**Additionally, due to significant time saving efficiencies realized when investment information is submitted in an electronic format, HSAM passes the savings to its clients by offering a 10% reduction in its fees if information is provided in a spreadsheet or electronic text file format.**

| Description | FEE |
|---|---|
| ***ANNUAL CALCULATION PERIOD FEE*** | **$1,400** |
| ***COMPREHENSIVE ARBITRAGE COMPLIANCE SERVICES INCLUDE:*** | |
| • Commingled Funds Analysis & Calculations<br>• Spending Exception Analysis & Calculations<br>• Yield Restriction Analysis & Calculations (for yield restricted Project Funds, Reserve Funds, Escrow Funds, etc.)<br>• Parity Reserve Fund Allocations<br>• Transferred Proceeds Calculations<br>• Universal Cap Calculations<br>• Debt Service Fund Calculations (including earnings test when required)<br>• Preparation of all Required IRS Paperwork for Making a Rebate Payment / Yield Reduction Payment<br>• Retention of Records Provided for Arbitrage Computations<br>• IRS Audit Assistance<br>• Delivery of Rebate Calculations Each Year That Meets the Timing Requirements of the Audit Schedule<br>• On-Site Meetings, as Appropriate, to Discuss Calculation Results / Subsequent Planning Items | **INCLUDED** |
| **OTHER SERVICES AVAILABLE:** | |
| **IRS Refund Request –** Update calculation, prepare refund request package, and assist issuer as necessary in responding to subsequent IRS Information Requests | **$3,000** |

**EXPLANATION OF TERMS:**

a. **Bond Year**: A "Bond Year" is each 1-year period selected by the issuer. The first and last bond years may be short periods. If no bond year is selected, bonds years will end on each anniversary date of the issue and at final maturity.

b. **Computation Date**: A "Computation Date" is a five bond year period no longer than five years after the issue date. Subsequent Computation Dates will be for a period not later then 5 years after the previous Computation Date and at final maturity of the issue.

c. **Calculation Period:** A "Calculation Period" represents a one year period from the delivery date of the issue to the date that is one calendar year after the delivery date, and each subsequent one-year periods thereafter. Therefore, if a calculation is required that covers more than one Calculation Period, the Calculation Period fee is multiplied by the number of periods contained in the calculation being performed. If a calculation includes a portion of a Calculation Period, i.e., if the calculation includes 1 ½ Calculation Periods, then the base fee will be multiplied by 1.5**.**

d. **Electronic Data Submission:** The data should be provided electronically in MS Excel or ASCII text file (comma delimited text preferred) with the date, description, dollar amount, and an activity code (if not in debit and credit format) on the same line in the file.

e. **Variable/Floating Rate Bond Issues:** Special services are also required to perform the arbitrage rebate calculations for variable rate bonds. A bond is a variable rate bond if the interest rate paid on the bond is dependent upon an index which is subject to changes subsequent to the issuance of the bonds. The computational requirements of a variable rate issue are more complex than those of a fixed rate issue and, accordingly, require significantly more time to calculate. The additional complexity is primarily related to the computation of the bond yield, which must be calculated on a "bond year" basis. Additionally, the regulations provide certain flexibility in computing the bond yield and determining the arbitrage amount over the first IRS reporting period; consequently, increased calculations are required to determine which bond yield calculation produces the lowest arbitrage amount.

f. **Commingled Fund Allocations:** By definition, a commingled fund is one that contains either proceeds of more than one bond issue or proceeds of a bond issue and non-bond proceeds (i.e., revenues) of $25,000 or more. The arbitrage regulations, while permitting the commingling of funds, require that the proceeds of the bond issue(s) be "carved out" for purposes of determining the arbitrage amount. Additionally, interest earnings must be allocated to the portion of the commingled fund that represents proceeds of the issue(s) in question. Permitted "safe-harbor" methods (that is, methods that are outlined in the arbitrage regulations and, accordingly, cannot be questioned by the IRS under audit), exist for allocating expenditures and interest earnings to issues in a commingled fund. HSAM uses one of the applicable safe-harbor methods when doing these calculations.

g. **Debt Service Reserve Funds:** The authorizing documents for many revenue bond issues require that a separate fund be established (the "Reserve Fund") into which either bond proceeds or revenues are deposited in an amount equal to some designated level, such as average annual debt service on all parity bonds. This Reserve Fund is established for the benefit of the bondholders as additional security for payment on the debt. In most cases, the balance in the Reserve Fund remains stable throughout the life of the bond issue. Reserve Funds, whether funded with bond proceeds or revenues, must be included in all rebate calculations.

h. **Debt Service Fund Calculations:** Issuers are required under the regulations to analyze the invested balances in their debt service funds annually to determine whether the fund depletes as required during the year and is, therefore, "bona fide" (i.e., potentially exempt from rebate in that year). It is not uncommon for surplus balances to develop in the debt service fund that services an issuer's tax supported debt, particularly due to timing differences of when the funds were due to be collected versus when the funds were actually collected. HSAM performs this formal analysis of the debt service fund and, should it be determined that a surplus balance exists in the fund during a given year, allocates the surplus balance among the various issues serviced by the fund in a manner that is acceptable under IRS review.

i. **Earnings Test for Debt Service Funds:** Certain types of bond issues require an additional level of analysis for the debt service fund, even if the fund depletes as required under the regulations and is "bona fide." For short-term, fixed rate issues, private activity issues, and variable rate issues, the regulations require that an "earnings test" be performed on a bona fide debt service fund to determine if the interest earnings reached $100,000 during the year. In cases where the earnings reach or exceed the $100,000 threshold, the entire fund (not just the surplus or residual portion) is subject to rebate.

j. **Transferred Proceeds Calculations:** When a bond issue is refinanced (refunded) by another issue, special services relating to "transferred proceeds" calculations may need to be performed. Under the regulations, when proceeds of a refunding issue are used to retire principal of a prior issue, a pro-rata portion of the unspent proceeds of the prior issue becomes subject to rebate and/or yield restriction as transferred proceeds of the refunding issue. The refunding issue essentially "adopts" the unspent proceeds of the prior issue for purposes of the arbitrage calculations. These calculations are required under the regulations to ensure that issuers continue to exercise due diligence to complete the project(s) for which the prior bonds were issued.

k. **Universal Cap:** Current regulations provide an overall limitation on the amount of gross proceeds allocable to an issue. Simply stated, the value of investments allocated to an issue cannot exceed the value of all outstanding bonds of the issue. For example, this situation can occur if an issuer encounters significant construction delays or enters into litigation with a contractor. It may take months or even years to resolve the problems and begin or resume spending the bond proceeds; however, during this time the debt service payments are still being paid, including any scheduled principal payments. Thus, it's possible for the value of the investments purchased with bond proceeds to exceed the value of the bonds outstanding. In such cases, a "de-allocation" of proceeds may be required to comply with the limitation rules outlined in the regulations.

l. **Yield Restriction Analysis/Yield Reduction Computations:** The IRS strongly encourages issuers to spend the proceeds of each bond issue as quickly as possible to achieve the governmental purpose for which the bonds were issued. Certain types of proceeds can qualify for a "temporary period," during which time the proceeds may be invested at a yield higher than the yield on the bonds without jeopardizing the tax-exempt status of the issue. The most common temporary period is the three-year temporary period for capital project proceeds. After the end of the temporary period, the proceeds must be yield restricted or the issuer must remit the appropriate yield reduction payment when due. HSAM performs a comprehensive yield restriction analysis when appropriate for all issues having proceeds remaining at the end of the applicable temporary period and also calculates the amount of the yield reduction payment due to the IRS.

MUNICIPAL FINANCE SERVICES, INC.
est. 1990

mfsok.com

P: 405.340.1727

1017 N. Bryant Ave., Ste 100
Edmond, OK 73034

P.O. Box 747
Edmond, OK 73083-0747

May 5, 2025

**PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT is entered by and among MUNICIPAL FINANCE SERVICES, INC. ("MFSOK") and the INDEPENDENT SCHOOL DISTRICT NUMBER 16, PAYNE COUNTY, OKLAHOMA (Stillwater Board of Education), Stillwater, Oklahoma (the "Client").

The Client desires to engage MFSOK and agrees as follows:

***I. Scope of Services.***

Some or all of the following services listed below shall be provided under this Agreement and pertain to the Client's new and outstanding debt obligations, including general obligation bonds and lease financings (the "Issues"). Some of these services may be non-municipal advisor services. The Client designates MFSOK as the Client's independent registered municipal advisor ("IRMA") for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the "IRMA Exemption").

A. New Issue and Refunding of Existing Client Issues

1. Assist Client with bond planning that includes compliance with Oklahoma Constitutional Debt Cap and Client's mill levy target.
2. Evaluate options or alternatives with respect to the proposed new Issue.
3. Provide financial analysis to the Client to assist in understanding the benefits, costs, and risks of the proposed new Issue.
4. Review recommendations made by other parties to the Client.
5. Assist Client in preparing a plan of finance.
6. Advise Client on structure, terms and timing of the proposed new Issue.
7. Prepare financing schedule.
8. Attend meetings as requested by the Client.
9. Assist the Client in preparation of their notices of sale, instructions to bidders, or official statements, as appropriate.
10. Coordinate as appropriate with Client staff, legal representatives, government agencies, accountants, auditors, engineers, consultants, rating agencies, banks, lenders, placement agents, trustees, paying agents, escrow agents, bond insurers and other credit enhancers, to facilitate the plan of finance.
11. If new Issue is a competitive bond sale, assist Client in collecting and analyzing bids submitted by underwriters and selecting the winning bidder.
12. Coordinate closing of the new Issue with Client and other parties.
13. Review Client's Estimate of Needs to be submitted to County.
14. Evaluate potential refunding opportunities on outstanding Issues.

B. Continuing Disclosure Assistance

1. Assisting the Client annually in compiling the financial information and operating data set forth in their Continuing Disclosure Agreement ("CDA") included in any Official Statement; and
2. If necessary, assisting the Client in preparing their "Failure to File Notice" should documents not be available for filing within the prescribed time frame designated in the CDA; and
3. Upon request, assisting the Client in their submission of the aforementioned information to the Electronic Municipal Marketplace Access system ("EMMA").

MFSOK and the Client acknowledge that the Client will engage Bond Counsel and other legal service providers under separate contracts. MFSOK may rely on opinions and advice from legal representatives of the Client and will not be held responsible for any legal advice, directly or indirectly, rendered by the legal representatives.

Neither MFSOK as Municipal Advisor nor its Municipal Advisor Representatives are licensed to engage in the practice of law and, consequently, will offer no legal advice. None of the fee for services under this Agreement relates to legal services. If such legal services are necessary, it shall be the responsibility of the Client to obtain them.

MFSOK's services are limited to those specifically set forth herein.

## *II. Compensation and Reimbursements*

A. General Obligation Bonds. MFSOK shall be paid at the time of closing a fee calculated as follows:

½ of 1% of the par amount of each series of bonds issued

Minimum fee: $17,500.00 for each series of bonds

B. Lease Purchase Transactions. MFSOK shall be paid at the time of closing a fee calculated as follows:

½ of 1% of the Lease Purchase Note Amount

Minimum fee: $17,500.00

C. Compensation for Continuing Disclosure Assistance. MFSOK will receive a fee annually of $3,500.00 for the services performed.

D. Expenses for New Issues and Refunding Issues. MFSOK shall also be paid a fixed amount of $2,500.00 per transaction to cover expenses incurred as part of the transaction, provided that any filing, publication, recording or printing costs or similar third-party costs required in connection with the Issue shall be paid directly by the Client.

E. Payment and Contingency for New Issues and Refunding Issues. Payment for all fees and expenses shall be made at closing from proceeds of the Issue or from other available funds of the Client and shall be contingent upon closing of the Issue.

## *III. Term and Termination*

A. Term of Agreement. Unless otherwise terminated as provided herein, this Agreement shall be in force and effect for Fiscal Year Ending June 30, 2026, and may be renewed for successive fiscal years beginning July 1 and ending June 30 upon mutual consent of both parties.

B. Termination of Agreement and Services. This Agreement and all services to be rendered hereunder may be terminated at any time by written notice from either party, with or without cause, with at least thirty (30) days' notice. In that event, all finished and unfinished documents prepared for the Client, shall, at the option of Client, become its property and shall be delivered to it or any party it may designate, provided that MFSOK shall have no liability whatsoever for any subsequent use of such documents.

## *IV. Successors and Assigns*

MFSOK may not assign its obligations under this Agreement without the written consent of Client except to a successor partnership or corporation to which all or substantially all of the assets and operations of MFSOK are transferred. Client may assign its rights and obligations under this Agreement to (but only to) any other public entity that incurs the loan. Client shall not otherwise assign its rights and obligations under this Agreement without written consent of MFSOK. All references to MFSOK and Client in this Agreement shall be deemed to refer to any successor of MFSOK and to any such assignee of Client and shall bind and inure to the benefit of such successor and assignee whether so expressed or not.

## *V. Municipal Advisor Registration and Acknowledgement*

Pursuant to Municipal Securities Rulemaking Board Rule (MSRB) G-10, on Investor and Municipal Advisory Client Education and Protection, Municipal Advisors are required to provide certain written information to their municipal advisory client and/or obligated person clients which include the following:

Within the MSRB website at www.msrb.org, the Client may obtain the Municipal Advisory client brochure that is posted on the MSRB website. The brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

## *VI. Conflict of Interest Statement*

As of the date of this agreement, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the Client. During the diligence process, MFSOK has determined that no material conflict of interest has been identified, however, would like to provide the following disclosures:

MFSOK serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of another MFSOK client. For example, MFSOK serves as municipal advisor to other clients and, in such cases, owes a regulatory duty to such other clients just as it does to the Client. These other clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various clients, MFSOK could potentially face a conflict of interest arising from these competing client interests. MFSOK fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with its clients.

The compensation arrangement included in Section II includes a component that is based on the size and completion of a transaction. Consistent with certain regulatory requirements, MFSOK hereby discloses that such contingent and/or transactional compensation presents a conflict of interest regarding MFSOK's ability to provide unbiased advice to enter into such transaction. The contingent fee arrangement creates an incentive for MFSOK to recommend unnecessary financings or financings that are disadvantages to the client, or to advise client to increase the size of the issue. This viewed conflict of interest will not impair MFSOK's ability to render unbiased and competent advice or to fulfill its fiduciary duty. The fee paid to MFSOK increases the cost of borrowing to the Client. The increased cost occurs from compensating MFSOK for municipal advisory services provided.

If MFSOK becomes aware of any other actual or potential conflict of interest not mentioned above during this agreement, MFSOK will promptly provide the Client a supplement written disclosure with sufficient details of the change, if any, which will allow the Client to evaluate the situation.

## *VII. Legal Events and Disciplinary History*

A regulatory disclosure action has been made on MFSOK's Form MA and on Form MA-I for two of MFSOK's municipal advisory personnel relating to a 2017 U.S. Securities and Exchange Commission ("SEC") order. The details of which are available in Item 9; C (2), C (4), C (5) and the corresponding regulatory action DRP section on Form MA and Item 6: C (2), C (4), C (5), C (6) and the corresponding regulatory action DRP

section on Form MA-I for both Rick A. Smith and Jon Wolff. In addition, the Oklahoma Department of Securities adopted the above proceedings which are identified in Item 9; D (2), D (4) and the corresponding regulatory action DRP section on Form MA.

The Client may electronically access MFSOK's most recent Form MA and each most recent Form MA-I filed with the Commission at the following website:

www.sec.gov/edgar/searchedgar/companysearch.html.

There has been no change to any legal or disciplinary event that has been disclosed on MFSOK's SEC registration for MA filings since December 18, 2017.

## *VIII. Fiduciary Duty*

MFSOK is registered as a Municipal Advisor with the SEC and MSRB. As such, MFSOK has a Fiduciary duty to the Client and must provide both a Duty of Care and a Duty of Loyalty that entails the following.

Duty of Care:

A. exercise due care in performing its municipal advisory activities;

B. possess the degree of knowledge and expertise needed to provide the Client with informed advice;

C. make a reasonable inquiry as to the facts that are relevant to the Client's determination as to whether to proceed with a course of action or that form the basis for any advice provided to the Client; and

D. undertake a reasonable investigation to determine that MFSOK is not forming any recommendation on materially inaccurate or incomplete information; MFSOK must have a reasonable basis for:

   a. any advice provided to or on behalf of the Client;

   b. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the Client, any other party involved in the municipal securities transaction or municipal financial product, or investors in the Client's securities; and

   c. any information provided to the Client or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

Duty of Loyalty:

MFSOK must deal honestly and with the utmost good faith with the Client and act in the Client's best interests without regard to the financial or other interests of MFSOK. MFSOK will eliminate or provide full and fair disclosure (included herein) to Client about each material conflict of interest (as applicable). MFSOK will not engage in municipal advisory activities with the Client as a municipal entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in the Client's best interests. As of the date of receipt of this attachment, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the Client.

## *IX. Recommendations*

If MFSOK makes a recommendation of a municipal securities transaction or municipal financial product or if the review of a recommendation of another party is requested in writing by the Client and is within the scope of the engagement, MFSOK will determine, based on the information obtained through reasonable diligence of MFSOK whether a municipal securities transaction or municipal financial product is suitable for the Client. In addition, MFSOK will inform the Client of:

A. the evaluation of the material risks, potential benefits, structure, and other characteristics of the recommendation;

B. the basis upon which MFSOK reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the Client; and

C. whether MFSOK has investigated or considered other reasonably feasible alternatives to the recommendation that might also or alternatively serve the Client's objectives.

If the Client elects a course of action that is independent of or contrary to the advice provided by MFSOK, MFSOK is not required on that basis to disengage from the Client.

## *X. Record Retention*

Pursuant to SEC and MSRB record retention regulations, Municipal Finance Services, Inc. will maintain in writing, all communication and created documents between Municipal Finance Services, Inc. and the Client for six (6) years.

## *Notices*

Any and all notices pertaining to this Agreement shall be sent by U.S. Postal Service, first class, postage prepaid to:

MFSOK:

Municipal Finance Services, Inc.
Attn: Jon Wolff, President
P.O. Box 747
Edmond, OK 73083-0747

CLIENT:

Independent School District Number 16
Payne County, Oklahoma
Attn: Michael Arnold, Chief Financial Officer
314 South Lewis
Stillwater, OK 74074

**Acceptance**

If there are any questions regarding the above, please do not hesitate to contact MFSOK. If the foregoing terms meet with your approval, please indicate your acceptance by executing all original copies of this letter and keeping one copy for your file.

By signing this agreement, the Client acknowledges the provisions set forth in the agreement and understands its respective rights, duties, and responsibilities. Furthermore, the Scope of Services contained herein have been reviewed and are hereby approved.

Client and MFSOK have entered into this Agreement by the duly authorized representatives which was approved on June 10, 2025, at a meeting duly called and held in full compliance with the Oklahoma Open Meeting Act.

MUNICIPAL FINANCE SERVICES, INC.

By: _____
Jericah M. Dawson, Vice President

INDEPENDENT SCHOOL DISTRICT NUMBER 16
PAYNE COUNTY, OKLAHOMA (STILLWATER
BOARD OF EDUCATION)

By: _____
Title: President, Board of Education

ATTEST:

_____
Clerk, Board of Education

(SEAL)

OSIG Oklahoma Schools Insurance Group

**Board of Directors**

Terry Davidson, Chairman
*Finance Director: Comanche Schools*

Sherry Durkee, Vice Chairman
*Superintendent: Sand Springs Schools*

Dr. John Cox, Treasurer
*Superintendent: Peggs Schools*

Shelley Free, Secretary
*Superintendent: Kiamichi Technology Center*

Jeremy Hogan, Member
*Superintendent: Collinsville Schools*

Jeff Daugherty, Member
*Superintendent: Merritt Schools*

Jason Lindley, Member
*Superintendent: Hartshorne Schools*

Laura Sprouse, Member
*Select Actuarial Services*

Steve Moyer, Member
*Shelter Insurance*

**Executive Director**

Rick Thomas

May 27, 2025

Tyler Bridges
Stillwater Public Schools
314 S. Lewis
Stillwater , OK 74074

RE: Membership Proposal Effective 07/01/2025

Dear Tyler Bridges:

We are very pleased to provide you with the attached proposal for insurance coverages with Oklahoma Schools Insurance Group (OSIG).

OSIG is not a conventional insurance program. We are a public entity in the state of Oklahoma formed by an Interlocal Agreement and made up of member public school districts. Our organization is non-profit, **member owned** and controlled by a board of your peers. Our sole mission is to serve our member schools. Our promise is to provide quality insurance coverage and superior service at stable pricing. We are pleased that 539 school districts are members of OSIG. Our membership is strong and committed.

OSIG's financial position is excellent. Our organization is continuously growing, improving and looking for new ways to serve Oklahoma schools. The group purchasing power of OSIG and a non-profit structure provides competitive insurance rates even in tough financial times.

**Included in this proposal is information on OSIG's financial condition and summaries of enhanced coverages that only OSIG provides.**

For the 07/01/2025 to 7/1/2026 plan year, we are requiring the resolution to be signed by the member's Board of Education and returned to OSIG before close of business June 27, 2025 in order to bind coverage effective July 1, 2025. **Coverage will not be bound if resolution is not received by June 27, 2025.**

Loss control, risk management services and specialized insurance coverages included in OSIG program are:

- Enhanced Property and Liability Coverage
- Cyber Liability, Crime, Pollution, School Violent Acts Protection
- Online training in many different areas for your school employees
- Loss Control Site Surveys/Safety Inspections
- Member Only Risk Management Library at osig.org
- StopIt Anonymous Incident Reporting mobile and web app

Sincerely,
OSIG Program Administration

OSIG Oklahoma Schools Insurance Group

Stillwater Public Schools
314 S. Lewis
Stillwater , OK 74074

This is not an invoice.

# Breakdown of Insurance Cost

| Annual Premium Breakdown | |
|---|---|
| Property: | $1,283,446 |
| Boiler & Machinery: | $6,104 |
| Auto Physical Dmg: | $12,562 |
| General Liability: | $37,502 |
| Auto Liability: | $49,986 |
| Educators Legal: | $37,504 |
| Excess Liability: | $24,804 |
| Total Annual: | $1,451,908 |

A 25% minimum earned premium applies.

Your historical billed premiums, total insured values and loss information are shown in the charts below.

| Year | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 | 2023-2024 | 2024-2025 |
|---|---|---|---|---|---|---|
| Total Values | $277,784,149 | $278,574,333 | $290,499,807 | $374,779,257 | $366,505,449 | $373,589,056 |
| Premium | $585,111 | $688,491 | $853,883 | $1,005,582 | $1,495,942 | $1,586,400 |
| Distribution | $24,048 | $0 | $0 | $0 | $0 | $0 |

| Number of Claims: | Insurance Cost Paid to OSIG (incl Endts): | Incurred Claims: | Loss Ratio: |
|---|---|---|---|
| 76 | $6,207,111 | $5,246,044 | 84.52% |

Your losses are considered in the calculation of the cost of your insurance. Your dedication to maintaining your property and providing safe campuses for your students and community will result in savings in the cost of your insurance.

## Payment Terms

Payment of the insurance cost is due the effective date of your coverage. **A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available.** A three (3) payment plan option is available.

| | | |
|---|---|---|
| Installment #1 | 1/3 of total | due 7/1/25 |
| Installment #2 | 1/3 of total | due 8/1/25 |
| Installment #3 | 1/3 of total | due 9/1/25 |

# Coverages

OSIG provides a full range of property and liability coverages with the exception of workers compensation. Crime and Cyber Liability coverages are included in pool limits.

## Property

- Full Replacement Cost - Except Roofs over 15 years old and Autos, Contractors Equipment & Debris Removal Only adjusted at ACV or buildings designated as ACV or *stated value
- No Coinsurance Clause
- Exclusion - Cosmetic loss to metal roof coverings caused by hail
- Real And Personal Property- Limit Per Occurrence $1,500,000,000
- Building - Margin Clause 125% of scheduled limits per statement of value
- Business Personal Property - blanket coverage per statement of values

  including:
  - Electronic Data Processing Equipment, and Media
  - Accounts Receivable
  - Valuable Papers
  - Fine Arts
  - Miscellaneous Property
  - Miscellaneous Unnamed / Undescribed Property
  - Builder's Risk

    *Note All Builder's Risk projects must be reported to OSIG - Frame projects are subject to approval
  - Outdoor Property - covered all perils
  - Extra Expense
  - Business Income including Rental Income and Tuition Income
  - Ordinance or Law including Increased Cost of Construction and Demolition
  - Contractor's Equipment Coverage
  - Debris Removal Coverage
  - Covered Property In Transit
  - Personal Property of Others/Officers/Employees
  - Off Premises Services Interruption including Extra Expense
  - Vehicle Damage
- Newly Acquired Property Coverage - newly acquired property should be reported to OSIG within 30 days of acquisition $25,000,000
- Earthquake, Volcanic Eruption- Aggregate Any One Policy Year $10,000,000
- Flood- Aggregate Any One Policy Year $25,000,000

  ***Note Flood Zones A and V are excluded**
- Terrorism $500,000,000
- Pollution Liability included
- Boiler And Machinery Coverage- Any One Occurrence $200,000,000

Please refer to the attached property and automobile schedules for your school district's limits of insurance for Building, Contents, Extra Expense, Miscellaneous Property, EDP, Earthquake, Flood and Automobile Physical Damage coverage.

## Deductibles

Optional increased deductible quotations are available upon request.

- $100,000 Property Deductible Per Occurrence
- $100,000 Property Deductible Per Occurrence- Windstorm / Hail
- $1,000 Boiler / Machinery Deductible per Occurrence
- $10,000 Terrorism Deductible Per Occurrence
- $50,000 Flood, Earthquake and Pollution

## General Liability

- $1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury, Property Damage And Personal / Advertising Injury
- Premises / Operations And Products / Completed Operations
- Miscellaneous Medical Professional to Include School Nurses, Student Nurses, Counselors and Allied Health Programs
- Insureds Include District, Board Members, Employees, Student Teachers, And Volunteers
- No Exclusions for Corporal Punishment or Sexual Misconduct
- No Deductible
- PTA/PTO's included for coverage if funds flow through school's books.

## School Board Legal Liability

- Claims-Made Form
- $1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Errors And Omissions Liability including Educational Errors And Omissions
- Employment Practices Liability
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- *Unlimited Prior Acts / No retroactive date included
- $25,000 legal costs for IEP administrative hearings
- $5,000 Deductible

  *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

## Employee Benefit Liability

- Claims Made Form
- Unlimited Prior Acts / No retroactive date included

  *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

## Automobile Liability

- $1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury And Property Damage
- Includes Hired and Non-Owned Exposures
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- Coverage included for garage liability and garage keepers legal liability.
- $1,000 Auto Property Damage Deductible
- No charge for vehicles added/deleted during the policy term. Vehicle changes must be reported to OSIG.

## Oklahoma Uninsured Motorist Coverage

- $25,000 per covered party
- $50,000 per accident

## Automobile Physical Damage

- Actual Cash Value
- $1,000 Deductible
- Vehicle additions / deletions / changes must be reported to OSIG

No charge for vehicles added/deleted during the policy term.
- Please refer to the attached schedule of vehicles.

## Crime

- $10,000 Limit Per Occurrence / Per District
- Employee Dishonesty
- Premises Money And Securities
- Transit Money And Securities
- $1,000 Deductible

## Cyber Liability

- Claims-Made Form
- Retro date - first effective date with OSIG
- Liability
    - $2,000,000 Annual Aggregate Limit for Data and Network Liability
    - $2,000,000 Annual Aggregate for Regulatory Defense and Penalties
    - $2,000,000 Annual Aggregate for Payment Card Liability and Costs
    - $2,000,000 Annual Aggregate for Media Liability
- Breach Response Cost
    - $500,000 Annual Aggregate for Breach Response Cost
- First Party
    - $750,000 Annual Aggregate for Cyber Extortion Loss
    - $750,000 Annual Aggregate for Data Recovery Costs
    - $750,000 Annual Aggregate for Business Interruption Resulting in Security Breach
    - $500,000 Annual Aggregate for Business Interruption Resulting in System Failure
    - $750,000 Annual Aggregate for Dependent Business Interruption Resulting in Security Breach
    - $100,000 Annual Aggregate for Dependent Business Interruption Resulting in System Failure
- eCRIME
    - $75,000 Annual Aggregate for Fraudulent Instruction
    - $75,000 Annual Aggregate for Funds Transfer Fraud
    - $75,000 Annual Aggregate for Telephone Fraud
- Coverage Endorsements
    - $100,000 Annual Aggregate for Reputation Loss
    - $50,000 Annual Aggregate for Claims Preparation Costs for Reputation Loss Claims Only
    - $100,000 Annual Aggregate for Computer Hardware Replacement Costs
    - $100,000 Annual Aggregate for Invoice Manipulation
    - $25,000 Annual Aggregate for Cryptojacking
- $10,000 Deductible

## Excess Cyber Coverage

- $2,000,000 limit
- $5,000,000 annual aggregate

***Note, to access full first-party and full liability limits of the Cyber and Excess Cyber coverages, members must have:**

- Multi-Factor Authentication (MFA) for all remote access
- Enterprise-wide Endpoint Protection Platform (EPP)
- Without these controls, first-party sublimits are reduced to $100,000 per coverage, and liability limits for Data Network, Regulatory Defense, Payment Card, and Media Liability are reduced to $1,000,000 per member.

## Deadly Weapon Protection

- Claims Made Form
- $500,000 Limit Per Occurrence
- $2,500,000 Annual Aggregate
- $10,000 Deductible
- Must notify OSIG within 90 days of receiving notice of a covered accident

## Excess Liability

- Excess Primary Limits $4,000,000
- Follow Form Underlying - Excluding Employers Liability

Note: Per Occurrence Limits are shared limits except as otherwise indicated.

This coverage form is an outline of the coverages provided through OSIG. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual plan language.

OSIG Oklahoma Schools Insurance Group

# Property Schedule

Report Printed: 05/27/2025 07:30 pm

## Stillwater Public Schools

| Location | Occupied As | Bldg Value | Contents Val |
|---|---|---|---|
| 1211 N Washington | Fence | $61,050 | $0 |
| 1211 N Washington | Flagpole | $3,851 | $0 |
| 1211 N Washington | Marquee Sign | $7,395 | $0 |
| 1211 N Washington | Playground | $53,931 | $0 |
| 1211 N Washington | S/B 45 lights | $66,950 | $0 |
| 1211 N Washington | Will Rogers Elementary (ID: 10) | $24,153,377 | $3,055,228 |
| 1224 N Husband | Artificial Turf @ Football field | $1,221,881 | |
| 1224 N Husband | City Gym (ID: 21) | $6,449,455 | $644,946 |
| 1224 N Husband | DRO-HS-Art Building (ID: 22) | $50,000 | $0 |
| 1224 N Husband | DRO-Portable Building | $8,000 | $0 |
| 1224 N Husband | DRO-Portable Building | $8,000 | $0 |
| 1224 N Husband | Football & Cheer Locker Room (ID: 15) | $2,464,701 | $406,297 |
| 1224 N Husband | Gym (West) (ID: 14) | $2,054,773 | $339,338 |
| 1224 N Husband | High School Main Building (ID: 18) | $29,617,386 | $4,181,201 |
| 1224 N Husband | HS Fieldhouse (ID: 20) | $15,862,851 | $2,005,715 |
| 1224 N Husband | Lights & Poles @ Pioneer Stadium | $832,083 | |
| 1224 N Husband | Multi Purpose Building | $1,421,073 | $222,466 |
| 1224 N Husband | Multipurpose Facility-Track System | $761,938 | $76,194 |
| 1224 N Husband | Parking Lot Lights | $92,451 | |
| 1224 N Husband | Performing Arts Center (ID:17) | $24,865,074 | $3,366,875 |
| 1224 N Husband | Pioneer Stadium (ID: 16) | $14,377,763 | $5,629,230 |
| 1224 N Husband | Pioneer Stadium Fencing | $72,903 | $0 |
| 1224 N Husband | Wrestling Gym (ID: 13) | $1,522,528 | $252,528 |
| 1402 E Sunrise | Fence | $14,792 | |
| 1402 E Sunrise | Light Poles | $12,940 | |
| 1402 E Sunrise | Marquee Sign | $8,552 | |
| 1402 E Sunrise | Playground | $53,931 | |
| 1402 E Sunrise | Skyline Elementary (ID: 6) | $19,794,203 | $2,370,686 |
| 148 N Dury | Greenhouse (ID: 35) (No Contents) | $140,234 | $0 |
| 148 N Dury | Husbandry/Show Barn (ID: 37) | $1,583,704 | $158,371 |
| 148 N Dury | Vo-Ag Classrooms (ID: 36) | $593,933 | $59,393 |
| 148 N Dury | Vo-Ag Facility (ID: 34) | $4,542,209 | $454,221 |
| 1900 N. Skyline | Concession Stand | $110,316 | $9,559 |
| 1900 N. Skyline | Football Bleachers | $86,291 | |
| 1900 N. Skyline | Football Lights & Poles | $120,195 | |
| 1900 N. Skyline | Football Scoreboard | $9,165 | |
| 1900 N. Skyline | Junior High (ID: 4) | $32,767,380 | $3,276,738 |
| 1900 N. Skyline | Junior High Field House (ID: 5) | $1,176,461 | $196,730 |
| 1900 N. Skyline | Marquee Sign | $7,401 | |
| 1900 N. Skyline | Track & Field Improvements & Aux Structures | $2,311,345 | $234,409 |
| 201 W. Richmond | Fence | $14,792 | |
| 201 W. Richmond | Flagpole | $3,851 | |
| 201 W. Richmond | Light Poles | $9,245 | |
| 201 W. Richmond | Marquee Sign | $7,395 | |
| 201 W. Richmond | Playground | $127,462 | |
| 201 W. Richmond | Richmond Elementary Building (ID: 8) | $13,024,202 | $1,333,210 |
| 201 W. Richmond | Shade Shelter (2) | $7,356 | |
| 215 E. 12th St | Fence | $18,493 | |
| 215 E. 12th St | Lincoln Academy (ID: 2) | $4,826,096 | $801,935 |
| 215 E. 12th St | Lincoln Academy Flag Pole | $3,037 | $0 |
| 2200 S Sangre Road | Flagpole | $3,851 | |
| 2200 S Sangre Road | Light Poles | $36,982 | |

# Stillwater Public Schools

| Location | Occupied As | Bldg Value | Contents Val |
|---|---|---|---|
| 2200 S Sangre Road | Marquee Sign | $7,395 | |
| 2200 S Sangre Road | Middle School (ID: 3) | $31,994,571 | $3,199,457 |
| 2200 S Sangre Road | Middle School Gym | $2,375,098 | $311,509 |
| 2500 S Sangre Rd | Baseball Backstop | $5,392 | |
| 2500 S Sangre Rd | Fence | $14,792 | |
| 2500 S Sangre Rd | Flagpole | $3,851 | |
| 2500 S Sangre Rd | Gazebo | $4,622 | |
| 2500 S Sangre Rd | Light Poles | $9,245 | |
| 2500 S Sangre Rd | Marquee Sign | $7,395 | |
| 2500 S Sangre Rd | Playground Turf & Equipment | $103,000 | |
| 2500 S Sangre Rd | Sangre Ridge Elementary School (ID: 7) | $21,347,792 | $2,134,779 |
| 310 S Drury | DRO-Science Classrooms/Nature Trail (ID: 23) (No Contents) | $20,000 | $0 |
| 314 S. Lewis | Administration Center (ID: 1) | $4,987,497 | $498,750 |
| 314 S. Lewis | Flagpole | $3,851 | |
| 314 S. Lewis | Parking Lot Lights (8) | $32,544 | |
| 400 S Drury | Highland Park Elementary (ID: 24) | $25,869,480 | $3,385,532 |
| 400 S Drury | Flagpole | $2,821 | |
| 400 S Drury | Parking Lot Lights (19) | $33,844 | |
| 400 S Drury | Playground (2) | $63,457 | |
| 410 W Franklin | Liability Only | $0 | $0 |
| 5005 N Perkins Roa | Maintenance, Technology, & Transportation Dept (ID: 38) | $5,605,279 | $783,618 |
| 5005-5021 N Perkin | Flagpole | $2,821 | |
| 5005-5021 N Perkin | Maintenance, Technology, & Transportation Dept (ID: 12) | $5,384,300 | $624,276 |
| 5005-5021 N Perkin | Parking Lot Lights (4) | $6,768 | |
| 502 S Kings St | Fence | $9,245 | |
| 502 S Kings St | Flagpole | $3,851 | |
| 502 S Kings St | Marquee Sign | $7,395 | |
| 502 S Kings St | Open Pavillion (2) | $27,890 | |
| 502 S Kings St | Playground (2) | $419,123 | $0 |
| 502 S Kings St | Westwood Elementary (ID: 11) | $22,924,975 | $2,292,498 |
| 800 E Alcott | Infield Synthetic Turf | $768,946 | $0 |
| 800 E Alcott | Infield Synthetic Turf Softball | $309,994 | $0 |
| 802 E Alcott | Entry Gate | $5,787 | $0 |
| 802 E Alcott | Fencing | $17,358 | $0 |
| 808 E Alcott | Baseball Field Bleachers | $29,280 | |
| 808 E Alcott | Baseball Field Lights & Poles | $120,195 | |
| 808 E Alcott | Baseball Field Scoreboard | $27,737 | |
| 808 E Alcott | Dugouts w/Fencing | $77,043 | |
| 808 E Alcott | Fence | $73,708 | |
| 808 E Alcott | Press Box | $77,043 | $15,633 |
| 808 E Alcott | Restroom/Dressing Rooms | $154,091 | $31,273 |
| 808 E Alcott | Restrooms/Press Box | $18,490 | $3,274 |
| 808 E Alcott | Scoreboard | $23,114 | |
| 808 E Alcott | Softball Field Bleachers | $23,144 | |
| 808 E Alcott | Softball Field Lights & Poles | $463,500 | |
| 808 E Alcott | Softball Field Scoreboard | $18,493 | |
| N. Boomer & W. Fra | 308 Franklin (ID: 9) (Liability Only) | $0 | $0 |
| | | $330,931,445 | $42,355,869 |

| | | | |
|---|---|---|---|
| Floater Limi | $2,717,400 | Auto Values: | $3,709,766 |
| EDP Limit: | $2,000,000 | Total Values: | $382,714,480 |
| Extra Expense Limit | $1,000,000 | | |

OSIG Oklahoma Schools Insurance Group

# Auto Schedule

Report Printed: 05/27/2025 07:30 pm

## Stillwater Public Schools

| Vehicle No | Year | Make | Model | Capacity | VIN | Actual Value |
|---|---|---|---|---|---|---|
| 1 | 2007 | International | School Bus | 65 | 4DRBUAFN37B485444 | $25,000 |
| 2 | 2007 | International | School Bus | 65 | 4DRBUAFN87B485441 | $25,000 |
| 3 | 2007 | International | School Bus | 65 | 4DRBUAFN67B485440 | $25,000 |
| 4 | 2006 | Bluebird | School Bus | 46 | 1BABNBKA16F235728 | $30,000 |
| 5 | 2007 | Chevy | Truck | | 3GCEC14V37G165426 | $5,000 |
| 6 | 2007 | Chevy | Truck | | 3GCEC14V57G163807 | $5,000 |
| 7 | 2007 | Chevy | Truck | | 3GCEC14V57G163158 | $5,000 |
| 8 | 2007 | Chevy | Cargo Van | 4 | 1GCFG15T271113807 | $5,000 |
| 9 | 2007 | Chevy | Truck | | 1GCHC24U27E126814 | $5,000 |
| 10 | 2007 | Chevy | Truck | | 1GCHC24U77E128199 | $5,000 |
| 11 | 2007 | Chevy | Truck | | 1GBJC34U67E130473 | $5,000 |
| 12 | 2008 | Ford | Expedition | 8 | 1FMFK155X8LA51171 | $5,000 |
| 13 | 2009 | International | School Bus | 65 | 4DRBUSKN29B696908 | $25,000 |
| 14 | 2013 | Chevy | Impala | | 2G1WF5E37D1157648 | $5,000 |
| 15 | 2013 | Ford | Expedition | 8 | 1FMJK1F5XDEF09220 | $12,000 |
| 16 | 2009 | International | School Bus | 16 | 4DRAPSKK49B696904 | $25,000 |
| 17 | 2014 | Ford | E150 Cargo Van | 4 | 1FTNE1EW5EDA03941 | $15,000 |
| 18 | 2014 | Ford | E150 Cargo Van | 4 | 1FTNE1EW7EDA03942 | $15,000 |
| 19 | 2014 | Ford | Expedition | 8 | 1FMJK1F50EEF07610 | $14,600 |
| 20 | 2014 | Ford | Expedition | 8 | 1FMJK1F52EEF07611 | $14,600 |
| 21 | 2014 | Ford | F250 | | 1FT7W2A61EEA60732 | $20,000 |
| 22 | 2014 | Ford | F250 | | 1FT7WZA61EEA60733 | $20,000 |
| 23 | 2014 | International | School Bus | 16 | 4DRNZSKK7EB348715 | $40,000 |
| 24 | 2014 | Dodge | Caravan | 8 | 2C4RDGBG5ER181155 | $9,475 |
| 25 | 2014 | International | School Bus | 65 | 4DRBUSKN6EB015840 | $40,000 |
| 26 | 2014 | International | School Bus | 65 | 4DRBUSKN8EB015841 | $40,000 |
| 27 | 2014 | International | School Bus | 65 | 4DRBUSKNXEB015842 | $40,000 |
| 28 | 2013 | Ford | F150 | | 1FTMF1CM2DKF98901 | $15,000 |
| 29 | 1997 | Semi | Trailer | | 1KKVE5123VL108600 | $10,000 |
| 30 | 2016 | Ford | F250 Truck | | 1FT8W3D65GEA59706 | $24,000 |
| 31 | 2016 | Ford | F250 Truck | | 1FT7W2B62GEA59705 | $30,000 |
| 32 | 2016 | Bluebird | School Bus | 65 | 1BAKFCPA5GF323727 | $75,000 |
| 33 | 2016 | Bluebird | School Bus | 65 | 1BAKFCPA3GF323726 | $75,000 |
| 34 | 2016 | Bluebird | School Bus | 65 | 1BAKFCPA1CF323725 | $75,000 |
| 35 | 2016 | Ford | Cargo Van | 4 | 1FTYR2YM3GKA01492 | $21,000 |
| 36 | 2016 | Bluebird | School Bus | 46 | 1BABNBCA1GF32D1959 | $146,000 |
| 37 | 2017 | Bluebird | Bus | 53 | 1BAKCCPAXHF326746 | $100,000 |
| 38 | 2016 | Ford | Expedition | | 1FMJK1FT8GEF08912 | $22,000 |
| 39 | 2016 | Ford | Truck | | 1FTMF1C83GKR59249 | $20,000 |
| 40 | 2016 | Chevy | Mini Bus | 18 | 1GB6GUBG1G1193369 | $60,000 |
| 41 | 2018 | Bluebird | Bus | 65 | 1BAKFCPA4JF336976 | $83,000 |
| 42 | 2018 | Bluebird | Bus | 65 | 1BAKFCPA2JF336975 | $83,000 |
| 43 | 2018 | Bluebird | Bus | 65 | 1BAKFCSAOKF34669 | $79,000 |
| 44 | 2018 | Bluebird | Bus | 65 | 1BAKFCSA7KF346670 | $79,000 |
| 45 | 2018 | Chevy | Silverado Truck | | 1GCNCNEH6JZ119709 | $21,000 |
| 46 | 2018 | Chevy | Silverado Truck | | 1GCNCNEH8JZ120327 | $21,000 |
| 47 | 2018 | Chevy | Silverado Truck | | 1GCNCNEH5JZ118969 | $21,000 |
| 48 | 2018 | Ford | Cargo Van | 4 | 1FTBW3UM8JKA32741 | $32,000 |
| 49 | 2016 | Ford | Transit Van | 8 | NM0GS9F76G1239345 | $21,000 |
| 50 | 2018 | Ford | Expedition | | 1FMJK1FT6JEA25829 | $30,661 |
| 51 | 2018 | Ford | Expedition | | 1FMJK1FT2JEA25830 | $30,661 |
| 52 | 2019 | Ford | F250 Pickup | | 1FTTW2BT5KEC35175 | $39,000 |

# Stillwater Public Schools

| Vehicle No | Year | Make | Model | Capacity | VIN | Actual Value |
|---|---|---|---|---|---|---|
| 53 | 2019 | Thomas | Bus | 77 | 4UZABRFC7KCJZ4026 | $81,870 |
| 54 | 2020 | Bluebird | Bus | 65 | 1BAKFCSA7LF363521 | $80,388 |
| 55 | 2021 | Bluebird | Bus | 65 | 1BAKFCSA9MF370536 | $87,188 |
| 56 | 2021 | Bluebird | Bus | 65 | 1BAKFCSA0MF370537 | $87,188 |
| 57 | 2020 | Chevy | Minitour Lift Bus | 18 | 1HA6GUBG3LN005106 | $63,313 |
| 58 | 2021 | Bluebird | Bus | 71 | 1BAKGCSA8MF377183 | $89,839 |
| 59 | 2021 | Chevy | Silverado | | 1GB3WRE70MF238556 | $32,000 |
| 60 | 2022 | Bluebird | Bus | 46 | 1BABNB6A1NF381992 | $164,867 |
| 61 | 2021 | Ford | Expedition | | 1FMJU1HT1MEA59396 | $44,907 |
| 62 | 2021 | Chevy | Silverado Pickup | | 1GCRWAEH8MZ415174 | $26,629 |
| 63 | 2023 | International | Bus | 65 | 4DRBUC8N7PB457820 | $89,175 |
| 64 | 2023 | International | Bus | 65 | 4DRBUC8N9PB457821 | $89,175 |
| 65 | 2023 | International | Bus | 65 | 4DRBUC8N0PB457822 | $89,175 |
| 66 | 2023 | International | Bus | 65 | 4DRBUC827PB457823 | $89,175 |
| 67 | 2022 | Chevy | Silverado w/lift gate | | 1GC0WLE77NF229463 | $31,192 |
| 68 | 2004 | International | Bus | 5 | 4DRBRABN84B966468 | $30,000 |
| 69 | 1995 | Jackson | 16' Flat Bed Trailer | | 1J9FS629S1033535 | $5,000 |
| 70 | 2008 | Gooseneck | Trailer | | 5TNLG202481000390 | $5,000 |
| 71 | 2006 | 4 Star | Aluminum Stock Trailer | | 4FKPG202060026856 | $5,000 |
| 72 | 2018 | Fellin | 18' Tilt Bed Car Hauler Tr | | 5FTEH1621E1001372 | $5,000 |
| 73 | 2009 | Oilinghouse | 82"X18' 2-axle CH trailer | | 1Z9BF182291088782 | $5,000 |
| 74 | 2023 | Chevy | Silverado 1500 | | 1GCRAAED9PZ138129 | $37,613 |
| 75 | 2023 | Chevy | Silverado | | 1GCRAAED4PZ123618 | $36,978 |
| 76 | 2023 | Chevy | Traverse | | 1GNERHKW5PJ173312 | $42,924 |
| 77 | 2024 | International | Bus | 65 | 4DRBUC8N0RB625445 | $96,726 |
| 78 | 2024 | International | Bus | 65 | 4DRBUC8N4RB625447 | $96,726 |
| 79 | 2024 | International | Bus | 65 | 4DRBUC8N2RB625446 | $96,726 |
| 80 | 2024 | Thomas | Bus | 23 | 4UZABPFC4RCUG5439 | $104,139 |
| 81 | 2018 | International | Box Truck | 2 | 1HTMMMML7JH096460 | $45,000 |
| 82 | 2026 | Bluebird | Bus | 65 | 1BAKFCSA5TF814462 | $128,928 |
| 83 | 2026 | Bluebird | Bus | 65 | 1BAKFCSA7TF814463 | $128,928 |

Total Value of All Autos for Stillwater Public Schools: $3,709,766

# Overview

## Background

The Oklahoma Schools Insurance Group (OSIG) is a public entity of the State of Oklahoma, formed as an Interlocal Agreement in accordance with 74 O.S. 1004(f), for the purpose of joining together a group of Oklahoma public school districts. OSIG allows member districts to more efficiently and more economically obtain and manage their insurance programs.

OSIG obtained approval to operate from the Oklahoma Attorney General on June 28, 2001. Effective July 1, 2002, OSIG began full operation by providing its member districts with broad insurance coverage through "A" rated insurance carriers and professional risk management services. Over the past 23 years, OSIG's membership has grown to 539 and the program insures more than $30 Billion in school property across Oklahoma.

## Structure

OSIG is a non-profit, member-owned, public entity program whose management is completely controlled by a Board of your peers.

> *"The mission of Oklahoma Schools Insurance Group (OSIG) is to provide quality, cost effective risk management products and services to member schools".*

The group purchases reinsurance from "A" rated carriers. OSIG's reinsurance providers are long term partners and committed to OSIG and Oklahoma schools.

OSIG has contracted with Risk Program Administrators in Tulsa to administer the program. RPA is one of the largest insurance brokers in the world and manages programs similar to OSIG across the country.

It is important to know that the insurance coverage provided by OSIG was specifically tailored to meet the needs of Oklahoma schools. The coverage is what you need to protect your schools' property, your students, and patrons.

Losses are a part of life. Only OSIG has the collective strength and staying power to provide the protections you need. By remaining together as a group, OSIG will be able to continue to provide you with the quality, fair-priced insurance, risk management and the added value services you need to protect your schools' assets, your board, your staff and most importantly your children.

# Financial Strength

OSIG is financially strong and we have the funds (cash) we need to pay your claims. OSIG has returned more than $9 million to our members over the years as distributions. Surplus at year ended 6/30/24 was more than $7.8 million and our assets were more than $39 million.

We believe in complete transparency. We submit to an annual financial audit each year end and share the operating results at our annual members meeting held each year.

The financial condition of an insurance interlocal should be of utmost importance to you when choosing an insurance partner for your district.

| *Statement of Net Assets* | | |
|---|---|---|
| *As of 6/30/24* | | |
| Cash | $ | 28,499,096 |
| Other Assets | $ | 11,453,895 |
| *Total Assets* | $ | 39,952,991 |
| | | |
| *Total Liabilities* | $ | 32,096,253 |
| ***Total Net Assets/Surplus*** | $ | 7,856,738 |

# Important Plan Information

It is important to understand that OSIG is not an insurance company, but rather a non-profit, cooperative risk management program owned and directed by Oklahoma Schools. Its mission is to reduce insurance costs and stabilize rates by aggregating purchasing power with an intense focus on controlling member losses. When losses are controlled, OSIG's member schools retain the underwriting profit and investment income thereby increasing fund reserves for future years. OSIG purchases per occurrence and liability aggregate protection for its member schools. The per occurrence insurance protects member schools up to $1,500,000,000 for property losses and $1,000,000 for liability claims in each and every occurrence subject to a $10M annual aggregate limit. The aggregate insurance protection is purchased in the unlikely event that sum total of all OSIG losses are significantly more than actuarially projected. Additional excess liability limits are available for members requiring higher limits.

This proposal is an outline of the coverages proposed by insurers based on the information provided by your school district. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. Please refer to the plan document for the details.

# Actuarial Review

An independent actuary has been retained by OSIG to make projections as to anticipated claims and losses the program should expect on an annual basis. The OSIG actuary has relied on the historical loss experience and exposures provided to OSIG by the member school districts to make projections of OSIG's expected losses. OSIG adequately funds to, or in excess of, the expected loss projections through member contributions (insurance cost) and our own surplus.

Membership contributions are used to buy insurance, pay administrative expenses, and fund for members' claims. Similar successful programs throughout the country for schools and municipalities are protected using the same insurance structure as OSIG has deployed. As with any insurance mechanism, OSIG does not guarantee full funding in the event unimaginable losses would materialize that are many times greater than what is indicated by past history. The OSIG board is charged with developing a plan to address under funding in this unlikely event.

# Procedure to Renew Coverage

Notify your agent of your acceptance of this insurance renewal proposal. Your agent will advise the OSIG administrative staff in writing that you wish to renew the insurance coverage.

The signed Resolution by the member's Board of Education and return to OSIG in order to bind coverage effective 07/01/2025.

# Payment Terms

Payment of the insurance cost is due the effective date of your coverage. A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available. A three (3) payment plan option is available.

| | | |
|---|---|---|
| Installment #1 | 1/3 of total | due 7/1/25 |
| Installment #2 | 1/3 of total | due 8/1/25 |
| Installment #3 | 1/3 of total | due 9/1/25 |

A 25% minimum earned premium applies.

# Risk Management And Loss Control Tools

Onsite Safety Inspections
Onsite Appraisals
StopIt Anonymous Incident Reporting Mobile App & Web App
Risk Management focused website www.osig.org
Vector Solutions - Professional Development Training Platform:
Free of charge to all members of OSIG
Online 24/7 access to training
Training modules include:
- Child Sexual Abuse Prevention Training
- School Bus Driver Training
- Safety & Compliance Training

Beazley & Lodestone Cyber Portal
Helix Intel
HSB Water & Temperature Monitoring Devices - Pilot Program

# Resolution of Stillwater Public Schools to Join Oklahoma Schools Insurance Group

**Whereas, Oklahoma Schools Insurance Group** ("OSIG") is an Oklahoma interlocal formed in accordance with Oklahoma law to enable Oklahoma School Districts to cooperate with each other to procure insurance services, benefits and insure against losses and possible liabilities in the most cost effective manner; and

**Whereas, Stillwater Public Schools** is an Oklahoma public school district ("the District"); and

**Whereas,** OSIG has provided to the District a Plan Document which includes a quotation for certain insurance coverages for the 2025-2026 plan year; and

**Whereas,** the quotation is acceptable to the District;

**Now, therefore be it resolved,** that the District hereby joins OSIG as a Member;

**Be it further resolved,** that so long as the District remains as a Member, the District shall comply with OSIG's bylaws, the Plan Document and OSIG claim reporting procedures; and

**Be it further resolved,** that by the adoption and signing of this resolution, Stillwater Public Schools understands and agrees that school district members are responsible for their own loss experience and will not be singly responsible for other members' losses.

**Date:** _____

**Stillwater Public Schools By:**

_____
President, Board of Education

**Attest:**

_____
Clerk, Board of Education

# ROSENSTEIN, FIST & RINGOLD

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JOHN G. MOYER, JR.
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A.F. RINGOLD (1931-2021)
BRYAN K. DRUMMOND (1967-2024)

OF COUNSEL

LINDSEY E. ALBERS
RHIANNON K. THORESON


May 7, 2025

**VIA ELECTRONIC MAIL**
Tyler Bridges, Superintendent
Stillwater Public Schools
tbridges@stillwaterschools.com

**Re: RFR Engagement Letter 2025-2026**

Dear Mr. Bridges:

This letter is intended to establish the terms and conditions of this firm's representation of Stillwater Independent School District No. 16 of Payne County, Oklahoma ("District"). This agreement must be approved by the Board pursuant to an agenda item at a duly called meeting of the Board.

Legal services rendered by this law firm are on an "as needed" basis and encompass work requested to be performed by the Superintendent or the Board of Education. A schedule of the current billing rates of our shareholders, associates, legal assistants, law clerks and interns is attached. This schedule is subject to change from time to time when the firm implements a general change of rates of its education clients, or to reflect additional experience or expertise gained by the firm's professional staff. In addition, newly hired professional staff may be added. The billing rates for new professionals will be set based upon their experience. The firm will provide an updated schedule of billing rates upon request at any time.

The firm will provide the District a monthly statement for legal services rendered which will fully set out what services were provided and how much time was spent performing them. In addition, you will be provided with a monthly statement of cash advanced on behalf of the District. This will include funds expended on the District's behalf for copying, Westlaw computer time, travel expenses and the like.

From time to time, it may be possible for an associate of this firm to provide part of the legal services needed by the District. Since associate time is billed at a lower hourly rate than mine, such may represent a lower expense to the District. Of course, I will monitor all work performed by associates.

On or about the 15th of each month, the District will receive an invoice for services rendered the previous month along with a statement of cash advanced. If you have any questions regarding any invoice which you receive, please call it to my attention immediately.

I trust that the above will be to your satisfaction. If this is the case and following approval by the Board, I would ask that the person designated by the Board execute this copy of the letter and return it to me for our file. Another copy with my original signature should be maintained for the District's file.

This agreement may be terminated at any time without cause by either party upon written notice to the other. The right to terminate is subject to our ability to withdraw from the representation with permission of the court, where applicable. This agreement shall be deemed renewed on July 1 of each year unless one of the parties advises the other on or before June 30 that it wishes to withhold ratification and/or to terminate the Agreement.

If you have any questions regarding the above or wish to discuss the terms further, please do not hesitate to contact me.

Kind regards,

Samantha S. Marshall
**ROSENSTEIN, FIST & RINGOLD**

SSM/cnw
Enclosures: 2025 RFR Rate Sheet

cc: Ron McElliott (rmcelliott@stillwaterschools.com)

The Board of Education, having considered and approved the terms of this engagement letter, directs the President and Clerk to execute this document on behalf of the District.

Entered into by the District this ____day of _____, 2025.

_____ _____
President, Board of Education Clerk

ROSENSTEIN FIST & RINGOLD

# Governmental
# 2025 Billing Rates
# Effective January 1, 2025

Years of Practice as Attorney:

| | |
|---|---|
| 30+ Years | $325 |
| 25-29 Years | $295 |
| 20-24 Years | $285 |
| 15-19 Years | $270 |
| 10-14 Years | $230 |
| 6-9 Years | $195 |
| 3-5 Years | $180 |
| 0-2 Years | $170 |
| Law Clerks | $110 |
| Paralegals | $125 |

Billing rates may increase on July 1 of each subsequent year to adjust for inflation as determined by the previous year's Social Security Cost of Living Adjustment. Any increases will be made in $5.00 per hour increments rounded to the nearest $5.00.




ROSENSTEIN FIST & RINGOLD

## Schedule of Reimbursed Expenses

| | |
|---|---|
| Telephone - Long Distance | Free (no charge) |
| Facsimile - Incoming | Free (no charge) |
| Facsimile - Outgoing | $1.00 per page for local calls and $2.00 per page for long distance calls (all other long distance charges are waived) |
| Travel | At actual cost (mileage billed at IRS approved rates) |
| Delivery-Postage | At actual cost |
| Photocopying | .20 cents per page |
| Secretarial Overtime | Only upon request of client and then only at actual cost |
| Cash Advances | At actual cost up to $500; expenditures over $500 are sent directly to client for payment |
| Computer Assisted Research (Westlaw) | At actual cost |

MEMORANDUM OF UNDERSTANDING
BETWEEN THE STILLWATER PUBLIC EDUCATION FOUNDATION AND
THE STILLWATER PUBLIC SCHOOL DISTRICT

STILLWATER PUBLIC EDUCATION FOUNDATION referred to as "SPEF", a private nonprofit corporation operated for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, and between Independent School District #16 of Payne County, Oklahoma (STILLWATER PUBLIC SCHOOLS) referred to as "District", hereby enter into the following agreement:

WHEREAS, SPEF is a non-profit organization with the singular purpose of advancing education, and to further other charitable and school activity purposes, in the field of public education as pertaining to the Stillwater Public School System, Stillwater, Oklahoma; and,

WHEREAS, SPEF has agreed to provide grants and gifts to benefit the District's student programs, students and staff, and desires to continue to do so; and

WHEREAS, The District, through its Board of Education, is authorized to enter into agreements to provide support to the SPEF's efforts in consideration for such grants and gifts; and

WHEREAS, Oklahoma law permits the District to provide space in a District building or on District property to SPEF for office or business purposes in exchange for the financial benefits provided to the District by SPEF if approved by the Board of Education and made part of the minutes of the meeting of the Board; and

WHEREAS, The District deems that SPEF's gifts and grants are of tremendous benefit to the District's student experience and the mission to champion the academic and personal growth for every student, and further deems that such efforts by SPEF are more than adequate consideration for the District's support of SPEF's efforts through the use of District facility space; and

NOW, THEREFORE, in consideration of the recitals, mutual agreements, covenants, and conditions contained herein, the parties enter into this agreement to facilitate SPEF's efforts to raise funds to benefit the District:

I. The District agrees to:
   a. Allow the use of office space, basic furniture, and a telephone in a District facility to house the SPEF employee responsible for fundraising activities and such other property as may not be needed for direct District uses but can be of assistance in facilitating SPEF fundraising activities.
   b. SPEF may also buy its own equipment and install the same within its office space, subject to approval by the District's Chief Financial Officer. Computer and printer technology requirements shall be coordinated with the District.

II. In return for the services to be provided by the District, SPEF agrees to:

a. Remain an active organization which has the purpose of financially and otherwise aiding the educational efforts of the district and increasing its efforts to raise funds to benefit the District;
b. Coordinate SPEF activities within the District;
c. Provide the District access to Foundation financial records;
d. Recognize that District supervision over Foundation activities conducted on District premises is required by law.

III. Term of Agreement

a. The term of this agreement shall commence on July 1, 2025, and continue through June 30, 2026, at which time it may be renewed by mutual consent and ratification of the parties in one-fiscal year increments.

Agreed to by:

By: _____
Roberta Douglas
President, Stillwater Board of Education

By: _____
Emily Lewis
Executive Director, Stillwater Public Education Foundation

# Software Service Order Agreement

**Term of Agreement: 2025-2026 Fiscal Year**

**Customer:** STILLWATER PUBLIC SCHOOLS
**Addr:** 314 S LEWIS ST
STILLWATER OK 74074
**October Membership:** 5969

SYLOGISTED, INC.
**Addr:** 908 EAST 35TH STREET
SHAWNEE, OK 74804
**Phone:** (800)749-5691 **Email:** accounts@sylogist.com

**Re-Occurring Fiscal Year Charges**

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

| Description | Total |
|---|---|
| Appropriated Funds | $13,848.08 |
| Payroll<br>- Usage Fee Included In Appropriated Funds | NA |
| Treasurer | $2,745.74 |
| Activity Funds | $1,372.87 |
| Personnel | $2,745.74 |
| Purchase Requisition | $2,745.74 |
| Fixed Assets | NA |
| Document Management | NA |
| Time & Talent | NA |
| Accounting Query Designer | NA |
| **Total 2025-2026 Fiscal Year Charges:** | $23,458.17 |

## Terms and Conditions

1. The software charge includes phone support for one (1) designated contact per application, excluding Document Management. Additional contacts can be added at an additional cost. SylogistEd, Inc. shall provide the phone support during normal business hours of 8:00 a.m. to 5:00 p.m. CST, Monday through Friday, exclusive of holidays. SylogistEd, Inc. shall have full and free access to the Customer equipment and software to provide support.
2. The software charge includes interactive online training via training videos and webinars.
3. On-site training (by appointment only) will be charged $1000.00 per day from 9:30 a.m. through 3:30 p.m. CST and round-trip mileage at the current IRS mileage rate. Additional time is $165.00 per hour.
4. For each renewal, the fees may, at SylogistEd's discretion, increase by an amount not to exceed 5%, no more than one time per annum.
5. Customer agrees that SylogistEd, Inc. shall not be liable to Customer for any incidental or consequential damages, loss, or other liabilities arising out of the use or inability to use the software.
6. The terms and conditions of this agreement supersede those of all previous agreements between the parties with respect to the use of the software and such use hereafter is subject to the terms and conditions of this agreement.
7. This agreement shall be governed by the Laws of the State of Oklahoma.

## Software as a Service

1. Definitions.
   (a) Application means the software and other material used by SylogistEd, Inc. to access, configure, and provide the Services. The Application(s) identified in the Service Order Agreement are licensed on a subscription basis and delivered as hosted online software using the Software as a Service (SaaS) model.
   (b) Charges mean the fees payable by Customer pursuant to the Software Service Order Agreement.
   (c) Customer Data means any data that Customer sends to the Service and any data that Customer receives from the Service in fulfillment of a request, excluding any content deemed to be Intellectual Property.
   (d) Documentation means instructions and examples pertaining to appropriate integration with and proper use of the Services.
   (e) Intellectual Property Rights means all intellectual property rights, including patents, trademarks, trade name, service mark, copyright, trade secrets, know-how, process, technology, development tool, ideas, concepts, design right, domain names, moral right, database right, methodology, algorithm and invention, and any other proprietary information (whether registered, unregistered, pending, or applied for).
   (f) Privacy Policy and Terms of Service means the SylogistEd, Inc. Privacy Policy and Terms of Service in effect at the time of this Agreement, which is incorporated herein by reference and which is subject to change without notice.
   (g) Service shall have the meaning set forth in the SylogistEd, Inc. Privacy Policy and Terms of Service.
   (h) Service Order Agreement means the Software Service Order Agreement delivered by SylogistEd, Inc. to Customer which sets forth the service and fees for the current fiscal year.
   (i) Usage Data means any data that SylogistEd, Inc. collects or generates during the performance of the Service, including non-confidential elements of Customer Data.
2. Service.
   (a) SylogistEd, Inc. Obligations. SylogistEd, Inc. hereby agrees, subject to and during the term of this Agreement and the Privacy Policy and Terms of Service: (i) to provide the Service to Customer; (ii) to grant or procure a right for Customer to access and use the Application as a part of the Service only; (iii) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service; and (iv) to notify customer promptly of any such unauthorized access to, or use of, the Service that SylogistEd, Inc. becomes aware of (provided SylogistEd, Inc. is not required to actively monitor the Customer's account access).
   (b) Customer Obligations. Customer hereby agrees, as allowed by Oklahoma constitution or law, subject to and during the term of this Agreement: (i) to comply with the Privacy Policy and Terms of Service; (ii) not to reverse-engineer the Application; (iii) to use an appropriate integration method for the volume and/or nature of queries to the Service; (iv) that it is solely responsible for all of its activities and for the accuracy, integrity, legality, reliability, and appropriateness of all Customer Data; (v) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service, and notify SylogistEd, Inc. promptly of any such unauthorized use; (vi) to comply with all applicable laws in using the Service, wherever such use occurs, and not use, or require SylogistEd, Inc. to use, any Customer Data obtained via the Service for any unlawful purpose; and (vii) to accurately represent Customer's use of the Service and data obtained from the Service.
3. Service Order Agreement. The Service Order Agreement will be effective only when signed by Customer and SylogistEd, Inc. Any modifications or changes to the Services under any executed Service Order Agreement will be effective only if and when memorialized in a mutually agreed written change order signed by both Parties.
4. Access to the Service, Attribution, and Charges.
   (a) Customer Accounts. Customer must provide SylogistEd, Inc. with valid contact information prior to receiving access to the Service in compliance with the Privacy Policy and Terms of Service.
   (b) Data Preparation & Configuration. Customer will ensure that: (i) Customer Data is in proper format as specified by the Documentation; and (ii) no other software, data, or equipment having an adverse impact on the Service has been introduced.
5. Availability, Maintenance, and Technical Support.
   (a) Availability & Maintenance. SylogistEd, Inc. will use commercially reasonable efforts to make the Service available. Downtime for maintenance, upgrades, enhancement, or any other reason, may be scheduled at any time.
   (b) Technical Support. Unless otherwise provided in the Service Order Agreement, SylogistEd, Inc. will offer technical and customer support on a first-come, first-served basis during regular business hours, Central Standard Time.
6. Third-Party Software Integration Acknowledgements, Representations, and Agreements. SylogistEd, Inc. will provide software as part of the Service that will allow the Customer to share data with third-party applications.
   (a) It is understood and agreed that SylogistEd, Inc. is not responsible for the security of the data once it has been provided by the Customer to a third party using the Service.
   (b) It is understood and agreed that SylogistEd, Inc. is not releasing this data to a third party. It is acknowledged and agreed that under no circumstance shall SylogistEd, Inc. be deemed to be a direct or indirect transferor of information/data to any third party. SylogistEd, Inc. is only providing software that will allow the Customer to share data with third-party applications.
   (c) Customer hereby represents that it is aware of all duties, requirements and restrictions set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.
   (d) Customer hereby represents that it shall perform all duties and requirements set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance

Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.

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

(f) Customer hereby agrees that it shall, as allowed by Oklahoma constitution or law, defend, indemnify, reimburse, and make whole in any manner, SylogistEd, Inc. for any form of damages sustained as a direct or indirect result of the Customer's failure to follow any duty, requirement, restriction or other that is mandated under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance. This shall include any and all attorney fees, costs, expenses, expert fees, and other that SylogistEd, Inc. could incur.

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

7. Intellectual Property Rights.

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

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

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

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

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

9. Term; Termination.

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

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

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

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

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

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

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

11. Notices. Notices sent to either Party shall be effective when delivered in person or transmitted electronically, one (1) day after being sent by overnight

courier, two (2) days after being sent by first class mail postage prepaid to a physical address provided by the Customer, or five (5) days after being sent by email from SylogistEd, Inc. to the address in the Customer account. A copy of this Agreement and notices generated in good form shall be treated as "original" documents admissible into evidence unless a document's authenticity is genuinely placed in question.

12. Survival. Termination shall have no effect on the Parties' rights or obligations under Section 8 ("Privacy and Personal Information"); Section 10 ("Confidential & Proprietary Information"), Section 13 ("Independent Contractor Status"), any payment obligations or any provision which by its nature should survive.
13. Independent Contractor Status. Each Party and its employees and agents are independent contractors in relation to the other Party with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the Parties. Each Party shall remain responsible and shall, as allowed by Oklahoma constitution or law, indemnify and hold harmless the other Party, for the withholding and payment of all federal, state and local personal income, wage, earnings, occupation, social security, worker's compensation, unemployment, sickness and disability insurance taxes, payroll levies, or employee benefit requirements now existing or hereafter enacted and attributable to themselves and their respective people.
14. Miscellaneous. This document and the documents incorporated herein constitute the entire agreement between the Parties with respect to the subject matter hereof and supersede all other communications, whether written or oral. SylogistEd, Inc. reserves all rights not specifically granted herein. Neither Party shall be liable for delays caused by events beyond its reasonable control, except non-payment of amounts due hereunder shall not be excused by this provision. Any provision hereof found by a tribunal of competent jurisdiction to be illegal or unenforceable shall be automatically conformed to the minimum requirements of law and all other provisions shall remain in full force and effect. Waiver of any provision hereof in one instance shall not preclude enforcement thereof on future occasions.

**Prepared By:** Grant McLarnon _____ **Date Prepared:** 3/28/2025 _____

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

**Signature:** _____ **Date Accepted:** _____

THE PUBLIC FINANCE LAW GROUP PLLC
ATTORNEYS AND COUNSELORS AT LAW

t 405.235.3413 • f 405.235.2807
5657 N. Classen Boulevard, Suite 100 • Oklahoma City, OK 73118

# AGREEMENT FOR BOND COUNSEL SERVICES

INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA
GENERAL OBLIGATION BONDS AND/OR LEASE REVENUE OBLIGATIONS

THIS AGREEMENT is entered into as of June 10, 2025, by and between THE PUBLIC FINANCE LAW GROUP PLLC ("PFLG"), and INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA (the "District"), a political subdivision of the State of Oklahoma, as follows:

## RECITALS

WHEREAS, the District desires to continue its engagement of PFLG as bond counsel in connection with the financing of certain capital projects authorized at an election held by the District on February 14, 2023 (the "2023 Election"), along with related costs (collectively, the "Project"); and

WHEREAS, to finance all or a portion of the costs of the Project, the District intends to issue one or more series of its General Obligation Bonds as may be authorized pursuant to the 2023 Election (collectively, the "Bonds"); and

WHEREAS, the District further acknowledges its intent to participate in a transaction or series of transactions whereby the District, or a public trust on behalf of the District, issues lease purchase obligations (the "Lease Purchase Obligations") to construct portions of the Project, which obligations will be retired with the proceeds of the Bonds based upon the acquisition of all or distinct portions of the Project being acquired by the District; and

WHEREAS, the issuance of Bonds and Lease Purchase Obligations shall be referred to collectively as the "Financing Plan"; and

WHEREAS, PFLG possesses the necessary professional capabilities and resources to provide the legal services required by District as described in this Agreement.

## AGREEMENTS

**1. Scope of Services.**

A. *Bond Counsel Services*. PFLG will render the following services as bond counsel to the District:

(1) Consultation with representatives of the District, including the Superintendent, the District's Legal Counsel (as defined herein), the Finance Director, financing and accounting staff, financial advisors, and others, with respect to the timing, terms and legal structure of the proposed Financing Plan.

(2) Furnish full directions of all steps necessary to be taken by the District in compliance with the constitution and statutes of the State of Oklahoma for the proposed issuance of each series of Bonds and/or for the issuance of the Lease Purchase Obligations by the District or a public trust on behalf of the District.

(3) Provide and furnish forms, outlines of procedure, resolutions or ordinances necessary for the issuance of such Bonds and/or the Lease Purchase Obligations (collectively, the "Financing Documents").

(4) Review of documentation with respect to any letter of credit or bond insurance policy provided in connection with the Financing, if any.

(5) Attendance at such meetings or hearings of the District and working group meetings or conference calls as the District may request, and assistance to the District staff in preparation of such explanations or presentations to the governing body of the District as they may request.

(6) Preparation of final closing papers to be executed by the District required to effect delivery of each series of Bonds and/or Lease Purchase Obligations and coordination of the Bond and/or Lease Purchase Obligation closings, including seeking the approval of each series of Bonds by the Attorney General of the State of Oklahoma.

(7) In connection with the closing of any series of Bonds, to furnish at least three (3) transcripts of the entire proceedings, one of which shall be filed with the Attorney General of Oklahoma, one of which shall be filed with the Clerk of the District, and one of which shall accompany the Bonds.

(8) Rendering of bond counsel's customary final legal opinion on the validity of the Bonds and/or the Lease Purchase Obligations and, with respect to any tax-exempt obligations, the exemption from gross income for federal income tax purposes and from Oklahoma personal income tax of interest thereon.

PFLG and the District acknowledge that the District shall be represented by the District's attorney (also referred to as "Legal Counsel") for the purpose of rendering day-to-day and ongoing general counsel legal services. PFLG shall circulate documents to and coordinate its services with Legal Counsel to the extent requested by the District or its Legal Counsel.

PFLG and the District further acknowledge that the District shall be represented by Municipal Finance Services, Inc., a municipal advisor pursuant to the terms of SEC Rule 15Ba1-1 (referred to herein as an "Independent Registered Municipal Advisor" or "IRMA"). PFLG is a firm of attorneys who provide legal advice or services of a traditional legal nature to a client, and PFLG and its attorneys do not represent themselves to be a financial advisor or financial expert.

Therefore, PFLG is excluded from the definition of Municipal Advisor, and PFLG does not intend to provide any advice with respect to municipal financial products or the issuance of municipal securities outside of the scope of traditional legal services and advice customarily rendered by bond counsel in public finance transactions. Notwithstanding the foregoing, in the event certain advice may be construed as beyond the scope of traditional legal services, the District specifically acknowledges that PFLG may avail itself of the IRMA exemption under SEC Rule 15Ba1-1 on the basis that (i) the District is represented by an Independent Registered Municipal Advisor not associated with PFLG, (ii) the District hereby advises PFLG that the District is represented by and will rely on the advice of its duly retained Independent Registered Municipal Advisor, and (iii) the District has been advised that PFLG is not a municipal advisor and PFLG owes no federal statutory fiduciary duty to the District.

In rendering opinions and performing legal services under this Agreement, PFLG shall be entitled to rely on the accuracy and completeness of information provided, certifications made by, and opinions provided by counsel to, the District, the Independent Registered Municipal Advisor, property owners and other parties and consultants, without independent investigation or verification.

PFLG's services are limited to those specifically set forth above. PFLG's services do not include representation of the District or any other party to the transaction in any litigation or other legal or administrative proceeding involving the Bonds and/or Lease Purchase Obligations, the Project or any other matter. PFLG's services also do not include any responsibility for compliance with state blue sky, environmental, land use, real estate or similar laws or for title to or perfection of security interests in real or personal property. PFLG will not be responsible for preparing, reviewing, or opining with respect to the District's Official Statement and/or any Continuing Disclosure Undertakings for any Bonds and/or Lease Purchase Obligations, including but not limited to the accuracy, completeness or sufficiency of the Official Statement, Continuing Disclosure Undertaking, or other offering material relating to any Bonds and/or Lease Purchase Obligations. PFLG's services do not include any financial advice or analysis. PFLG will not be responsible for the services performed or acts or omissions of any other participant. Also, PFLG's services will not extend past the date of issuance of the Bonds and/or Lease Purchase Obligations and will not, for example, include services related to rebate compliance or continuing disclosure or otherwise related to the Bonds and/or Lease Purchase Obligations, proceeds of any financing, or the Project after issuance of the Bonds and/or Lease Purchase Obligations.

## 2. Compensation and Reimbursements.

A. *Compensation for Bond Counsel Services*. For services as bond counsel to the District, PFLG shall be paid a fixed fee at the time of issuance of the Bonds and/or Lease Purchase Obligations as follows:

(i) General Obligation Bonds Issued Under the 2023 Election Authorization. One half of one percent (0.5%) of the par amount of each series of Bonds issued, subject to a minimum fee of $17,500.00, for each series of Bonds issued pursuant to the 2023 Election authorization.

(ii) Lease Purchase Transactions associated with the 2023 Election Authorized Projects. One half of one percent (0.5%) of the par amount of each series of Lease Purchase Obligations issued, subject to a minimum fee of $17,500.00, for each series of Lease Purchase Obligations issued pursuant to the 2023 Election authorization.

B. *Expenses*. PFLG shall also be paid a fixed amount of $2,500.00 to cover expenses and transcript production and distribution in connection with each series of Bonds and/or Lease Purchase Obligations, provided, that any filing, publication, recording or printing costs or similar third party costs required in connection with each series of Bonds and/or Lease Purchase Obligations shall be paid directly by the District, but if paid by PFLG on behalf of the District, shall be reimbursed to PFLG on demand.

C. *Payment*. Fees and expenses shall be payable by the District at the time of issuance of the Bonds and/or Lease Purchase Obligations. Payment of all fees and expenses hereunder shall be made at closing from proceeds of the Bonds and/or Lease Purchase Obligations and shall be entirely contingent upon issuance of the Bonds and/or Lease Purchase Obligations.

D. *Term of Engagement*. This Agreement shall remain in full force and effect through and including June 30, 2026, and shall be on a year-to-year basis automatically renewed for additional one-year periods on July 1 of each year until such time as all of the Bonds authorized in the 2023 Election shall be issued or this Agreement shall be otherwise terminated as provided herein.

E. *Termination of Agreement and Legal Services*. This Agreement and all legal services to be rendered under it may be terminated at any time by written notice from either party, with or without cause. In that event, all finished and unfinished documents prepared for adoption or execution by the District, shall, at the option of the District, become its property and shall be delivered to it or to any party it may designate; provided that PFLG shall have no liability whatsoever for any subsequent use of such documents. In the event of termination by the District, PFLG shall be paid for all satisfactory work, unless the termination is made for cause, in which event compensation, if any, shall be adjusted in the light of the particular facts and circumstances involved in the termination. If not sooner terminated as aforesaid, this Agreement and all legal services to be rendered under it shall terminate upon issuance of the Bonds and/or Lease Purchase Obligations; provided that the District shall remain liable for any unpaid compensation or reimbursement due under Section 2 hereof. Upon termination, PFLG shall have no future duty of any kind to or with respect to the Bonds and/or Lease Purchase Obligations or the District.

**3. Nature of Engagement; Relationships With Other Parties.**

The role of bond counsel, generally, is to prepare or review the procedures for issuance of bonds, notes, or other evidence of indebtedness and to provide an expert legal opinion with respect to the validity thereof and other subjects addressed by the opinion. Consistent with the historical origin and unique role of such counsel, and reliance thereon by the public finance market, PFLG's role as bond counsel under this Agreement is to provide an opinion and related legal services that

represent an objective judgment on the matters addressed rather than the partisan position of an advocate.

In performing its services in connection with the Bonds and/or Lease Purchase Obligations, PFLG will act as special counsel to the District with respect to issuance of the Bonds and/or Lease Purchase Obligations; i.e., PFLG will assist the District's Legal Counsel in representing District but only with respect to validity of the Bonds and/or Lease Purchase Obligations and the Financing Documents, and the tax status of interest on the Bonds and/or Lease Purchase Obligations, in a manner not inconsistent with the role of bond counsel described above.

The District acknowledges that PFLG regularly performs legal services for many private and public entities in connection with a wide variety of matters. For example, PFLG has represented, is representing or may in the future represent other public entities, underwriters, trustees, rating agencies, insurers, credit enhancement providers, lenders, contractors, suppliers, financial and other consultants/advisors, accountants, investment providers/brokers, providers/brokers of derivative products and others who may have a role or interest in the Financing Plan or the Project or that may be involved with or adverse to the District in this or some other matter. PFLG agrees not to represent any such entity in connection with the Financing Plan, during the term of this Agreement, without the consent of the District. Given the special, limited role of bond counsel described above, the District acknowledges that no conflict of interest exists or would exist, and waives any conflict of interest that might appear actually or potentially to exist, now or in the future, by virtue of this Agreement or any such other attorney-client relationship that PFLG may have had, have or enter into, and the District specifically consents to any and all such relationships.

**4. Limitation of Rights to Parties; Successor and Assigns.**

Nothing in this Agreement or in any of the documents contemplated hereby, expressed or implied, is intended or shall be construed to give any person other than the District and PFLG any legal or equitable right or claim under or in respect of this Agreement, and this Agreement shall inure to the sole and exclusive benefit of the District and PFLG.

PFLG may not assign its obligations under this Agreement without written consent of the District except to a successor partnership or corporation to which all or substantially all of the assets and operations of PFLG are transferred. The District may assign its rights and obligations under this Agreement to (but only to) any other public entity that issues the Bonds and/or Lease Purchase Obligations (if not the District). The District shall not otherwise assign its rights and obligations under this Agreement without written consent of PFLG. All references to PFLG and the District in this Agreement shall be deemed to refer to any such successor of PFLG and to any such assignee of the District and shall bind and inure to the benefit of such successor and assignee whether so expressed or not.

**5. Counterparts.**

This Agreement may be executed in any number of counterparts and each counterpart shall for all purposes be deemed to be an original, and all such counterparts shall together constitute but one and the same Agreement.

**6. Notices.**

Any and all notice pertaining to this Agreement shall be sent by U.S. Postal Service, first class, postage prepaid to:

PFLG:

The Public Finance Law Group PLLC
5657 N. Classen Boulevard, Suite 100
Oklahoma City, OK 73118
Attention: Allan A. Brooks or Nathan D. Ellis

DISTRICT:

Independent School District No. 16 of Payne County, Oklahoma
314 South Lewis
Stillwater, OK 74074
Attention: Superintendent

[Remainder of Page Left Blank Intentionally]

The District and PFLG have executed this Agreement by their duly authorized representatives as of the date provided above.

**THE PUBLIC FINANCE LAW GROUP PLLC**

By: _____
Nathan D. Ellis, Esq.

**INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA**

By: _____
Title: President, Board of Education
Date: June 10, 2025

(SEAL)

ATTEST:

By: _____
Clerk, Board of Education

# SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler's proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

**SECTION A – DEFINITIONS**

- **"Agreement"** means this Software as a Service Agreement.
- **"Business Travel Policy"** means our business travel policy. A copy of our current Business Travel Policy is attached as Schedule 1 to Exhibit B.
- **"Client**" means the Stillwater School District 16, Oklahoma.
- **"Data"** means your data necessary to utilize the Tyler Software.
- **"Data Storage Capacity"** means the contracted amount of storage capacity for your Data identified in the Investment Summary.
- **"Defect"** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **"Defined Users"** means the number of users that are authorized to use the SaaS Services. The Defined Users for the Agreement are as identified in the Investment Summary. If Exhibit A contains Enterprise Permitting & Licensing labeled software, defined users mean the maximum number of named users that are authorized to use the Enterprise Permitting & Licensing labeled modules as indicated in the Investment Summary.
- **"Developer"** means a third party who owns the intellectual property rights to Third Party Software.
- **"Documentation"** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **"Effective Date"** means the date by which both your and our authorized representatives have signed the Agreement.
- **"Force Majeure"** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **"Investment Summary"** means the agreed upon cost proposal for the products and services attached as Exhibit A.

- **"Invoicing and Payment Policy"** means the invoicing and payment policy. A copy of our current Invoicing and Payment Policy is attached as Exhibit B.
- **"Order Form"** means an ordering document that includes a quote or investment summary and specifying the items to be provided by Tyler to Client, including any addenda and supplements thereto.
- **"SaaS Fees"** means the fees for the SaaS Services identified in the Investment Summary.
- **"SaaS Services"** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software, and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting or other professional services.
- **"SLA"** means the service level agreement. A copy of our current SLA is attached hereto as Exhibit C.
- **"Statement of Work"** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software, and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit D.
- **"Support Call Process"** means the support call process applicable to all of our customers who have licensed the Tyler Software. A copy of our current Support Call Process is attached as Schedule 1 to Exhibit C.
- **"Third Party Hardware"** means the third party hardware, if any, identified in the Investment Summary.
- **"Third Party Products"** means the Third Party Software and Third Party Hardware.
- **"Third Party SaaS Services"** means software as a service provided by a third party, if any, identified in the Investment Summary.
- **"Third Party Services"** means the third party services, if any, identified in the Investment Summary.
- **"Third Party Software"** means the third party software, if any, identified in the Investment Summary.
- **"Third Party Terms"** means, if any, the end user license agreement(s) or similar terms for the Third Party Products or other parties' products or services, as applicable.
- **"Tyler"** means Tyler Technologies, Inc., a Delaware corporation.
- **"Tyler Software"** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **"we", "us", "our"** and similar terms mean Tyler.
- **"you"** and similar terms mean Client.

**SECTION B – SAAS SERVICES**

1. Rights Granted. We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your internal business purposes for the number of Defined Users only. The Tyler Software will be made available to you according to the terms of the SLA. You acknowledge that we have no delivery obligations and we will not ship copies of the Tyler Software as part of the SaaS Services. You may use the SaaS Services to access updates and enhancements to the Tyler Software, as further described in Section C(9). The foregoing notwithstanding, to the extent we have sold you

perpetual licenses for Tyler Software, if and listed in the Investment Summary, for which you are receiving SaaS Services, your rights to use such Tyler Software are perpetual, subject to the terms and conditions of this Agreement including, without limitation, Section B(4). We will make any such software available to you for download.

2. SaaS Fees. You agree to pay us the SaaS Fees. Those amounts are payable in accordance with our Invoicing and Payment Policy. The SaaS Fees are based on the number of Defined Users and amount of Data Storage Capacity. You may add additional users or additional data storage capacity on the terms set forth in Section H(1). In the event you regularly and/or meaningfully exceed the Defined Users or Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s).

3. Ownership.

   3.1 We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.

   3.2 The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.

   3.3 You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to carry out our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services.

4. Restrictions. You may not: (a) make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services; (c) access or use the SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.

5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with the maintenance and support process set forth in Section C(9), below, the SLA and our then current Support Call Process.

6. SaaS Services.

   6.1 Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 21. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or its equivalent, for so long as you are timely paying for SaaS Services. The scope of audit coverage varies for some Tyler Software solutions. Upon execution of a mutually agreeable Non-Disclosure Agreement ("NDA"), we will provide you with a summary of our compliance report(s) or its equivalent. Every year thereafter, for so long as the

NDA is in effect and in which you make a written request, we will provide that same information. If our SaaS Services are provided using a 3rd party data center, we will provide available compliance reports for that data center.

6.2 You will be hosted on shared hardware in a Tyler data center or in a third-party data center. In either event, databases containing your Data will be dedicated to you and inaccessible to our other customers.

6.3 Our Tyler data centers have fully-redundant telecommunications access, electrical power, and the required hardware to provide access to the Tyler Software in the event of a disaster or component failure. In the event of a data center failure, we reserve the right to employ our disaster recovery plan for resumption of the SaaS Services. In that event, we commit to a Recovery Point Objective ("RPO") of 24 hours and a Recovery Time Objective ("RTO") of 24 hours. RPO represents the maximum duration of time between the most recent recoverable copy of your hosted Data and subsequent data center failure. RTO represents the maximum duration of time following data center failure within which your access to the Tyler Software must be restored.

6.4 We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. We will provide you with a written or electronic record of the actions taken by us in the event that any unauthorized access to your database(s) is detected as a result of our security protocols. We will undertake an additional security audit, on terms and timing to be mutually agreed to by the parties, at your written request. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords or other confidential information, and unauthorized vulnerability and penetration test scanning of our network and systems (hosted or otherwise) is prohibited without the prior written approval of our IT Security Officer.

6.5 We test our disaster recovery plan on an annual basis. Our standard test is not client-specific. Should you request a client-specific disaster recovery test, we will work with you to schedule and execute such a test on a mutually agreeable schedule. At your written request, we will provide test results to you within a commercially reasonable timeframe after receipt of the request.

6.6 We will be responsible for importing back-up and verifying that you can log-in. You will be responsible for running reports and testing critical processes to verify the returned Data.

6.7 We provide secure Data transmission paths between each of your workstations and our servers.

6.8 Tyler data centers are accessible only by authorized personnel with a unique key entry. All other visitors to Tyler data centers must be signed in and accompanied by authorized personnel. Entry attempts to the data center are regularly audited by internal staff and external auditors to ensure no unauthorized access.

6.9 Where applicable with respect to our applications that take or process card payment data, we are responsible for the security of cardholder data that we possess, including functions relating

to storing, processing, and transmitting of the cardholder data and affirm that, as of the Effective Date, we comply with applicable requirements to be considered PCI DSS compliant and have performed the necessary steps to validate compliance with the PCI DSS. We agree to supply the current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at https://www.tylertech.com/about-us/compliance, and in the event of any change in our status, will comply with applicable notice requirements.

**SECTION C – PROFESSIONAL SERVICES**

1. Professional Services. We will provide you the various implementation-related services itemized in the Investment Summary and described in the Statement of Work.

2. Professional Services Fees. You agree to pay us the professional services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy. You acknowledge that the fees stated in the Investment Summary are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable hourly rate by the quoted hours.

3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.

4. Cancellation. If travel is required, we will make all reasonable efforts to schedule travel for our personnel, including arranging travel reservations, at least two (2) weeks in advance of commitments. Therefore, if you cancel services less than two (2) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (a) non-refundable expenses incurred by us on your behalf, and (b) daily fees associated with cancelled professional services if we are unable to reassign our personnel. We will make all reasonable efforts to reassign personnel in the event you cancel within two (2) weeks of scheduled commitments.

5. Services Warranty. We will perform the services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.

6. Site Access and Requirements. At no cost to us, you agree to provide us with full and free access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.

7. Background Checks. For at least the past twelve (12) years, all of our employees have undergone criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.

8. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to meet the agreed upon project deadlines and other milestones for implementation. This cooperation includes at least working with us to schedule the implementation-related services outlined in this Agreement. We will not be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by your personnel to provide such cooperation and assistance (either through action or omission).

9. Maintenance and Support. For so long as you timely pay your SaaS Fees according to the Invoicing and Payment Policy, then in addition to the terms set forth in the SLA and the Support Call Process, we will:

    9.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (subject to any applicable release life cycle policy);

    9.2 provide support during our established support hours;

    9.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;

    9.4 make available to you all releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and

    9.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with any applicable release life cycle policy.

We will use all reasonable efforts to perform support services remotely. Currently, we use a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. We strongly recommend that you also maintain your VPN for backup connectivity purposes.

For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (b) application design; (c) other consulting services; or (d) support outside our normal business hours as listed in our then-current Support Call Process. Requested services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at

least one (1) weeks' advance notice.

**SECTION D – THIRD PARTY PRODUCTS**

1. Third Party Hardware. We will sell, deliver, and install onsite the Third Party Hardware, if you have purchased any, for the price set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.

2. Third Party Software. As part of the SaaS Services, you will receive access to the Third Party Software and related documentation for internal business purposes only. Your rights to the Third Party Software will be governed by the Third Party Terms.

3. Third Party Products Warranties.

   3.1 We are authorized by each Developer to grant access to the Third Party Software.

   3.2 The Third Party Hardware will be new and unused, and upon payment in full, you will receive free and clear title to the Third Party Hardware.

   3.3 You acknowledge that we are not the manufacturer of the Third Party Products. We do not warrant or guarantee the performance of the Third Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third Party Products.

4. Third Party Services. If you have purchased Third Party Services, those services will be provided independent of Tyler by such third-party at the rates set forth in the Investment Summary and in accordance with our Invoicing and Payment Policy.

**SECTION E - INVOICING AND PAYMENT; INVOICE DISPUTES**

1. Invoicing and Payment. We will invoice you the SaaS Fees and fees for other professional services in the Investment Summary per our Invoicing and Payment Policy, subject to Section E(2).

2. Invoice Disputes. If you believe any delivered software or service does not conform to the warranties in this Agreement, you will provide us with written notice within thirty (30) days of your receipt of the applicable invoice. The written notice must contain reasonable detail of the issues you contend are in dispute so that we can confirm the issue and respond to your notice with either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in your notice. We will work with you as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may withhold payment of the amount(s) actually in dispute, and only those amounts, until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all SaaS Services, including maintenance and support services, if you fail to pay an invoice not disputed as described above within fifteen (15) days of notice of our intent to do so.

**SECTION F – TERM AND TERMINATION**

1. Term. The initial term of this Agreement commences January 1, 2023 and, unless earlier terminated as set forth below, ends June 30, 2025. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.

2. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section E(2).

   2.1 Failure to Pay SaaS Fees. You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of SaaS Fees. If you fail to timely pay the SaaS Fees, we may discontinue the SaaS Services and deny your access to the Tyler Software. We may also terminate this Agreement if you don't cure such failure to pay within forty-five (45) days of receiving written notice of our intent to terminate.

   2.2 For Cause. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section H(3). You may terminate this Agreement for cause in the event we do not cure, or create a mutually agreeable action plan to address, a material breach of this Agreement within the thirty (30) day window set forth in Section H(3).

   2.3 Force Majeure. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.

   2.4 Lack of Appropriations. If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.

**SECTION G – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE**

1. Intellectual Property Infringement Indemnification.

   1.1 We will defend you against any third party claim(s) that the Tyler Software or Documentation infringes that third party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

   1.2 Our obligations under this Section G(1) will not apply to the extent the claim or adverse final

judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties, or your willful infringement.

1.3 If we receive information concerning an infringement or misappropriation claim related to the Tyler Software, we may, at our expense and without obligation to do so, either: (a) procure for you the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent, in which case you will stop running the allegedly infringing Tyler Software immediately. Alternatively, we may decide to litigate the claim to judgment, in which case you may continue to use the Tyler Software consistent with the terms of this Agreement.

1.4 If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent. This section provides your exclusive remedy for third party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.

2.1 We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by our negligence or willful misconduct; or (b) our violation of PCI-DSS requirements or a law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

2.2 To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for personal injury or property damage to the extent caused by your negligence or willful misconduct; or (b) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

**3. DISCLAIMER. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CLIENT UNDERSTANDS AND AGREES THAT TYLER DISCLAIMS ANY LIABILITY FOR ERRORS THAT RELATE TO USER ERROR.**

**4. LIMITATION OF LIABILITY. EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (A) DURING THE INITIAL TERM, AS SET FORTH**

**IN SECTION F(1), TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (B) DURING ANY RENEWAL TERM, THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN THAT RENEWAL TERM. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS G(1) AND G(2).**

5. **EXCLUSION OF CERTAIN DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

6. Insurance. During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (a) Commercial General Liability of at least $1,000,000; (b) Automobile Liability of at least $1,000,000; (c) Professional Liability of at least $1,000,000; (d) Workers Compensation complying with applicable statutory requirements; and (e) Excess/Umbrella Liability of at least $5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

**SECTION H – GENERAL TERMS AND CONDITIONS**

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twelve (12) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twelve (12) months have expired, you may purchase additional products and services at our then-current list price, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.

2. Optional Items. Pricing for any listed optional products and services in the Investment Summary will be valid for twelve (12) months from the Effective Date.

3. Dispute Resolution. You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in non-binding mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.

4. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation,

sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.

5. Nondiscrimination. We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.

6. E-Verify. We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.

7. Subcontractors. We will not subcontract any services under this Agreement without your prior written consent, not to be unreasonably withheld.

8. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.

9. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.

10. No Intended Third Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third Party Terms.

11. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.

12. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the

remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.

13. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.

14. Independent Contractor. We are an independent contractor for all purposes under this Agreement.

15. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (a) actual receipt by the receiving party; (b) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (c) upon receipt by sender of proof of email delivery; or (d) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.

16. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.

17. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
    (a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
    (b) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
    (c) a party receives from a third party who has a right to disclose it to the receiving party; or
    (d) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.

18. Quarantining of Client Data. Some services provided by Tyler require us to be in possession of your Data. In the event we detect malware or other conditions associated with your Data that are reasonably suspected of putting Tyler resources or other Tyler clients' data at risk, we reserve the

absolute right to move your Data from its location within a multi-tenancy Tyler hosted environment to an isolated "quarantined" environment without advance notice. Your Data will remain in such quarantine for a period of at least six (6) months during which time we will review the Data, and all traffic associated with the Data, for signs of malware or other similar issues. If no issues are detected through such reviews during the six (6) month period of quarantine, we will coordinate with you the restoration of your Data to a non-quarantined environment. In the event your Data must remain in quarantine beyond this six (6) month period through no fault of Tyler's, we reserve the right to require payment of additional fees for the extended duration of quarantine. We will provide an estimate of what those costs will be upon your request.

19. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.

20. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state of domicile, without regard to its rules on conflicts of law.

21. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.

22. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. We reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.

23. Data & Insights Solution Terms. Your use of certain Tyler solutions includes Tyler's Data & Insights data platform. Your rights, and the rights of any of your end users, to use Tyler's Data & Insights data platform is subject to the Data & Insights SaaS Services Terms of Service, available at https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service. By signing a Tyler Agreement or Order Form, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

24. Contract Documents. This Agreement includes the following exhibits:

| | |
|---|---|
| Exhibit A | Investment Summary |
| Exhibit B | Invoicing and Payment Policy |
| | Schedule 1: Business Travel Policy |
| Exhibit C | Service Level Agreement |
| | Schedule 1: Support Call Process |
| Exhibit D | Statement of Work |

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

By: _____

Name: Rob Kennedy-Jensen

Title: Group General Counsel

Date: December 15, 2022

Address for Notices:
Tyler Technologies, Inc.
One Tyler Drive
Yarmouth, ME 04096
Attention: Chief Legal Officer

Stillwater School District 16, OK

By: _____

Name: Tim Riley

Title: President

Date: 12-13-22

Address for Notices:
Stillwater School District 16
314 South Lewis Street
Stillwater, OK 74074
Attention: Michael Arnold

# Exhibit A
# Investment Summary

The following Investment Summary details the software and services to be delivered by us to you under the Agreement. This Investment Summary is effective as of the Effective Date, despite any expiration date in the Investment Summary that may have lapsed as of the Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement. In the event of conflict between the Agreement and terms in the Comments section of this Investment Summary, the language in the Agreement will prevail.

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Quoted By: Dana Roberson
Quote Expiration: 12/30/22
Quote Name: SaaS

**Sales Quotation For:**
Stillwater School District 16
314 S Lewis St
Stillwater OK 74074-3500
Michael Arnold
marnold@stillwaterschools.com
Phone: +1 (405) 533-6300

Student Count:6,233 / Cost Center:0

**Tyler SaaS**

| Description | Unit Price | Discount | Annual |
|---|---|---|---|
| Content Manager | | | |
| Content Manager Enterprise | $ 9,112 | $ 911 | $ 8,201 |
| School ERP Pro powered by Infinite Visions | | | |
| Accounting | $ 68,864 | $ 6,886 | $ 61,978 |
| Applicant Tracking Interface | $ 1,100 | $ 110 | $ 990 |
| Employee Reimbursement Module | $ 2,774 | $ 277 | $ 2,497 |
| Human Resources | $ 11,378 | $ 1,138 | $ 10,240 |
| Info-Link | $ 2,115 | $ 212 | $ 1,903 |
| Online Shopping | $ 2,542 | $ 254 | $ 2,288 |
| Substitute Calling System Leave Interface | $ 2,115 | $ 212 | $ 1,903 |
| Timecard Interface | $ 2,774 | $ 277 | $ 2,497 |
| Warehouse | $ 9,483 | $ 948 | $ 8,535 |
| **Term # of Years:** | **3** | | |
| **TOTAL:** | **$ 112,257** | **$ 11,225** | **$ 101,032** |

**Services**

| Description | Quantity | Price | Extended Price | Maintenance |
|---|---|---|---|---|
| School ERP Pro powered by Infinite Visions | | | | |
| Implementation | 468 | $ 145 | $ 67,860 | $ 0 |
| Conversions | 40 | $ 145 | $ 5,800 | $ 0 |
| Platform Review | 8 | $ 145 | $ 1,160 | $ 0 |
| Project Management | 92 | $ 170 | $ 15,640 | $ 0 |
| Content Manager | | | | |
| Enterprise Services | 24 | $ 145 | $ 3,480 | $ 0 |
| Enterprise Training | 48 | $ 145 | $ 6,960 | $ 0 |
| **TOTAL:** | | | **$ 100,900** | **$ 0** |

| **Summary** | **One Time Fees** | **Recurring Fees** |
|---|---|---|
| Total Tyler Software | | $ 101,032 |
| Total Annual | | $ 0 |
| Total Tyler Services | $ 100,900 | $ 0 |
| **Summary Total** | **$ 100,900** | **$ 101,032** |
| **Contract Total** | **$ 201,932** | |

**Comments**

All services quoted herein are assumed to be delivered remote unless otherwise stated.
SaaS includes up to 200GB of storage. Should additional storage be needed, it may be purchased at the current yearly storage rate in 200GB increments.

Content Manager (Enterprise) - Full document scanning, imaging, indexing and archival.

iVisions Employee Reimbursements - Online processing of employee expense reimbursements.
Human Resources - Employee demographics, certificates, evaluations, contract printing, salary negotiations, and user-defined fields for sorting, selecting and printing.

InfoLink - Provides a point-and-click interface to link tables for report writing.

Online Applicant Tracking Interface - Integration with 3rd party applicant tracking system.

Substitute Calling System (Leave) Interface - Interface with 3rd party timecard system (employee leave taken).

Timecard Systems Interface - Integration with 3rd party timecard system.
Warehouse - Online catalog, ordering, restocking, order filing with back order capability and barcode interface for inventory (with separate purchase of Barcode Interface Module).
Accounting - General Ledger - Budgeting, Check Manager, Purchase Card, Bank Reconciliation, Revenue Accounting; Procurement & Payables; Payroll; User Security & Administration; iVisions Web Suite; Financial State Reporting

Electronic Shopping Interface - Provides an interface to web purchasing.

# Exhibit B
# Invoicing and Payment Policy

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

**Invoicing**: We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. SaaS Fees. SaaS Fees are invoiced on an annual basis, beginning on the commencement of the initial term as set forth in Section F (1) of this Agreement. Your annual SaaS fees applicable to the initial term are indicated in the Investment Summary. For the avoidance of doubt, your first payment of SaaS Fees shall be prorated for the period starting 1/1/23 and ending 6/30/23. Upon expiration of the initial term, your annual SaaS fees will be at our then-current rates.

2. Other Tyler Software and Services.

   2.1 *VPN Device*: The fee for the VPN device will be invoiced upon installation of the VPN.

   2.2 *Implementation and Other Professional Services (including training)*: Implementation and other professional services (including training) are billed and invoiced as delivered, at the rates set forth in the Investment Summary.

   2.3 *Consulting Services*: If you have purchased any Business Process Consulting services, if they have been quoted as fixed-fee services, they will be invoiced 50% upon your acceptance of the Best Practice Recommendations, by module, and 50% upon your acceptance of custom desktop procedures, by module. If you have purchased any Business Process Consulting services and they are quoted as an estimate, then we will bill you the actual services delivered on a time and materials basis.

   2.4 *Conversions*: Fixed-fee conversions are invoiced 50% upon initial delivery of the converted Data, by conversion option, and 50% upon Client acceptance to load the converted Data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.

   2.5 *Requested Modifications to the Tyler Software*: Requested modifications to the Tyler Software are invoiced 50% upon delivery of specifications and 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in this Agreement.

2.6 *Other Fixed Price Services*: Other fixed price services are invoiced as delivered, at the rates set forth in the Investment Summary. For the avoidance of doubt, where "Project Planning Services" are provided, payment will be due upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.

2.7 *Annual Services*: Unless otherwise indicated in this Exhibit B, fees for annual services are due annually, in advance, commencing on the availability of the service. Your annual fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual fees will be at our then-current rates.

3. Third Party Products.

3.1 *Third Party Software License Fees*: License fees for Third Party Software, if any, are invoiced when we make it available to you for downloading.

3.2 *Third Party Software Maintenance*: The first year maintenance for the Third Party Software is invoiced when we make it available to you for downloading.

3.3 *Third Party Hardware*: Third Party Hardware costs, if any, are invoiced upon delivery.

3.4 *Third Party Services:* Fees for Third Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary. For the avoidance of doubt, Finite Matters will invoice Client directly for any services fees for Pattern Stream.

3.5 *Third Party SaaS*: Third Party SaaS Services fees, if any, are invoiced annually, in advance, commencing with availability of the respective Third Party SaaS Services. Pricing for the first year of Third Party SaaS Services is indicated in the Investment Summary. Pricing for subsequent years will be at the respective third party's then-current rates.

4. Transaction Fees. Unless paid directly by an end user at the time of transaction, per transaction (call, message, etc.) fees are invoiced on a quarterly basis. Fees are indicated in Schedule A and may be increased by Tyler upon notice of no less than thirty (30) days.

5. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy, plus a 10% travel agency processing fee. Our current Business Travel Policy is attached to this Exhibit B as Schedule 1. Copies of receipts will be provided upon request; we reserve the right to charge you an administrative fee depending on the extent of your requests. Receipts for miscellaneous items less than twenty-five dollars and mileage logs are not available.

**Payment.** Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting AR@tylertech.com.

# Exhibit B
# Schedule 1
# Business Travel Policy

1. Air Travel

   A. Reservations & Tickets

   The Travel Management Company (TMC) used by Tyler will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee's total trip duration and the fare is within $100 (each way) of the lowest logical fare. If a net savings of $200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee's total trip duration, the connecting flight should be accepted.

   Employees are encouraged to make advanced reservations to take full advantage of discount opportunities. Employees should use all reasonable efforts to make travel arrangements at least two (2) weeks in advance of commitments. A seven (7) day advance booking requirement is mandatory. When booking less than seven (7) days in advance, management approval will be required.

   Except in the case of international travel where a segment of continuous air travel is six (6) or more consecutive hours in length, only economy or coach class seating is reimbursable. Employees shall not be reimbursed for "Basic Economy Fares" because these fares are non-refundable and have many restrictions that outweigh the cost-savings.

   B. Baggage Fees

   Reimbursement of personal baggage charges are based on trip duration as follows:

   - Up to five (5) days = one (1) checked bag
   - Six (6) or more days = two (2) checked bags

   Baggage fees for sports equipment are not reimbursable.

2. Ground Transportation

A. Private Automobile

Mileage Allowance – Business use of an employee's private automobile will be reimbursed at the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee's office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience, and the specific situation reasonably require their use. When renting a car for Tyler business, employees should select a "mid-size" or "intermediate" car. "Full" size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; except for employees traveling to Alaska and internationally (excluding Canada), additional insurance on the rental agreement should be declined.

C. Public Transportation

Taxi or airport limousine services may be considered when traveling in and around cities or to and from airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

3. Lodging

Tyler's TMC will select hotel chains that are well established, reasonable in price, and conveniently located in relation to the traveler's work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn, and Holiday Inn Express. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

"No shows" or cancellation fees are not reimbursable if the employee does not comply with the hotel's cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

Employees are not authorized to reserve non-traditional short-term lodging, such as Airbnb, VRBO, and HomeAway. Employees who elect to make such reservations shall not be reimbursed.

4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status within the continental U.S. are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates are available at www.gsa.gov/perdiem.

Per diem for Alaska, Hawaii, U.S. protectorates and international destinations are provided separately by the Department of State and will be determined as required.

A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

Departure Day

| | |
|---|---|
| Depart before 12:00 noon | Lunch and dinner |
| Depart after 12:00 noon | Dinner |

Return Day

| | |
|---|---|
| Return before 12:00 noon | Breakfast |
| Return between 12:00 noon & 7:00 p.m. | Breakfast and lunch |
| Return after 7:00 p.m.* | Breakfast, lunch and dinner |

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

| | |
|---|---|
| Breakfast | 15% |
| Lunch | 25% |
| Dinner | 60% |

B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00 p.m.*

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

5. Internet Access – Hotels and Airports

   Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee's hotel charges for internet access it is reimbursable up to $10.00 per day. Charges for internet access at airports are not reimbursable.

6. International Travel

   All international flights with the exception of flights between the U.S. and Canada should be reserved through TMC using the "lowest practical coach fare" with the exception of flights that are six (6) or more consecutive hours in length. In such event, the next available seating class above coach shall be reimbursed.

   When required to travel internationally for business, employees shall be reimbursed for photo fees, application fees, and execution fees when obtaining a new passport book, but fees related to passport renewals are not reimbursable. Visa application and legal fees, entry taxes and departure taxes are reimbursable.

   The cost of vaccinations that are either required for travel to specific countries or suggested by the U.S. Department of Health & Human Services for travel to specific countries, is reimbursable.

   Section 4, Meals & Incidental Expenses, and Section 2.b., Rental Car, shall apply to this section.



# Exhibit C
# Service Level Agreement

## I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels that we will provide to you to ensure the availability of the application services that you have requested us to provide. This SLA does not apply to any Third Party SaaS Services. All other support services are documented in the Support Call Process.

**II. Definitions.** Except as defined below, all defined terms have the meaning set forth in the Agreement.

*Actual Attainment:* The percentage of time the Tyler Software is available during a calendar quarter, calculated as follows: (Service Availability – Downtime) ÷ Service Availability.

*Client Error Incident*: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

*Downtime*: Those minutes during Service Availability, as defined below, when all users cannot launch, login, search or save primary data in the Tyler Software. Downtime does not include those instances in which only a Defect is present.

*Emergency Maintenance:* (1) maintenance that is required to patch a critical security vulnerability; (2) maintenance that is required to prevent an imminent outage of Service Availability; or (3) maintenance that is mutually agreed upon in writing by Tyler and the Client.

*Planned Downtime:* Downtime that occurs during a Standard or Emergency Maintenance window.

*Service Availability:* The total number of minutes in a calendar quarter that the Tyler Software is capable of receiving, processing, and responding to requests, excluding Planned Downtime, Client Error Incidents, denial of service attacks and Force Majeure.

*Standard Maintenance:* Routine maintenance to the Tyler Software and infrastructure. Standard Maintenance is limited to five (5) hours per week.

## III. Service Availability

a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support case number.

b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work with you to identify the cause of the Downtime (including whether it may be the result of Planned

Downtime, a Client Error Incident, Denial of Service attack or Force Majeure). We will also work with you to resume normal operations.

c. Client Relief

Our targeted Attainment Goal is 100%. You may be entitled to credits as indicated in the Client Relief Schedule found below. Your relief credit is calculated as a percentage of the SaaS fees paid for the calendar quarter.

In order to receive relief credits, you must submit a request through one of the channels listed in our Support Call Process within fifteen days (15) of the end of the applicable quarter. We will respond to your relief request within thirty (30) day(s) of receipt.

The total credits confirmed by us will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

| Client Relief Schedule | |
|---|---|
| **Actual Attainment** | **Client Relief** |
| 99.99% - 98.00% | Remedial action will be taken |
| 97.99% - 95.00% | 4% |
| Below 95.00% | 5% |

## IV. Maintenance Notifications

We perform Standard Maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

Not all maintenance activities will cause application unavailability. However, if Tyler anticipates that activities during a Standard or Emergency Maintenance window may make the Tyler Software unavailable, we will provide advance notice, as reasonably practicable that the Tyler Software will be unavailable during the maintenance window.

# Exhibit C
# Schedule 1
# Support Call Process

**Support Channels**

Tyler Technologies, Inc. provides the following channels of software support for authorized users*:

(1) On-line submission (portal) – for less urgent and functionality-based questions, users may create support incidents through the Tyler Customer Portal available at the Tyler Technologies website. A built-in Answer Panel provides users with resolutions to most "how-to" and configuration-based questions through a simplified search interface with machine learning, potentially eliminating the need to submit the support case.
(2) Email – for less urgent situations, users may submit emails directly to the software support group.
(3) Telephone – for urgent or complex questions, users receive toll-free, telephone software support.

** Channel availability may be limited for certain applications.*

*Support Resources*

A number of additional resources are available to provide a comprehensive and complete support experience:

(1) Tyler Website – www.tylertech.com – for accessing client tools, documentation, and other information including support contact information.
(2) Tyler Search -a knowledge based search engine that lets you search multiple sources simultaneously to find the answers you need, 24x7.
(3) Tyler Community –provides a venue for all Tyler clients with current maintenance agreements to collaborate with one another, share best practices and resources, and access documentation.
(4) Tyler University – online training courses on Tyler products.

**Support Availability**

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Tyler's holiday schedule is outlined below. There will be no support coverage on these days.

| | |
|---|---|
| New Year's Day | Labor Day |
| Martin Luther King, Jr. Day | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Independence Day | Christmas Day |

For support teams that provide after-hours service, we will provide you with procedures for contacting support staff after normal business hours for reporting Priority Level 1 Defects only. Upon receipt of

such a Defect notification, we will use commercially reasonable efforts to meet the resolution targets set forth below.

We will also make commercially reasonable efforts to be available for one pre-scheduled Saturday of each month to assist your IT staff with applying patches and release upgrades, as well as consulting with them on server maintenance and configuration of the Tyler Software environment.

**Incident Handling**

*Incident Tracking*

Every support incident is logged into Tyler's Customer Relationship Management System and given a unique case number. This system tracks the history of each incident. The case number is used to track and reference open issues when clients contact support. Clients may track incidents, using the case number, through Tyler's Customer Portal or by calling software support directly.

*Incident Priority*

Each incident is assigned a priority level, which corresponds to the Client's needs. Tyler and the Client will reasonably set the priority of the incident per the chart below. This chart is not intended to address every type of support incident, and certain "characteristics" may or may not apply depending on whether the Tyler software has been deployed on customer infrastructure or the Tyler cloud. The goal is to help guide the Client towards clearly understanding and communicating the importance of the issue and to describe generally expected response and resolution targets in the production environment only.

References to a "confirmed support incident" mean that Tyler and the Client have successfully validated the reported Defect/support incident.

| Priority Level | Characteristics of Support Incident | Resolution Targets* |
|---|---|---|
| 1 Critical | Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client's remote location; or (c) systemic loss of multiple essential system functions. | Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. For non-hosted customers, Tyler's responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database. |

| Priority Level | Characteristics of Support Incident | Resolution Targets* |
|---|---|---|
| 2<br>High | Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of data. | Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within ten (10) business days. For non-hosted customers, Tyler's responsibility for loss or corrupted data is limited to assisting the Client in restoring its last available database. |
| 3<br>Medium | Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure. | Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack, which shall occur at least quarterly. For non-hosted customers, Tyler's responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database. |
| 4<br>Non-critical | Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level. | Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents, as well as cosmetic issues, with a future version release. |

**Response and Resolution Targets may differ by product or business need*

### *Incident Escalation*

If Tyler is unable to resolve any priority level 1 or 2 defect as listed above or the priority of an issue has elevated since initiation, you may escalate the incident to the appropriate resource, as outlined by each product support team. The corresponding resource will meet with you and any Tyler staff to establish a mutually agreeable plan for addressing the defect.

### *Remote Support Tool*

Some support calls may require further analysis of the Client's database, processes or setup to diagnose a problem or to assist with a question. Tyler will, at its discretion, use an industry-standard remote support tool. Tyler's support team must have the ability to quickly connect to the Client's system and view the site's setup, diagnose problems, or assist with screen navigation. More information about the remote support tool Tyler uses is available upon request.



# Exhibit D
# Statement of Work

# Stillwater Public Schools I-16

## SOW from Tyler Technologies, Inc.

12/13/2022

Presented to:
Michael Arnold
314 S. Lewis Street
Stillwater, OK 74074

Contact:
Dana Roberson
Email: Dana.Roberson@TylerTech.com
5101 Tennyson Parkway, Plano, TX 75024

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# Part 1: Executive Summary

## 1. Project Overview

### 1.1 Introduction

Tyler Technologies ("Tyler") is the largest and most established provider of integrated software and technology services focused solely on the public sector. Tyler's end-to-end solutions empower public sector entities including local, state, provincial and federal government, to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler's solutions transform how clients gain actionable insights that solve problems in their communities.

### 1.2 Project Goals

This Statement of Work ("SOW") documents the methodology, implementation stages, activities, and roles and responsibilities, and project scope listed in the Investment Summary of the Agreement between Tyler and the Stillwater Public Schools (collectively the "Project").

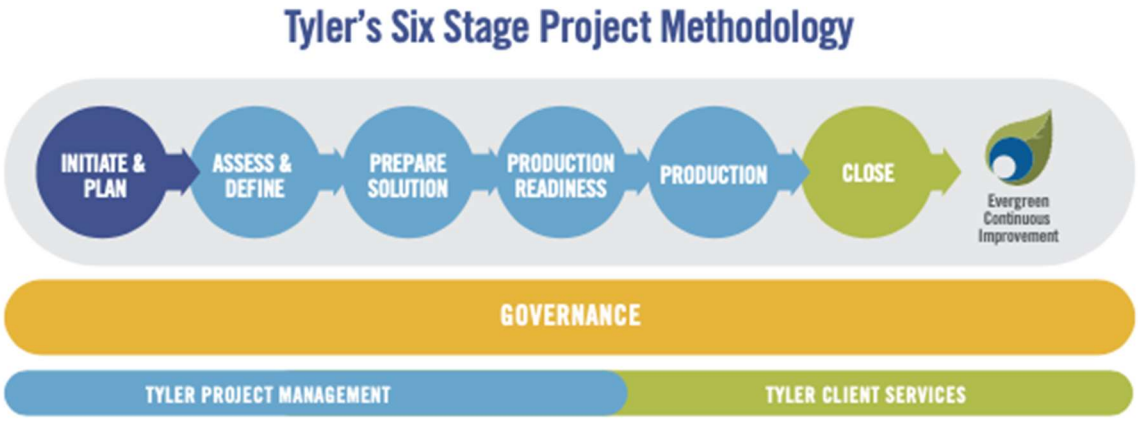
The overall goals of the project are to:

- Successfully implement the contracted scope on time and on budget
- Increase operational efficiencies and empower users to be more productive
- Improve accessibility and responsiveness to external and internal customer needs
- Overcome current challenges and meet future goals
- Providing a single, comprehensive, and integrated solution to manage business functions
- Streamline business processes through automation, integration, and workflows
- Provide a user-friendly user interface to promote system use and productivity
- Eliminate redundant data entry

### 1.3 Methodology

This is accomplished by the Stillwater Public Schools and Tyler working as a partnership and Tyler utilizing its depth of implementation experience. While each Project is unique, all will follow Tyler's six-stage methodology. Each of the six stages is comprised of multiple work packages, and each work package includes a narrative description, objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

Tailored specifically for Tyler's public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the Stillwater Public Schools' complexity and organizational needs.




The methodology adapts to both single-phase and multiple-phase projects.

To achieve Project success, it is imperative that both the Stillwater Public Schools and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that the Stillwater Public Schools and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler's Implementation process is to employ an iterative model where the Stillwater Public Schools' business processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.




The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to complete the Project efficiently and effectively.

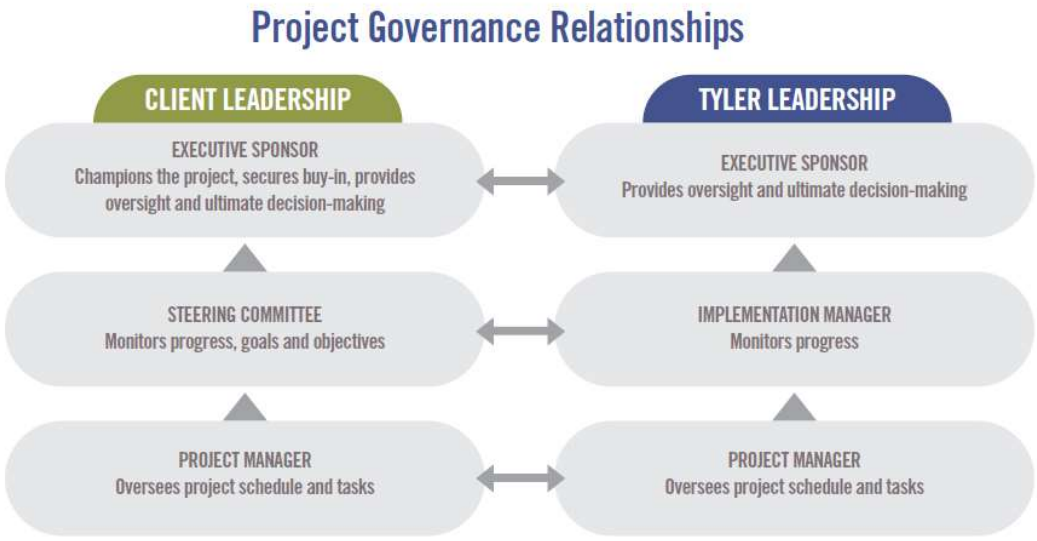
# Part 2: Project Foundation

## 2. Project Governance

Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

This section outlines the resources required to meet the business needs, objectives, and priorities for the Project, communicate the goals to other Project participants, and provide support and guidance to accomplish these goals. Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Throughout the Statement of Work Tyler has provided RACI Matrices for activities to be completed throughout the implementation which will further outline responsibilities of different roles in each stage. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The chart below illustrates an overall team perspective where Tyler and the Stillwater Public Schools collaborate to resolve Project challenges according to defined escalation paths. If project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the Stillwater Public Schools Steering Committee become the escalation points to triage responses prior to escalation to the Stillwater Public Schools and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The Stillwater Public Schools and Tyler executive sponsors serve as the final escalation point.



# 3. Project Scope Control

## 3.1 Managing Scope and Project Change

Project Management governance principles contend that there are three connected constraints on a Project: budget, timeline, and scope. These constraints, known as the "triple constraints" or project management triangle, define budget in terms of financial cost, labor costs, and other resource costs. Scope is defined as the work performed to deliver a product, service or result with the specified features and functions, while time is simply defined as the schedule. The Triple Constraint theory states that if you change one side of the triangle, the other two sides must be correspondingly adjusted. For example, if the scope of the Project is increased, cost and time to complete will also need to increase. The Project and executive teams will need to remain cognizant of these constraints when making impactful decisions to the Project. A simple illustration of this triangle is included here, showing the connection of each item and their relational impact to the overall Scope.




A pillar of any successful project is the ability to properly manage scope while allowing the appropriate level of flexibility to incorporate approved changes. Scope and changes within the project will be managed using the change control process outlined in the following section.

## 3.2 Change Control

It may become necessary to change the scope of this Project due to unforeseeable circumstances (e.g., new constraints or opportunities are discovered). This Project is being undertaken with the understanding that Project scope, schedule, and/or cost may need to change to produce optimal results for stakeholders. Changes to contractual requirements will follow the change control process specified in the final contract, and as described below.

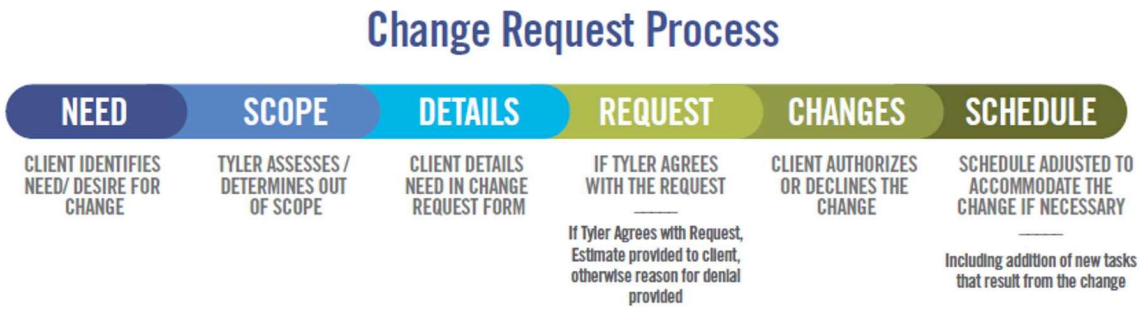
## 3.3 Change Request Management

Should the need for a change to Project scope, schedule, and/or cost be identified during the Project, the change will be brought to the attention of the Steering Committee and an assessment of the change will occur. While such changes may result in additional costs and delays relative to the schedule, some changes may result in less cost to the Stillwater Public Schools; for example, the Stillwater Public Schools may decide it

no longer needs a deliverable originally defined in the Project. The Change Request will include the following information:

- The nature of the change.
- A good faith estimate of the additional cost or associated savings to the Stillwater Public Schools, if any.
- The timetable for implementing the change.
- The effect on and/or risk to the schedule, resource needs or resource responsibilities.

The Stillwater Public Schools will use its good faith efforts to either approve or disapprove any Change Request within ten (10) Business Days (or other period as mutually agreeable between Tyler and the Stillwater Public Schools). Any changes to the Project scope, budget, or timeline must be documented and approved in writing using a Change Request form. These changes constitute a formal amendment to the Statement of Work and will supersede any conflicting term in the Statement of Work.



# 4. Acceptance Process

The implementation of a Project involves many decisions to be made throughout its lifecycle. Decisions will vary from higher level strategy decisions to smaller, detailed Project level decisions. It is critical to the success of the Project that each Stillwater Public Schools office or department designates specific individuals for making decisions on behalf of their offices or departments.

Both Tyler and the Stillwater Public Schools will identify representative project managers. These individuals will represent the interests of all stakeholders and serve as the primary contacts between the two organizations.

The coordination of gaining Stillwater Public Schools feedback and approval on Project deliverables will be critical to the success of the Project. The Stillwater Public Schools project manager will strive to gain deliverable and decision approvals from all authorized Stillwater Public Schools representatives. Given that the designated decision-maker for each department may not always be available, there must be a designated proxy for each decision point in the Project. Assignment of each proxy will be the responsibility of the leadership from each Stillwater Public Schools department. The proxies will be named individuals that have the authorization to make decisions on behalf of their department.

The following process will be used for accepting Deliverables and Control Points:

- The Stillwater Public Schools shall have five (5) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept each Deliverable or Control Point. If the Stillwater Public Schools does not provide acceptance or acknowledgement within five (5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.
- If the Stillwater Public Schools does not agree the Deliverable or Control Point meets requirements, the Stillwater Public Schools shall notify Tyler project manager(s), in writing, with reasoning within five (5) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The Stillwater Public Schools shall then have two (2) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the Stillwater Public Schools does not provide acceptance within two (2) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

# 5. Roles and Responsibilities

The following defines the roles and responsibilities of each Project resource for the Stillwater Public Schools and Tyler. Roles and responsibilities may not follow the organizational chart or position descriptions at the Stillwater Public Schools, but are roles defined within the Project. It is common for individual resources on both the Tyler and Stillwater Public Schools project teams to fill multiple roles. Similarly, it is common for some roles to be filled by multiple people.

## 5.1 Tyler Roles & Responsibilities

Tyler assigns a project manager prior to the start of each Phase of the Project (some Projects may only be one Phase in duration). Additional Tyler resources are assigned as the schedule develops and as needs arise.

### 5.1.1 Tyler Executive Manager

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the Project team and collaborates with other Tyler department managers as needed to escalate and facilitate implementation Project tasks and decisions.

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the Stillwater Public Schools 's overall organizational strategy.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Acts as the counterpart to the Stillwater Public Schools 's executive sponsor.

### 5.1.2 Tyler Implementation Manager

- Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. The Tyler project managers consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler Project Manager or with Stillwater Public Schools management as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level.
- Assigns Tyler Project personnel.
- Provides support for the Project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors Project progress including progress towards agreed upon goals and objectives.

### 5.1.3 Tyler Project Manager

- The Tyler project manager(s) provides oversight of the Project, coordination of Tyler resources between departments, management of the Project budget and schedule, effective risk, and issue management, and is the primary point of contact for all Project related items. As requested by the Stillwater Public Schools, the Tyler Project Manager provides regular updates to the Stillwater Public Schools Steering Committee and other Tyler governance members. Tyler Project Manager's role includes responsibilities in the following areas:

#### 5.1.3.1 Contract Management

- Validates contract compliance throughout the Project.
- Ensures Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions.
- Prepares and presents contract milestone sign-offs for acceptance by the Stillwater Public Schools project manager(s).
- Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.

#### 5.1.3.2 Planning

- Delivers project planning documents.
- Defines Project tasks and resource requirements.
- Develops initial Project schedule and Project Management Plan.

- Collaborates with the Stillwater Public Schools project manager(s) to plan and schedule Project timelines to achieve on-time implementation.

#### 5.1.3.3 Implementation Management

- Tightly manages Scope and budget of Project to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Establishes and manages a schedule and Tyler resources that properly support the Project Schedule and are also in balance with Scope/budget.
- Establishes risk/issue tracking/reporting process between the Stillwater Public Schools and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to the Stillwater Public Schools any items that may impact the outcomes of the Project.
- Collaborates with the Stillwater Public Schools 's project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the project.
- Collaborates with the Stillwater Public Schools 's project manager(s) to set a routine communication plan that will aide all Project team members, of both the Stillwater Public Schools and Tyler, in understanding the goals, objectives, status, and health of the Project.

#### 5.1.3.4 Resource Management

- Acts as liaison between Project team and Tyler manager(s).
- Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
- Provides direction and support to Project team.
- Manages the appropriate assignment and timely completion of tasks as defined in the Project Schedule, task list, and Go-Live Checklist.
- Assesses team performance and adjusts as necessary.
- Consulted on in Scope 3rd party providers to align activities with ongoing Project tasks.

### 5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Documents activities for services performed by Tyler.
- Guides the Stillwater Public Schools through software validation process following configuration.
- Assists during Go-Live process and provides support until the Stillwater Public Schools transitions to Client Services.
- Facilitates training sessions and discussions with the Stillwater Public Schools and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- May provide conversion review and error resolution assistance.

### 5.1.5 Tyler Sales

- Supports Sales to Implementation knowledge transfer during Initiate & Plan.
- Provides historical information, as needed, throughout implementation.
- Participates in pricing activities if additional licensing and/or services are needed.

### 5.1.6 Tyler Technical Services

- Maintains Tyler infrastructure requirements and design document(s).
- Involved in system infrastructure planning/review(s).

- Provides first installation of licensed software with initial database on servers.
- Supports and assists the project team with technical/environmental issues/needs.
- Deploys Tyler products.

## 5.2 Stillwater Public Schools Roles & Responsibilities

Stillwater Public Schools resources will be assigned prior to the start of each Phase of the Project. One person may be assigned to multiple Project roles.

### 5.2.1 Stillwater Public Schools Executive Sponsor

The Stillwater Public Schools executive sponsor provides support to the Project by providing strategic direction and communicating key issues about the Project and its overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated Project issues. The executive sponsor engages in the Project, as needed, to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day Project activities. The executive sponsor empowers the Stillwater Public Schools steering committee, project manager(s), and functional leads to make critical business decisions for the Stillwater Public Schools.

- Champions the project at the executive level to secure buy-in.
- Authorizes required project resources.
- Actively participates in organizational change communications.

### 5.2.2 Stillwater Public Schools Steering Committee

The Stillwater Public Schools steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation for the Project's value throughout the organization. The steering committee oversees the Stillwater Public Schools project manager and Project through participation in regular internal meetings. The Stillwater Public Schools steering committee remains updated on all Project progress, Project decisions, and achievement of Project milestones. The Stillwater Public Schools steering committee also serves as primary level of issue resolution for the Project.

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Ensures the project staffed appropriately and that staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
    - Cost
    - Scope
    - Schedule
    - Project Goals
    - Stillwater Public Schools Policies
    - Needs of other client projects

### 5.2.3 Stillwater Public Schools Project Manager

The Stillwater Public Schools shall assign project manager(s) prior to the start of this project with overall responsibility and authority to make decisions related to Project Scope, scheduling, and task assignment. The Stillwater Public Schools Project Manager should communicate decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When the Stillwater Public Schools project manager(s) do not have the knowledge or authority to make decisions, he or she engages the necessary resources to participate in discussions and make decisions in a timely fashion to avoid Project delays. The Stillwater Public Schools project manager(s) are responsible for reporting to the Stillwater Public Schools steering committee and determining appropriate escalation points.

#### 5.2.3.1 Contract Management

- Validates contract compliance throughout the project.
- Ensures that invoicing and Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions. Collaborates on and approves Change Requests, if needed, to ensure proper scope and budgetary compliance.

#### 5.2.3.2 Planning

- Reviews and accepts project planning documents.
- Defines project tasks and resource requirements for the Stillwater Public Schools project team.
- Collaborates in the development and approval of the project schedule.
- Collaborates with Tyler project manager(s) to plan and schedule project timelines to achieve on-time implementation.

#### 5.2.3.3 Implementation Management

- Tightly manages project budget and scope.
- Collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure that scope changes and budget (planned versus actual) are transparent and handled effectively and efficiently.
- Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the project schedule as a whole and is also in balance with scope and budget.
- Collaborates with Tyler project manager(s) to establish risk and issue tracking and reporting process between the Stillwater Public Schools and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to Tyler any items that may impact the outcomes of the project.
- Collaborates with Tyler project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
- Routinely communicates with both the Stillwater Public Schools staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the project by all team members.
- Manages the requirements gathering process and ensure timely and quality business requirements are being provided to Tyler.

#### 5.2.3.4 Resource Management

- Acts as liaison between project team and stakeholders.
- Identifies and coordinates all Stillwater Public Schools resources across all modules, phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.

- Provides direction and support to project team.
- Builds partnerships among the various stakeholders, negotiating authority to move the project forward.
- Manages the appropriate assignment and timely completion of tasks as defined.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to Stillwater Public Schools technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
- Owns the relationship with in-Scope 3rd party providers and aligns activities with ongoing project tasks.
- Ensures that users have appropriate access to Tyler project toolsets as required.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

### 5.2.4 Stillwater Public Schools Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Contributes business process expertise for Current & Future State Analysis.
- Identifies and includes additional subject matter experts to participate in Current & Future State Analysis.
- Validates that necessary skills have been retained by end users.
- Provides End Users with dedicated time to complete required homework tasks.
- Acts as an ambassador/champion of change for the new process and provide business process change support.
- Identifies and communicates any additional training needs or scheduling conflicts to the Stillwater Public Schools project manager.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
    - Task completion
    - Stakeholder Meeting
    - Project Management Plan development
    - Schedule development
    - Maintenance and monitoring of risk register
    - Escalation of issues
    - Communication with Tyler project team
    - Coordination of Stillwater Public Schools resources
    - Attendance at scheduled sessions
    - Change management activities
    - Modification specification, demonstrations, testing and approval assistance
    - Data analysis assistance
    - Decentralized end user training
    - Process testing
    - Solution Validation

### 5.2.5 Stillwater Public Schools Power Users

- Participate in project activities as required by the project team and project manager(s).

- Provide subject matter expertise on the Stillwater Public Schools business processes and requirements.
- Act as subject matter experts and attend Current & Future State Analysis sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout project.
- Test all application configuration to ensure it satisfies business process requirements.
- Become application experts.
- Participate in Solution Validation.
- Adopt and support changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Demonstrate competency with Tyler products processing prior to Go-live.
- Provide knowledge transfer to the Stillwater Public Schools staff during and after implementation.
- Participate in conversion review and validation.

### 5.2.6 Stillwater Public Schools End Users

- Attend all scheduled training sessions.
- Become proficient in application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Utilize software to perform job functions at and beyond Go-live.

### 5.2.7 Stillwater Public Schools Technical Lead

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Coordinates and adds new users, printers and other peripherals as needed.
- Validates that all users understand log-on process and have necessary permission for all training sessions.
- Coordinates interface development for Stillwater Public Schools third party interfaces.
- Develops or assists in creating reports as needed.
- Ensures on-site system meets specifications provided by Tyler.
- Assists with software installation as needed.
- Extracts and transmits conversion data and control reports from the Stillwater Public Schools' legacy system per the conversion schedule set forth in the project schedule.

#### 5.2.7.1 Stillwater Public Schools Upgrade Coordination

- Becomes familiar with the software upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.
- Utilizes Tyler resources to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the Stillwater Public Schools' software upgrade process.
- Assists with the software upgrade process during implementation.
- Manages software upgrade activities post-implementation.
- Manages software upgrade plan activities.
- Coordinates software upgrade plan activities with Stillwater Public Schools and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder acceptance to upgrade production environment.

### 5.2.8 Stillwater Public Schools Change Management Lead

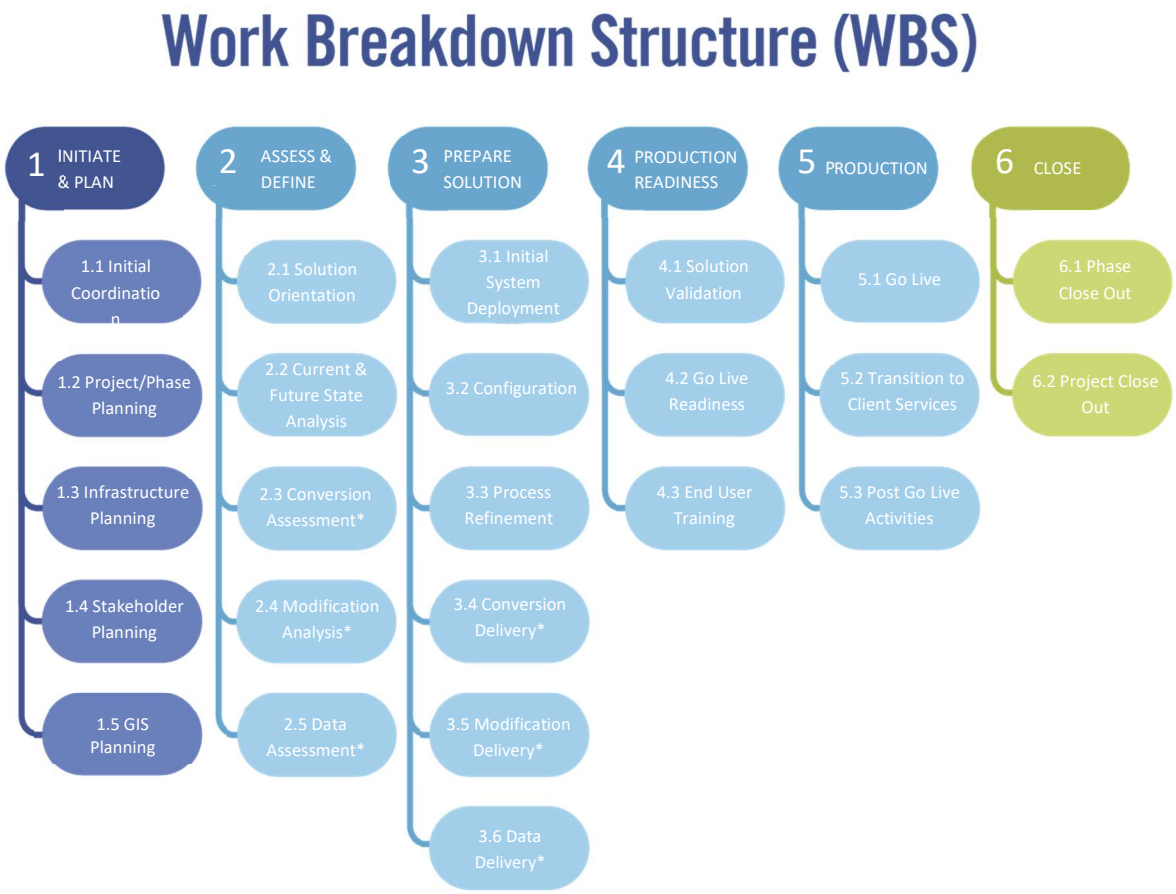
- Validates that users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.

# Part 3: Project Plan

## 6. Project Stages

### Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called “Stages” and the second level components are called “Work Packages”. The work packages, shown below each stage, contain the high-level work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a “Control Point”, confirming the work performed during that stage of the Project has been accepted by the Stillwater Public Schools.




***Items noted with an asterisk in the graphic above relate to specific products and services. If those products and services are not included in the scope of the contract, these specific work packages will be noted as “Intentionally Left Blank” in Section 6 of the Statement of Work.***

## 6.1 Initiate and Plan

The Initiate and Plan stage involves Project initiation, infrastructure, and planning. This stage creates a foundation for the Project by identifying and establishing sequence and timing for each Phase as well as verifying scope for the Project. This stage will be conducted at the onset of the Project, with a few unique items being repeated for the additional Phases as needed.

### 6.1.1 Initial Coordination

Prior to Project commencement, Tyler management assigns project manager(s). Additional Project resources will be assigned later in the Project as a Project schedule is developed. Tyler provides the Stillwater Public Schools with initial Project documents used to gather names of key personnel, their functional role as it pertains to the Project, as well as any blackout dates to consider for future planning. the Stillwater Public Schools gathers the information requested by the provided deadline ensuring preliminary planning and scheduling can be conducted moving the Project forward in a timely fashion. Internally, the Tyler Project Manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the Stillwater Public Schools' team. During this step, Tyler will work with the Stillwater Public Schools to establish the date(s) for the Project and Phase Planning session.

**Objectives:**

- Formally launch the project.
- Establish project governance.
- Define and communicate governance for Tyler.
- Identify Stillwater Public Schools project team.

| STAGE 1 | Initial Coordination | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
| RACI MATRIX KEY:<br>R = Responsible<br>A = Accountable<br>C = Consulted<br>I = Informed | Executive Manager | Implementation Manager | Project Manager | Implementation Consultant | Data Experts | Modification Services | Technical Services | Client Services | Executive Sponsor | Steering Committee | Project Manager | Functional Leads | Change Management Leads | Subject Matter Experts (Power | Department Heads | End Users | Technical Leads |
| Tyler project team is assigned | A | R | C | I | I | I | I | | I | | I | | | | | | |
| Stillwater Public Schools project team is assigned | | | | | | | | | A | I | R | I | I | I | | | |
| Provide initial project documents to the Stillwater Public Schools | | A | R | C | | | C | | I | | I | | | | | | |
| Gather preliminary information requested | | | I | | | | | | A | | R | C | | C | | C | C |
| Sales to implementation knowledge transfer | | A | R | I | I | I | I | | | | I | | | | | | |

| | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Create Project Portal to store project artifacts and facilitate communication | | A | R | | | | | | | | I | | | | | | |

| | |
|---|---|
| Inputs | Contract documents |
| | Statement of Work |

| | |
|---|---|
| Outputs/Deliverables | Working initial project documents |
| | Project portal |

**Work package assumptions:**

- Project activities begin after the agreement has been fully executed.

### 6.1.2 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify applications to implement in each Phase (if applicable), and discuss implementation timeframes.

During this work package Tyler will work with the Stillwater Public Schools to coordinate and plan a formal Project planning meeting(s). This meeting signifies the start of the Project and should be attended by all Stillwater Public Schools Project team members and the Tyler Project Manager. The meeting provides an opportunity for Tyler to introduce its implementation methodology, terminology, and Project management best practices to the Stillwater Public Schools' Project Team. This will also present an opportunity for project managers and Project sponsors to begin to discuss Project communication, metrics, status reporting and tools to be used to measure Project progress and manage change.

Tyler will work with the Stillwater Public Schools Project Team to prepare and deliver the Project Management Plan as an output of the planning meeting. This plan will continue to evolve and grow as the Project progresses and will describe how the project will be executed, monitored, and controlled.

During project planning, Tyler will introduce the tools that will be used throughout the implementation. Tyler will familiarize the Stillwater Public Schools with these tools during project planning and make them available for review and maintenance as applicable throughout the project. Some examples are Solution validation plan, issue log, and go-live checklist.

| STAGE 1 | Project/Phase Planning | |
|---|---|---|
| | Tyler | Stillwater Public Schools |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Schedule and conduct planning session(s) | | A | R | | | | | | I | | C | C | I | | | | |
| Develop Project Management Plan | | A | R | | | | | | I | | C | C | I | | | | |
| Develop initial project schedule | | A | R | I | I | I | I | | I | I | C | C | I | I | C | | I |

| Inputs | Contract documents |
|---|---|
| | Statement of Work |
| | Guide to Starting Your Project |

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | Project Management Plan | Delivery of document |
| | Project Operational Plan | Delivery of document |
| | Initial Project Schedule | Stillwater Public Schools provides acceptance of schedule based on resource availability, project budget, and goals. |

**Work package assumptions:**

- Stillwater Public Schools has reviewed and completed the Guide to Starting Your Project document.

### 6.1.3 Infrastructure Planning

Procuring required hardware and setting it up properly is a critical part of a successful implementation. This task is especially important for Tyler-hosted/SaaS deployment models. Tyler will be responsible for building the environments for a hosted/SaaS deployment, unless otherwise identified in the Agreement. Tyler will install Licensed Software on application server(s) or train the Stillwater Public Schools to install License Software. The Stillwater Public Schools is responsible for the installation and setup of all peripheral devices.

**Objectives:**

- Ensure the Stillwater Public Schools' infrastructure meets Tyler's application requirements.
- Ensure the Stillwater Public Schools' infrastructure is scheduled to be in place and available for use on time.

| STAGE 1 | Infrastructure Planning |
|---|---|

| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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| Provide Infrastructure Requirements and Design Document | | A | R | | C | | C | | | | I | | | | | | I |
| Initial Infrastructure Meeting | | A | R | | C | | C | | | | C | | | | | | C |
| *Schedule SaaS Environment Availability | | A | R | | | | C | | | | I | | | | | | |
| *Schedule Hardware to be Available for Installation | | | I | | | | I | | A | | R | | | | | | C |
| Schedule Installation of All Licensed Software | | A | R | | | | C | | | | I | | | | | | I |
| Infrastructure Audit | | A | R | | | | C | | | | I | | | | | | C |

*if applicable, please review the contract/investment summary for details

| | |
|---|---|
| Inputs | Initial Infrastructure Requirements and Design Document |

| | | |
|---|---|---|
| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
| | Completed Infrastructure Requirements and Design Document | Delivery of Document |
| | Infrastructure Audit | System Passes Audit Criteria |

### 6.1.4 Stakeholder Meeting

Communication of the Project planning outcomes to the Stillwater Public Schools Project team, executives and other key stakeholders is vital to Project success. The Stakeholder meeting is a strategic activity to inform, engage, gain commitment, and instill confidence in the Stillwater Public Schools team. During the meeting, the goals and objectives of the Project will be reviewed along with detail on Project scope, implementation methodology, roles and responsibilities, Project timeline and schedule, and keys to Project success.

**Objectives:**

- Formally present and communicate the project activities and timeline.
- Communicate project expectations.

| STAGE 1 | Stakeholder Meeting | |
|---|---|---|
| | Tyler | Stillwater Public Schools |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Create Stakeholder Meeting Presentation | I | A | R | I | I | | | | I | I | C | | I | | | | |
| Review Stakeholder Meeting Presentation | | I | C | | | | | | A | | R | | C | | | | |
| Perform Stakeholder Meeting Presentation | I | A | R | I | I | | | | I | I | C | I | I | I | I | I | I |

| | |
|---|---|
| Inputs | Agreement |
| | SOW |
| | Project Management Plan |

| | | |
|---|---|---|
| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
| | Stakeholder Meeting Presentation | |

**Work package assumptions:**

- None

### 6.1.5 Intentionally left blank.

### 6.1.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this stage includes completion of all criteria listed below.

Note: Advancement to the Assess & Define stage is not dependent upon Tyler's receipt of this stage acceptance.

**Initiate & Plan Stage Deliverables:**

- Project Management Plan
- Initial Project Schedule

**Initiate & Plan stage acceptance criteria:**

- All stage deliverables accepted based on acceptance criteria previously defined
- Project governance defined
- Project portal made available to the Stillwater Public Schools
- Stakeholder meeting complete





## 6.2 Assess & Define

The Assess & Define stage will provide an opportunity to gather information related to current Stillwater Public Schools business processes. This information will be used to identify and define business processes utilized with Tyler software. The Stillwater Public Schools collaborates with Tyler providing complete and accurate information to Tyler staff and assisting in analysis, understanding current workflows and business processes.

### 6.2.1 Solution Orientation

The Solution Orientation provides the Project stakeholders a high-level understanding of the solution functionality prior to beginning the current and future state analysis. The primary goal is to establish a foundation for upcoming conversations regarding the design and configuration of the solution.

Tyler utilizes a variety of tools for the Solution Orientation, focusing on Stillwater Public Schools team knowledge transfer such as: eLearning, documentation, or walkthroughs. The Stillwater Public Schools team will gain a better understanding of the major processes and focus on data flow, the connection between configuration options and outcome, integration, and terminology that may be unique to Tyler's solution.

Objectives:

- Provide a basic understanding of system functionality.
- Prepare the Stillwater Public Schools for current and future state analysis.

| STAGE 2 | Solution Orientation | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
| RACI MATRIX KEY:<br>R = Responsible<br>A = Accountable<br>C = Consulted<br>I = Informed | Executive Manager | Implementation Manager | Project Manager | Implementation Consultant | Data Experts | Modification Services | Technical Services | Client Services | Executive Sponsor | Steering Committee | Project Manager | Functional Leads | Change Management Leads | Subject Matter Experts (Power | Department Heads | End Users | Technical Leads |
| Provide pre-requisites | | | A | R | | | | | | | I | I | | I | I | | I |
| Complete pre-requisites | | | | | | | | | | | A | R | | C | | | C |
| Conduct orientation | | | A | R | | | | | | | I | I | | I | I | | I |

| Inputs | Solution orientation materials |
|---|---|
| | Training Plan |

### 6.2.2 Current & Future State Analysis

The Current & Future State Analysis provides the Project stakeholders and Tyler an understanding of process changes that will be achieved with the new system.

The Stillwater Public Schools and Tyler will evaluate current state processes, options within the new software, pros and cons of each based on current or desired state and make decisions about the future state

configuration and processing. This may occur before or within the same timeframe as the configuration work package. The options within the new software will be limited to the scope of this implementation and will make use of standard Tyler functionality.

The Stillwater Public Schools will adopt the existing Tyler solution wherever possible to avoid project schedule and quality risk from over customization of Tyler products. It is the Stillwater Public Schools' responsibility to verify that in-scope requirements are being met throughout the implementation if functional requirements are defined as part of the contract. The following guidelines will be followed when evaluating if a modification to the product is required:

- A reasonable business process change is available.
- Functionality exists which satisfies the requirement.
- Configuration of the application satisfies the requirement.
- An in-scope modification satisfies the requirement.

Requirements that are not met will follow the agreed upon change control process and can have impacts on the project schedule, scope, budget, and resource availability.

| STAGE 2 | Current & Future State Analysis | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
| RACI MATRIX KEY:<br>R = Responsible<br>A = Accountable<br>C = Consulted<br>I = Informed | Executive Manager | Implementation Manager | Project Manager | Implementation Consultant | Data Experts | Modification Services | Technical Services | Client Services | Executive Sponsor | Steering Committee | Project Manager | Functional Leads | Change Management Leads | Subject Matter Experts (Power | Department Heads | End Users | Technical Leads |
| Current State process review | | | A | R | I | I | I | | | | C | C | C | C | | | C |
| Discuss future-state options | | | A | R | C | C | C | | | | C | C | C | C | | | C |
| Make future-state decisions (non-COTS) | | | C | C | C | C | C | | | | A | R | I | C | | | C |
| Document anticipated configuration options required to support future state | | | A | R | C | C | C | | | | I | I | I | I | | | I |

| Inputs | Stillwater Public Schools current state documentation |
|---|---|
| | Solution Orientation completion |

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | Documentation that describes future-state decisions and configuration options to support future-state decisions. | Delivery of document |

**Work package assumptions:**

- Stillwater Public Schools attendees possess sufficient knowledge and authority to make future state decisions.
- The Stillwater Public Schools is responsible for any documentation of current state business processes.
- The Stillwater Public Schools can effectively communicate current state processes.

### 6.2.3 Conversion Assessment

Data Conversions are a major effort in any software implementation. Tyler's conversion tools facilitate the predictable, repeatable conversion process that is necessary to support a successful transition to the Tyler system. The first step in this process is to perform an assessment of the existing ("legacy") system(s), to better understand the source data, risks, and options available. Once the data has been analyzed, the plan for data conversion is completed and communicated to the appropriate stakeholders.

**Objectives:**

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- Map the data from the source to the Tyler system.
- Document the data conversion/loading approach.

| STAGE 2 | Data Conversion Assessment | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | |
| RACI MATRIX KEY:<br>R = Responsible<br>A = Accountable<br>C = Consulted<br>I = Informed | Executive Manager | Implementation Manager | Project Manager | Implementation Consultant | Data Experts | Modification Services | Technical Services | Client Services | Executive Sponsor | Steering Committee | Project Manager | Functional Leads | Change Management Leads | Subject Matter Experts (Power | Department Heads | End Users | Technical Leads |
| Extract Data from Source Systems | | | I | | C | | | | | | A | | | | | | R |
| Review and Scrub Source Data | | | I | I | I | | | | | | A | R | | C | | | I |
| Build/Update Data Conversion Plan | | | R | C | C | | | | | | C | I | I | I | | | I |

| Inputs | Stillwater Public Schools Source data |
|---|---|
| | Stillwater Public Schools Source data Documentation (if available) |

| | | Acceptance Criteria [only] for Deliverables |
|---|---|---|

| | | |
|---|---|---|
| Outputs / Deliverables | Data Conversion Plan built/updated | Stillwater Public Schools Acceptance of Data Conversion Plan, if Applicable |

**Work package assumptions:**

- Tyler will be provided with data from the Legacy system(s) in a mutually agreed upon format.
- Tyler will work with the Stillwater Public Schools representatives to identify business rules before writing the conversion.
- Stillwater Public Schools subject matter experts and resources most familiar with the current data will be involved in the data conversion planning effort.

### 6.2.4 Intentionally left blank.

### 6.2.5 Intentionally left blank.

### 6.2.6 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Note: Advancement to the Prepare Solution Stage is dependent upon Tyler's receipt of the Stage Acceptance.

**Assess & Define Stage Deliverables:**

- Documentation of future state decisions and configuration options to support future state decisions.
- Modification specification document.
- Assess & Define Stage Acceptance Criteria:
- All stage deliverables accepted based on criteria previously defined.
- Solution Orientation is delivered.
- Conversion data extracts are received by Tyler.
- Data conversion plan built.

## 6.3 Prepare Solution

During the Prepare Solution stage, information gathered during the Initiate & Plan and Assess & Define stages will be used to install and configure the Tyler software solution. Software configuration will be validated by the Stillwater Public Schools against future state decisions defined in previous stages and processes refined as needed to ensure business requirements are met.

### 6.3.1 Initial System Deployment

The timely availability of the Tyler Solution is important to a successful Project implementation. The success and timeliness of subsequent work packages are contingent upon the initial system deployment of Tyler Licensed Software on an approved network and infrastructure. Delays in executing this work package can affect the project schedule.

**Objectives:**

- All licensed software is installed and operational.
- The Stillwater Public Schools can access the software.

| STAGE 3 | Initial System Deployment (Hosted/SaaS)* | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | |
| RACI MATRIX KEY:<br>R = Responsible<br>A = Accountable<br>C = Consulted<br>I = Informed | Executive Manager | Implementation Manager | Project Manager | Implementation Consultant | Data Experts | Modification Services | Technical Services | Client Services | Executive Sponsor | Steering Committee | Project Manager | Functional Leads | Change Management Leads | Subject Matter Experts (Power | Department Heads | End Users | Technical Leads |
| Prepare hosted environment | | | A | | | | R | | | | I | | | | | | C |
| Install Licensed Software with Initial Database on Server(s) for Included Environments | | | A | | | | R | | | | I | | | | | | C |
| Install Licensed Software on Stillwater Public Schools Devices (if applicable) | | | I | | | | C | | | | A | | | | | | R |
| Tyler System Administration Training (if applicable) | | | A | | | | R | | | | I | | | | | | C |

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | Licensed Software is Installed on the Server(s) | Software is accessible |
| | Licensed Software is Installed on Stillwater Public Schools Devices (if applicable) | Software is accessible |
| | Installation Checklist/System Document | System meets prescribed checklist |
| | Infrastructure Design Document (C&J – If Applicable) | |

**Work package assumptions:**

- The most current available version of the Tyler Licensed Software will be installed.
- The Stillwater Public Schools will provide network access for Tyler modules, printers, and Internet access to all applicable Stillwater Public Schools and Tyler Project staff.

### 6.3.2 Configuration

The purpose of Configuration is to prepare the software product for validation.





Tyler staff collaborates with the Stillwater Public Schools to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. The Stillwater Public Schools collaborates with Tyler staff iteratively to validate software configuration.

### Objectives:

- Software is ready for validation.
- Educate the Stillwater Public Schools Power User how to configure and maintain software.
- Prepare standard interfaces for process validation (if applicable).

| STAGE 3 | Configuration | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
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| Conduct configuration training | | | A | R | | | | | | | I | C | | C | | | |
| Complete Tyler configuration tasks (where applicable) | | | A | R | | | | | | | I | I | | I | | | |
| Complete Stillwater Public Schools configuration tasks (where applicable) | | | I | C | | | | | | | A | R | | C | | | |
| Standard interfaces configuration and training (if applicable) | | | A | R | | | C | | | | I | C | | C | | | C |
| Updates to Solution Validation testing plan | | | C | C | | | | | | | A | R | | C | | | C |

| Inputs | Documentation that describes future state decisions and configuration options to support future state decisions. |
|---|---|

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | Configured System | |

### Work package assumptions:

- Tyler provides guidance for configuration options available within the Tyler software. The Stillwater Public Schools is responsible for making decisions when multiple options are available.

### 6.3.3 Process Refinement

Tyler will educate the Stillwater Public Schools users on how to execute processes in the system to prepare them for the validation of the software. The Stillwater Public Schools collaborates with Tyler staff iteratively to validate software configuration options to support future state.

**Objectives:**

- Ensure that the Stillwater Public Schools understands future state processes and how to execute the processes in the software.
- Refine each process to meet the business requirements.
- Validate standard interfaces, where applicable.
- Validate forms and reports, where applicable.

| STAGE 3 | Process Refinement | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
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| Conduct process training | | | A | R | | | | | | | I | C | I | C | | | |
| Confirm process decisions | | | I | C | | | | | | A | R | C | I | C | | | |
| Test configuration | | | I | C | | | | | | | A | R | | C | | | |
| Refine configuration (Stillwater Public Schools Responsible) | | | I | C | | | | | | | A | R | | C | | | |
| Refine configuration (Tyler Responsible) | | | A | R | | | | | | | I | I | | I | | | |
| Validate interface process and results | | | I | C | | | C | | | | A | R | | C | | | C |
| Update Stillwater Public Schools-specific process documentation (if applicable) | | | I | C | | | | | | | A | R | | C | | | |
| Updates to Solution Validation testing plan | | | C | C | | | | | | | A | R | | C | | | C |

| Inputs | Initial Configuration |
|---|---|





| | |
|---|---|
| | Documentation that describes future state decisions and configuration options to support future state decisions. |
| | Solution validation test plan |

| | | |
|---|---|---|
| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
| | Updated solution validation test plan | |
| | Completed Stillwater Public Schools-specific process documentation (completed by Stillwater Public Schools) | |

**Work package assumptions:**

- None

### 6.3.4 Conversion Delivery

The purpose of this task is to transition the Stillwater Public Schools' data from their source ("legacy") system(s) to the Tyler system(s). The data will need to be mapped from the legacy system into the new Tyler system format. A well-executed data conversion is key to a successful cutover to the new system(s).

With guidance from Tyler, the Stillwater Public Schools will review specific data elements within the system and identify / report discrepancies. Iteratively, Tyler will collaborate with the Stillwater Public Schools to address conversion discrepancies. This process will allow for clean, reconciled data to transfer from the source system(s) to the Tyler system(s). Reference Conversion Appendix for additional detail.




**Objectives:**

- Data is ready for production (Conversion).

| STAGE 3 | Data Delivery & Conversion | |
|---|---|---|
| | Tyler | Stillwater Public Schools |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Provide data crosswalks/code mapping tool | | | A | C | R | | | | | | I | I | | I | | | |
| Populate data crosswalks/code mapping tool | | | I | C | C | | | | | | A | R | | C | | | |
| Iterations: Conversion Development | | | A | C | R | | | | | | I | | | | | | I |
| Iterations: Deliver converted data | | | A | | R | | I | | | | I | | | | | | I |
| Iterations: Proof/Review data and reconcile to source system | | | C | C | C | | | | | | A | R | | C | | | C |

| Inputs | |
|---|---|
| | Data Conversion Plan |
| | Configuration |

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | Code Mapping Complete / Validated | |
| | Conversion Iterations / Reviews Complete | Conversion complete, verified, and ready for final pass |

## Work package assumptions:

- The Stillwater Public Schools will provide a single file layout per source system as identified in the investment summary.
- The Stillwater Public Schools subject matter experts and resources most familiar with the current data will be involved in the data conversion effort.
- The Stillwater Public Schools project team will be responsible for completing the code mapping activity, with assistance from Tyler.

### 6.3.5 Intentionally left blank.

### 6.3.6 Intentionally left blank.

### 6.3.7 Control Point 3: Prepare Solution Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below in each Work Package.

Note: Advancement to the Production Readiness Stage is dependent upon Tyler's receipt of the Stage Acceptance.

**Prepare Solution Stage Deliverables:**

- Licensed software is installed.
- Installation checklist/system document.
- Conversion iterations and reviews complete.

**Prepare Solution Stage Acceptance Criteria:**

- All stage deliverables accepted based on criteria previously defined.
- Software is configured.
- Solution validation test plan has been reviewed and updated if needed.

## 6.4 Production Readiness

Activities in the Production Readiness stage will prepare the Stillwater Public Schools team for go-live through solution validation, the development of a detailed go-live plan and end user training. A readiness assessment will be conducted with the Stillwater Public Schools to review the status of the project and the organizations readiness for go-live.

### 6.4.1 Solution Validation

Solution Validation is the end-to-end software testing activity to ensure that the Stillwater Public Schools verifies all aspects of the Project (hardware, configuration, business processes, etc.) are functioning properly, and validates that all features and functions per the contract have been deployed for system use.

**Objectives:**

- Validate that the solution performs as indicated in the solution validation plan.
- Ensure the Stillwater Public Schools organization is ready to move forward with go-live and training (if applicable).

| STAGE 4 | Solution Validation | |
|---|---|---|
| | Tyler | Stillwater Public Schools |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Update Solution Validation plan | | | A | R | C | | | | | | C | C | | C | | | |
| Update test scripts (as applicable) | | | C | C | C | | | | | | A | R | | C | | | |
| Perform testing | | | C | C | C | | | | | | A | R | | C | | | |
| Document issues from testing | | | C | C | C | | | | | | A | R | | C | | | |
| Perform required follow-up on issues | | | A | R | C | | | | | | C | C | | C | | | |

| | |
|---|---|
| Inputs | Solution Validation plan |
| | Completed work product from prior stages (configuration, business process, etc.) |

| | | |
|---|---|---|
| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
| | Solution Validation Report | Stillwater Public Schools updates report with testing results |

**Work package assumptions:**

- Designated testing environment has been established.
- Testing includes current phase activities or deliverables only.

### 6.4.2 Go-Live Readiness

Tyler and the Stillwater Public Schools will ensure that all requirements defined in Project planning have been completed and the Go-Live event can occur, as planned. A go-live readiness assessment will be completed identifying risks or actions items to be addressed to ensure the Stillwater Public Schools has considered its ability to successfully Go-Live. Issues and concerns will be discussed, and mitigation options documented. Tyler and the Stillwater Public Schools will jointly agree to move forward with transition to production. Expectations for final preparation and critical dates for the weeks leading into and during the Go-Live week will be planned in detail and communicated to Project teams.

**Objectives:**

- Action plan for go-live established.
- Assess go-live readiness.
- Stakeholders informed of go-live activities.

| STAGE 4 | Go-Live Readiness |
|---|---|

| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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| Perform Readiness Assessment | I | A | R | C | C | I | C | I | I | I | I | | I | | | | I |
| Conduct Go-Live planning session | | A | R | C | | | | | | | C | C | C | C | C | | C |
| Order peripheral hardware (if applicable) | | | I | | | | | | | A | R | | | | | | C |
| Confirm procedures for Go-Live issue reporting & resolution | | A | R | I | I | I | I | | | | C | C | I | I | I | I | I |
| Develop Go-Live checklist | | A | R | C | C | | | | | | C | C | I | C | | | C |
| Final system infrastructure review (where applicable) | | | A | | | | R | | | | C | | | | | | C |

| | |
|---|---|
| Inputs | Future state decisions |
| | Go-live checklist |

| | | |
|---|---|---|
| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
| | Updated go-live checklist | Updated Action plan and Checklist for go-live delivered to the Stillwater Public Schools |

**Work package assumptions:**

- None

### 6.4.3 End User Training

End User Training is a critical part of any successful software implementation. Using a training plan previously reviewed and approved, the Project team will organize and initiate the training activities.

Tyler Led: Tyler provides training for all applicable users. One or multiple occurrences of each scheduled training or implementation topic will be covered.

Tyler will provide standard application documentation for the general use of the software. It is not Tyler's responsibility to develop Stillwater Public Schools specific business process documentation. Stillwater Public Schools-led training labs using Stillwater Public Schools specific business process documentation if created by the Stillwater Public Schools can be added to the regular training curriculum, enhancing the training experiences of the end users.

**Objectives:**





- End users are trained on how to use the software prior to go-live.
- The Stillwater Public Schools is prepared for on-going training and support of the application.

| STAGE 4 | End User Training | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
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| Update training plan | | A | R | C | | | | | | | C | | I | | C | | |
| End User training (Tyler-led) | | A | R | C | | | | | | | C | C | I | C | C | C | |
| Train-the-trainer | | A | R | C | | | | | | | C | C | I | C | | | |
| End User training (Stillwater Public Schools-led) | | | C | C | | | | | | | A | R | I | C | C | C | |

| Inputs | Training Plan |
|---|---|
| | List of End Users and their Roles / Job Duties |
| | Configured Tyler System |

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | End User Training | Stillwater Public Schools signoff that training was delivered |

**Work package assumptions:**

- The Stillwater Public Schools project team will work with Tyler to jointly develop a training curriculum that identifies the size, makeup, and subject-area of each of the training classes.
- Tyler will work with the Stillwater Public Schools as much as possible to provide end-user training in a manner that minimizes the impact to the daily operations of Stillwater Public Schools departments.
- The Stillwater Public Schools will be responsible for training new users after go-live (exception—previously planned or regular training offerings by Tyler).

### 6.4.4 Control Point 4: Production Readiness Stage Acceptance

Acceptance criteria for this stage includes all criteria listed below. Advancement to the Production stage is dependent upon Tyler's receipt of the stage acceptance.

**Production Readiness stage deliverables:**

- Solution Validation Report.
- Update go-live action plan and/or checklist.

- End user training.

**Production Readiness stage acceptance criteria:**

- All stage deliverables accepted based on criteria previously defined.
- Go-Live planning session conducted.

## 6.5 Production

Following end user training the production system will be fully enabled and made ready for daily operational use as of the scheduled date. Tyler and the Stillwater Public Schools will follow the comprehensive action plan laid out during Go-Live Readiness to support go-live activities and minimize risk to the Project during go-live. Following go-live, Tyler will work with the Stillwater Public Schools to verify that implementation work is concluded, post go-live activities are scheduled, and the transition to Client Services is complete for long-term operations and maintenance of the Tyler software.

### 6.5.1 Go-Live

Following the action plan for Go-Live, defined in the Production Readiness stage, the Stillwater Public Schools and Tyler will complete work assigned to prepare for Go-Live.

The Stillwater Public Schools provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final conversion iteration, if applicable. If defined in the action plan, the Stillwater Public Schools manually enters any data added to the Legacy System after final data extract into the Tyler system.

Tyler staff collaborates with the Stillwater Public Schools during Go-Live activities. The Stillwater Public Schools transitions to Tyler software for day-to day business processing.

Some training topics are better addressed following Go-Live when additional data is available in the system or based on timing of applicable business processes and will be scheduled following Go-Live per the Project Schedule.

**Objectives:**

- Execute day to day processing in Tyler software.
- Stillwater Public Schools data available in Production environment.

| STAGE 5 | Go-Live | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
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| | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Provide final source data extract, if applicable | | | C | | C | | | | | | A | | | | | | R |
| Final source data pushed into production environment, if applicable | | | A | C | R | | | | | | I | C | | C | | | C |
| Proof final converted data, if applicable | | | C | C | C | | | | | | A | R | | C | | | |
| Complete Go-Live activities as defined in the Go-Live action plan | | | C | C | C | | | | | A | R | C | I | C | | | |
| Provide Go-Live assistance | | | A | R | C | C | | I | | | C | C | I | C | | I | C |

| | |
|---|---|
| Inputs | Comprehensive Action Plan for Go-Live |
| | Final source data (if applicable) |

| | | |
|---|---|---|
| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
| | Data is available in production environment | Stillwater Public Schools confirms data is available in production environment |

**Work package assumptions:**

- The Stillwater Public Schools will complete activities documented in the action plan for Go-Live as scheduled.
- External stakeholders will be available to assist in supporting the interfaces associated with the Go-Live live process.
- The Stillwater Public Schools business processes required for Go-Live are fully documented and tested.
- The Stillwater Public Schools Project team and subject matter experts are the primary point of contact for the end users when reporting issues during Go-Live.
- The Stillwater Public Schools Project Team and Power User's provide business process context to the end users during Go-Live.
- The Tyler Go-Live support team is available to consult with the Stillwater Public Schools teams as necessary.
- The Tyler Go-Live support team provides standard functionality responses, which may not be tailored to the local business processes.

### 6.5.2 Transition to Client Services

This work package signals the conclusion of implementation activities for the Phase or Project with the exception of agreed-upon post Go-Live activities. The Tyler project manager(s) schedules a formal transition of the Stillwater Public Schools onto the Tyler Client Services team, who provides the Stillwater Public Schools with assistance following Go-Live, officially transitioning the Stillwater Public Schools to operations and maintenance.

**Objectives:**

- Ensure no critical issues remain for the project teams to resolve.

- Confirm proper knowledge transfer to the Stillwater Public Schools teams for key processes and subject areas.

| STAGE 5 | Transition to Client Services | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
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| Transfer Stillwater Public Schools to Client Services and review issue reporting and resolution processes | I | I | A | I | I | | | R | I | I | C | C | | C | | | |
| Review long term maintenance and continuous improvement | | | A | | | | | R | | | C | C | | C | | | |

| Inputs | Open item/issues List |
|---|---|

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | Client Services Support Document | |

**Work package assumptions:**

- No material project issues remain without assignment and plan.

## 6.5.3 Post Go-Live Activities

Some implementation activities are provided post-production due to the timing of business processes, the requirement of actual production data to complete the activities, or the requirement of the system being used in a live production state.

**Objectives:**

- Schedule activities that are planned for after Go-Live.
- Ensure issues have been resolved or are planned for resolution before phase or project close.

| STAGE 5 | Post Go-Live Activities | |
|---|---|---|
| | Tyler | Stillwater Public Schools |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Schedule contracted activities that are planned for delivery after go-live | | A | R | C | C | C | C | I | | | C | C | I | C | | | C |
| Determine resolution plan in preparation for phase or project close out | | A | R | C | C | C | | I | | | C | C | I | C | | | |

| Inputs | List of post Go-Live activities |
|---|---|

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | Updated issues log | |

**Work package assumptions:**

- System is being used in a live production state.

### 6.5.4 Control Point 5: Production Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below:

- Advancement to the Close stage is not dependent upon Tyler's receipt of this Stage Acceptance.
- Converted data is available in production environment.

Production Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live activities defined in the Go-Live action plan completed.
- Client services support document is provided.

## 6.6 Close

The Close stage signifies full implementation of all products purchased and encompassed in the Phase or Project. The Stillwater Public Schools transitions to the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Client Services).

### 6.6.1 Phase Closeout

This work package represents Phase completion and signals the conclusion of implementation activities for the Phase. The Tyler Client Services team will assume ongoing support of the Stillwater Public Schools for systems implemented in the Phase.

**Objectives:**

- Agreement from Tyler and the Stillwater Public Schools teams that activities within this phase are complete.

| STAGE 6 | Phase Close Out | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
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| Reconcile project budget and status of contract Deliverables | I | A | R | | | | | | I | I | C | | | | | | |
| Hold post phase review meeting | | A | R | C | C | C | C | | | | C | C | C | C | | | C |
| Release phase-dependent Tyler project resources | A | R | I | | | | | | | | I | | | | | | |

| Participants | Tyler | Stillwater Public Schools |
|---|---|---|
| | Project Leadership | Project Manager |
| | Project Manager | Project Sponsor(s) |
| | Implementation Consultants | Functional Leads, Power Users, Technical Leads |
| | Technical Consultants (Conversion, Deployment, Development) | |
| | Client Services | |

| Inputs | Contract |
|---|---|
| | Statement of Work |
| | Project artifacts |

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | Final action plan (for outstanding items) | |
| | Reconciliation Report | |
| | Post Phase Review | |

**Work package assumptions:**

- Tyler deliverables for the phase have been completed.

### 6.6.2 Project Closeout

Completion of this work package signifies final acceptance and formal closing of the Project.

At this time the Stillwater Public Schools may choose to begin working with Client Services to look at continuous improvement Projects, building on the completed solution.

**Objectives:**

- Confirm no critical issues remain for the project teams to resolve.
- Determine proper knowledge transfer to the Stillwater Public Schools teams for key processes and subject areas has occurred.
- Verify all deliverables included in the Agreement are delivered.

| STAGE 6 | Project Close Out | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tyler | | | | | | | | Stillwater Public Schools | | | | | | | | |
| RACI MATRIX KEY:<br>R = Responsible<br>A = Accountable<br>C = Consulted<br>I = Informed | Executive Manager | Implementation Manager | Project Manager | Implementation Consultant | Data Experts | Modification Services | Technical Services | Client Services | Executive Sponsor | Steering Committee | Project Manager | Functional Leads | Change Management Leads | Subject Matter Experts (Power | Department Heads | End Users | Technical Leads |
| Conduct post project review | | A | R | C | C | C | C | | | | C | C | C | C | | | C |
| Deliver post project report to Stillwater Public Schools and Tyler leadership | I | A | R | | | | | | I | I | C | | | | | | |
| Release Tyler project resources | A | R | I | | | | | | | | I | | | | | | |

| Inputs | Contract |
|---|---|
| | Statement of Work |

| Outputs / Deliverables | | Acceptance Criteria [only] for Deliverables |
|---|---|---|
| | Post Project Report | Stillwater Public Schools acceptance; Completed report indicating all project Deliverables and milestones have been completed |

**Work package assumptions:**

- All project implementation activities have been completed and approved.
- No critical project issues remain that have not been documented and assigned.
- Final project budget has been reconciled and invoiced.
- All Tyler deliverables have been completed.

### 6.6.3 Control Point 6: Close Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

**Close Stage Deliverables:**

- Post Project Report.

**Close Stage Acceptance Criteria:**

- Completed report indicating all Project deliverables and milestones have been completed.

# 7. General Assumptions

Tyler and the Stillwater Public Schools will use this SOW as a guide for managing the implementation of the Tyler Project as provided and described in the Agreement. There are a few assumptions which, when acknowledged and adhered to, will support a successful implementation. Assumptions related to specific work packages are documented throughout the SOW. Included here are general assumptions which should be considered throughout the overall implementation process.

## 7.1 Project

- Project activities will begin after the Agreement has been fully executed.
- The Stillwater Public Schools Project Team will complete their necessary assignments in a mutually agreed upon timeframe to meet the scheduled go-live date, as outlined in the Project Schedule.
- Sessions will be scheduled and conducted at a mutually agreeable time.
- Additional services, software modules and modifications not described in the SOW or Agreement will be considered a change to this Project and will require a Change Request Form as previously referenced in the definition of the Change Control Process.
- Tyler will provide a written agenda and notice of any prerequisites to the Stillwater Public Schools project manager(s) ten (10) business days or as otherwise mutually agreed upon time frame prior to any scheduled on-site or remote sessions, as applicable.
- Tyler will provide guidance for configuration and processing options available within the Tyler software. If multiple options are presented by Tyler, the Stillwater Public Schools is responsible for making decisions based on the options available.
- Implementation of new software may require changes to existing processes, both business and technical, requiring the Stillwater Public Schools to make process changes.
- The Stillwater Public Schools is responsible for defining, documenting, and implementing their policies that result from any business process changes.

## 7.2 Organizational Change Management

Unless otherwise contracted by Tyler, Stillwater Public Schools is responsible for managing Organizational Change. Impacted Stillwater Public Schools resources will need consistent coaching and reassurance from their leadership team to embrace and accept the changes being imposed by the move to new software. An

important part of change is ensuring that impacted Stillwater Public Schools resources understand the value of the change, and why they are being asked to change.

## 7.3 Resources and Scheduling

- Stillwater Public Schools resources will participate in scheduled activities as assigned in the Project Schedule.
- The Stillwater Public Schools team will complete prerequisites prior to applicable scheduled activities. Failure to do so may affect the schedule.
- Tyler and the Stillwater Public Schools will provide resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases require sufficient resources to complete all required work as scheduled.
- Changes to the Project Schedule, availability of resources or changes in Scope will be requested through a Change Request. Impacts to the triple constraints (scope, budget, and schedule) will be assessed and documented as part of the change control process.
- The Stillwater Public Schools will ensure assigned resources will follow the change control process and possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, change control process buy-in, and knowledge.
- The Stillwater Public Schools makes timely Project related decisions to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Failure to do so may affect the schedule, as each analysis and implementation session is dependent on the decisions made in prior sessions.
- The Stillwater Public Schools will respond to information requests in a comprehensive and timely manner, in accordance with the Project Schedule.
- The Stillwater Public Schools will provide adequate meeting space or facilities, including appropriate system connectivity, to the project teams including Tyler team members.
- For on-site visits, Tyler will identify a travel schedule that balances the needs of the project and the employee.

## 7.4 Data

- Data will be converted as provided and Tyler will not create data that does not exist.
- The Stillwater Public Schools is responsible for the quality of legacy data and for cleaning or scrubbing erroneous legacy data.
- Tyler will work closely with the Stillwater Public Schools representatives to identify business rules before writing the conversion. The Stillwater Public Schools must confirm that all known data mapping from source to target have been identified and documented before Tyler writes the conversion.
- All in-scope source data is in data extract(s).
- Each legacy system data file submitted for conversion includes all associated records in a single approved file layout.
- The Stillwater Public Schools will provide the legacy system data extract in the same format for each iteration unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget and resource availability may occur and/or data in the new system may be incorrect.
- The Stillwater Public Schools Project Team is responsible for reviewing the converted data and reporting issues during each iteration, with assistance from Tyler.

- The Stillwater Public Schools is responsible for providing or entering test data (e.g., data for training, testing interfaces, etc.)

## 7.5 Facilities

- The Stillwater Public Schools will provide dedicated space for Tyler staff to work with Stillwater Public Schools resources for both on-site and remote sessions. If Phases overlap, Stillwater Public Schools will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The Stillwater Public Schools will provide staff with a location to practice what they have learned without distraction.

# 8. Glossary

| Word or Term | Definition |
|---|---|
| **Acceptance** | Confirming that the output or deliverable is suitable and conforms to the agreed upon criteria. |
| **Accountable** | The one who ultimately ensures a task or deliverable is completed; the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. [Also see RACI] |
| **Application** | A computer program designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user. |
| **Application Programming Interface (API)** | A defined set of tools/methods to pass data to and received data from Tyler software products |
| **Agreement** | This executed legal contract that defines the products and services to be implemented or performed. |
| **Business Process** | The practices, policy, procedure, guidelines, or functionality that the client uses to complete a specific job function. |
| **Business Requirements Document** | A specification document used to describe Client requirements for contracted software modifications. |
| **Change Request** | A form used as part of the Change Control process whereby changes in the scope of work, timeline, resources, and/or budget are documented and agreed upon by participating parties. |
| **Change Management** | Guides how we prepare, equip and support individuals to successfully adopt change in order to drive organizational success & outcomes |
| **Code Mapping [where applicable]** | An activity that occurs during the data conversion process whereby users equate data (field level) values from the old system to the values available in the new system. These may be one to one or many to one. Example: Old System [Field = eye color] [values = BL, Blu, Blue] maps to New Tyler System [Field = Eye Color] [value = Blue]. |
| **Consulted** | Those whose opinions are sought, typically subject matter experts, and with whom there is two-way communication. [Also see RACI] |
| **Control Point** | This activity occurs at the end of each stage and serves as a formal and intentional opportunity to review stage deliverables and required acceptance criteria for the stage have been met. |
| **Data Mapping [where applicable]** | The activity determining and documenting where data from the legacy system will be placed in the new system; this typically involves prior data analysis to understand how the data is currently used in the legacy system and how it will be used in the new system. |
| **Deliverable** | A verifiable document or service produced as part of the Project, as defined in the work packages. |
| **Go-Live** | The point in time when the Client is using the Tyler software to conduct daily operations in Production. |
| **Informed** | Those who are kept up-to-date on progress, often only on completion of the task or deliverable, and with whom there is just one-way communication. [Also see RACI] |





| | |
|---|---|
| **Infrastructure** | The composite hardware, network resources and services required for the existence, operation, and management of the Tyler software. |
| **Interface** | A connection to and potential exchange of data with an external system or application. Interfaces may be one way, with data leaving the Tyler system to another system or data entering Tyler from another system, or they may be bi-directional with data both leaving and entering Tyler and another system. |
| **Integration** | A standard exchange or sharing of common data within the Tyler system or between Tyler applications |
| **Legacy System** | The software from which a client is converting. |
| **Modification** | Custom enhancement of Tyler's existing software to provide features or functions to meet individual client requirements documented within the scope of the Agreement. |
| **On-site** | Indicates the work location is at one or more of the client's physical office or work environments. |
| **Organizational Change** | The process of changing an organization's strategies, processes, procedures, technologies, and culture, as well as the effect of such changes on the organization. |
| **Output** | A product, result or service generated by a process. |
| **Peripheral devices** | An auxiliary device that connects to and works with the computer in some way. Some examples: scanner, digital camera, printer. |
| **Phase** | A portion of the Project in which specific set of related applications are typically implemented. Phases each have an independent start, Go-Live and closure dates but use the same Implementation Plans as other Phases of the Project. Phases may overlap or be sequential and may have different Tyler resources assigned. |
| **Project** | The delivery of the software and services per the agreement and the Statement of Work. A Project may be broken down into multiple Phases. |
| **RACI** | A matrix describing the level of participation by various roles in completing tasks or Deliverables for a Project or process. Individuals or groups are assigned one and only one of the following roles for a given task: Responsible (R), Accountable (A), Consulted (C), or Informed (I). |
| **Remote** | Indicates the work location is at one or more of Tyler's physical offices or work environments. |
| **Responsible** | Those who ensure a task is completed, either by themselves or delegating to another resource. [Also see RACI] |
| **Scope** | Products and services that are included in the Agreement. |

| | |
|---|---|
| **Solution** | The implementation of the contracted software product(s) resulting in the connected system allowing users to meet Project goals and gain anticipated efficiencies. |
| **Stage** | The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project. |
| **Standard** | Software functionality that is included in the base software (off-the-shelf) package; is not customized or modified. |
| **Statement of Work (SOW)** | Document which will provide supporting detail to the Agreement defining Project-specific activities, services, and Deliverables. |
| **System** | The collective group of software and hardware that is used by the organization to conduct business. |
| **Test Scripts** | The steps or sequence of steps that will be used to validate or confirm a piece of functionality, configuration, enhancement, or Use Case Scenario. |
| **Training Plan** | Document(s) that indicate how and when users of the system will be trained relevant to their role in the implementation or use of the system. |
| **Validation (or to validate)** | The process of testing and approving that a specific Deliverable, process, program, or product is working as expected. |
| **Work Breakdown Structure (WBS)** | A hierarchical representation of a Project or Phase broken down into smaller, more manageable components. |
| **Work Package** | A group of related tasks within a project. |

# Part 4: Appendices

## 9. Conversion

### 9.1 Content Manager Conversion Summary

#### 9.1.1 Content Manager – Standard

- Up to to be determined records
- Up to to be determined document type(s)
- All visible fields configured for Tyler Content Manager Enterprise installations or the standard fields that exist for Tyler Content Manager Core installations
- Images and Attachments as described below
- Lookups are imported with the assistance of the consultant
- Conversion from Two Systems
    - Data from MAS WenGage & PowerSchool Talent Ed
    - Images from MAS WenGage & PowerSchool Talent Ed

### 9.2 School ERP Pro Conversion Summary

#### 9.2.1 General Ledger

- Full Chart of Accounts Listing, Descriptions, and Corresponding Account Types
- Element (Segment) Values and Descriptions

#### 9.2.2 Purchasing & Accounts Payable

- Vendor master information, address, primary contact
- 1099 balances provided by the Stillwater Public Schools for current calendar year (if mid-calendar year go-live)

#### 9.2.3 Payroll & Human Resources

- Basic employee information – employee master, address, primary contact, standard dates (i.e., hire, birth, leave, termination), standard phones (i.e., work, home, cell)
- Direct Deposit Bank Information
- Federal and State Tax Withholding Information

#### 9.2.4 Human Resources Only

- Employee Certificates
- Employee Degrees
- Employee Courses
- Employee Endorsements
- Employee Miscellaneous Tracking (a function in School ERP Pro that allows you to create your own tracking items by employee – fields available are description, date, checkbox, and comments)
- Employee Emergency Contacts

### 9.2.5 Warehouse Inventory

- Inventory items, item locations and item vendors
- Available Stock Levels (can be re-imported just prior to go-live)

# 10. Additional Appendices

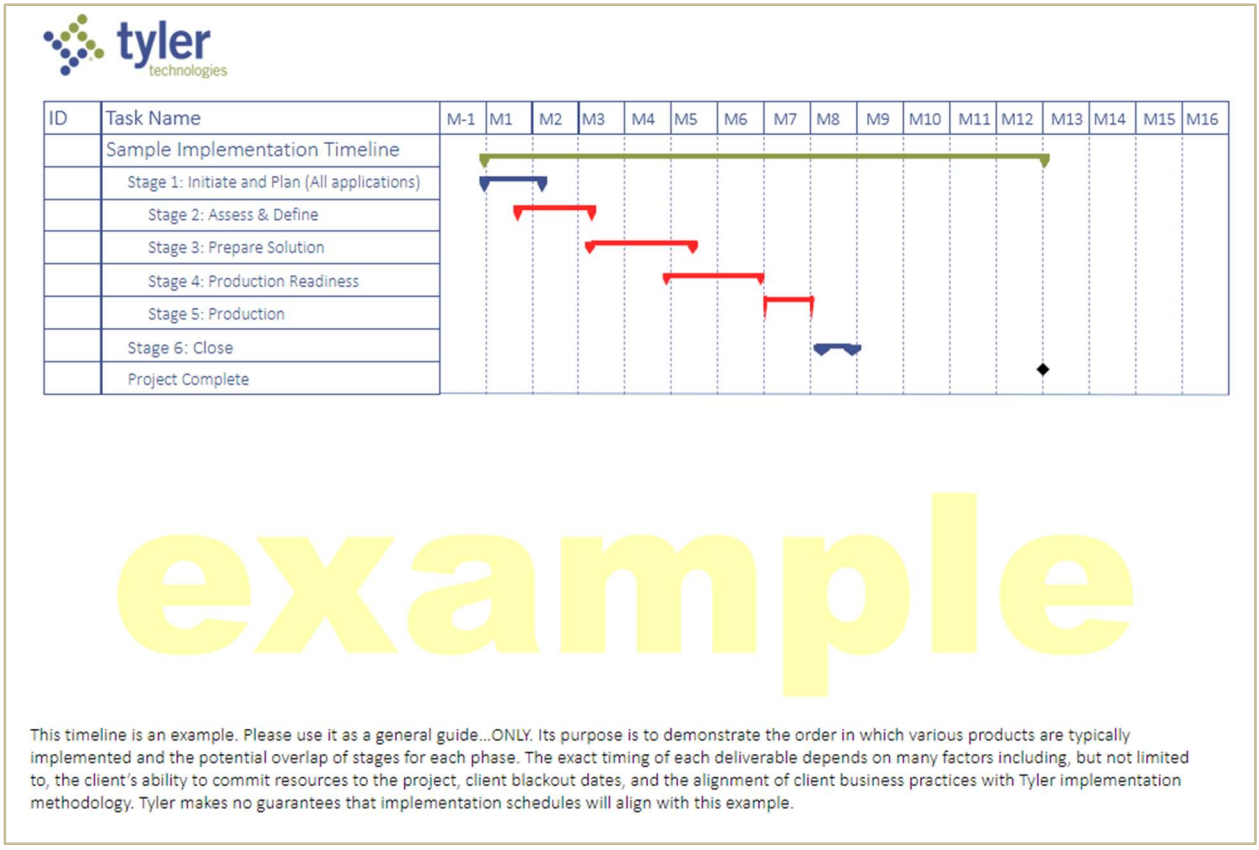
## 10.1 Intentionally left blank.



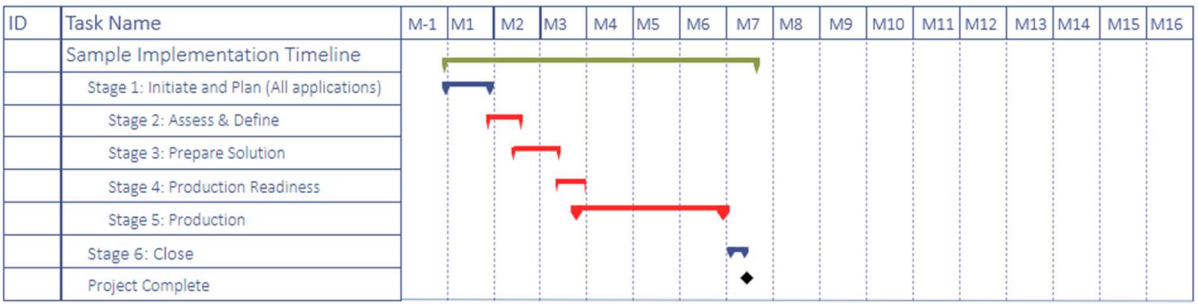


# 11. Project Timeline

## 11.1 School ERP Pro Timeline



## 11.2 Tyler Content Manager Enterprise Timeline




example

This timeline is an example. Please use it as a general guide...ONLY. Its purpose is to demonstrate the order in which various products are typically implemented and the potential overlap of stages for each phase. The exact timing of each deliverable depends on many factors including, but not limited to, the client's ability to commit resources to the project, client blackout dates, and the alignment of client business practices with Tyler implementation methodology. Tyler makes no guarantees that implementation schedules will align with this example.

Empowering people who serve the public®

**Remittance**
Tyler Technologies, Inc.
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

**Questions**
Tyler Technologies - Local Government
Phone: 1-800-772-2260 Press 2, then 2
Fax: 1-866-673-3274
Email: ar@tylertech.com

# THIS IS NOT AN INVOICE
# PROFORMA

| Company | Order No. | Date | Page |
|---|---|---|---|
| 025 | 210827 | 05/12/2025 | 1 of 2 |

To: STILLWATER SCHOOL DISTRICT 16
ATTN: MICHAEL ARNOLD
314 SOUTH LEWIS STREET
STILLWATER, OK 74074
United States

Ship To: STILLWATER SCHOOL DISTRICT 16
ATTN: MICHAEL ARNOLD
314 SOUTH LEWIS STREET
STILLWATER, OK 74074
United States

| Customer Grp/No. | Customer PO# | Payment Terms | Currency Code | Ship Via | Salesperson Cd |
|---|---|---|---|---|---|
| 1 6150 | | Net 30 | USD | ELEC | |

| Contract Date | No. | Item/ Description/ Comments | Quantity | U/M | Unit Price | Total Cost |
|---|---|---|---|---|---|---|
| Contract No.: Stillwater SD 16, OK | | | | | | |
| 15/Dec/2022 | 1 | Renewal:<br>Warehouse<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 5,227.69 | 5,227.69 |
| 15/Dec/2022 | 2 | Renewal:<br>Content Manager Enterprise<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months**<br>: | 1 | EA | 5,023.11 | 5,023.11 |
| 15/Dec/2022 | 3 | Renewal:<br>Accounting<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 37,961.53 | 37,961.53 |
| 15/Dec/2022 | 4 | Renewal:<br>Applicant Tracking Interface<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 606.38 | 606.38 |
| 15/Dec/2022 | 5 | Renewal:<br>Employee Reimbursement Module<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 1,529.41 | 1,529.41 |
| 15/Dec/2022 | 6 | Renewal:<br>Human Resources<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 6,272.00 | 6,272.00 |
| 15/Dec/2022 | 7 | Renewal:<br>Info-Link<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 1,165.59 | 1,165.59 |
| 15/Dec/2022 | 8 | Renewal:<br>Online Shopping<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 1,401.40 | 1,401.40 |

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# THIS IS NOT AN INVOICE
# PROFORMA

| Company | Order No. | Date | Page |
|---|---|---|---|
| 025 | 210827 | 05/12/2025 | 2 of 2 |

| Contract Date | No. | Item/ Description/ Comments | Quantity | U/M | Unit Price | Total Cost |
|---|---|---|---|---|---|---|
| 15/Dec/2022 | 9 | Renewal:<br>Substitute Calling System Leave Interface<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 1,165.59 | 1,165.59 |
| 15/Dec/2022 | 10 | Renewal:<br>Timecard Interface<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 1,529.41 | 1,529.41 |
| 10/Aug/2023 | 11 | Renewal:<br>Substitute Calling System Time Worked Interface - Subscription<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 1,846.69 | 1,846.69 |
| 10/Aug/2023 | 12 | Renewal:<br>Grant/Project Tracking - Subscription<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 1,452.24 | 1,452.24 |
| 20/Sep/2023 | 13 | Renewal:<br>Additional Database (AP, GL & Content Manager Only)<br>**Cycle Start: 07/01/2025, End: 01/31/2026; Term: 7 months** | 1 | EA | 618.63 | 618.63 |

**Does not include any applicable taxes** **Order Total:** 65,799.67

**Comments:** **Upon acceptance please email your purchase order to PO@tylertech.com**

Bussell Pest Control LLC.
5620 N. Washington
Stillwater Ok, 74075
405-533-5399 or cell 405-269-5392

NAME Stillwater Public Schools / Child Nutrition
ADDRESS 5021 N. Perkins Rd.
CITY Stillwater STATE OK ZIP 74074
PHONE 405-533-6445 Krista Neal

| | |
|---|---|
| INTIAL SERVICE PLAN | July 1, 2025 through June 30, 2026 |
| INITIAL SERVICE PLAN PRICE | $ 425.00 a Month, $ 38.63 per Location. |
| PAYMENT TERMS | Payment every month after work completed. |

Effective from the initial service plan date though the initial plan period, Bussell Pest Control LLC. shall determine and provide the appropriate treatment to identified premises for, gnats and other flying insects , ants, earwigs, roaches, spiders, crickets, millipedes, centipedes, rats, mice, pill bugs, silverfish and scorpions once an infestation is discovered. Bussell Pest Control LLC. will inspect and provide general pest applications once a month for the plan period.

Control for Bed bugs, carpenter ants, termites, lice or mites are NOT INCLUDED with this contract, but will treat for additional cost to the customer.

The initial term of this contract is for one year, and continue until terminated by either party. Customer agrees to make the premises available for said service.

Services to be included, Kitchens, Cafeterias, Cafeteria restrooms, storage areas of food, at all locations and High School room #157 and Office, Stillwater Junior High School room #108, and Child Nutrition Warehouse.
See Attachment A for list and address...
Cost of each Location, is $38.63 per month for 11 locations or $425.00 a month.
Chemicals used:
Talstar P for general pest control around all baseboards and around all equipment in all the locations in the agreement.
For Roaches will use Maxforce FC Magnum Roach Gel, if normal spray does not get rid of infestation.
For Ants will use Gourmet Ant Gel, if normal spray does not get rid of infestation.
Mice, glue boards and Locked Bait stations using Contrac all weather blocks.

Bussell Pest Control — Customer or Authorized Agent

Kyle D Bussell

Date 5/8-25 — Date

**Stillwater Public Schools Nutrition Services**
**Request for Proposals**
**Pest Control**

Stillwater Public Schools Nutrition Services is requesting proposals for pest control. The areas of treatment are kitchens, cafeterias, cafeteria restrooms, storage areas, Junior High School room #108, High School room #157 and office, and Nutrition Services warehouse.

Service to include:

- The use of a low odor, high residual, liquid chemical for roaches, ants, silverfish, crickets, fleas, spiders, snakes and flying pests
- Bait stations and glue traps for rats and mice

Chemicals used for treatment must comply with all local, state and federal codes, and be approved by Stillwater Public Schools.

Service is to be performed once a month at a designated time at each site. Service shall be performed during the hours when children are not in the area. The time for treatment must be arranged with the Nutrition Services Manager at each site. The pest control company shall also make on site contact with the Nutrition Services Manager to make sure of no challenges in food service areas. The pest control company shall also notify the Nutrition Services Site Manager when service has been performed.

All responders must be state licensed and bonded for pest control. Bidders must enclose a Certificate of Insurance and a Non-Collusion Affidavit. Bidders must supply SDS sheets on all chemicals used in any of the buildings.

General Conditions

1. CODE COMPLIANCE:
The contractor shall comply with all local, state, and federal codes. In the event of code conflict, the most stringent code shall apply.

2. SAFETY:
The contractor shall at all times perform his work in a safe manner and observe all safety rules as outlined by OSHA and the Oklahoma Department of Labor. The contractor shall furnish and only use equipment suitable for the intended task and within the safe operating limits of that equipment. The contractor shall not use and immediately remove from the job site any equipment that is worn, frayed, broken and/or damaged that would constitute a safety hazard.

The proposal should provide a detailed response or explanation of the following items:

- Term of the agreement
- Specific services performed (i.e. site visits, chemicals used)
- Guarantees
- Cost
- Billing
- References
- Other

Vendors who fail to respond after having been invited to Bid for three Bid openings will be deleted from the vendor list.

All proposals and required forms are due at the Nutrition Services office, 5005 N. Perkins Road, Stillwater, OK 74075 by 10:30 am April 10, 2025. Submit all materials in a sealed envelope marked "Sealed Pest Control Proposal", or email to nutrition@stillwaterschools with the subject line, "Pest Control Proposal".

SPS will inform respondents of the selection decision or after June 11, 2025.

Contract will be awarded based on length of agreement, thoroughness of services performed, cost, billing, and recommendation from references.

Thank you,

Krista Neal, MS, RD, LD, SNS
Director of Nutrition Services
Stillwater Public Schools
5005 N Perkins Road
Stillwater, OK 74075
405-533-6445
kneal@stillwaterschools.com

Attachments:

Attachment A- Designated Building Sites Requiring Pest Control
Attachment B- Business Felony Conviction Statement, MUST BE RETURNED
Attachment C- Certification Statement, MUST BE RETURNED

Attachment A

**Schools and Addresses of Stillwater Public Schools**

Nutrition Services
Nutrition Services Warehouse
5005 North Perkins Road
Stillwater, OK 74075

Sangre Ridge Elementary
Cafeteria and Kitchen
2500 South Sangre Road
Stillwater, OK 74074

Westwood Elementary
Cafeteria and Kitchen
502 South Kings Highway
Stillwater, OK 74074

Richmond Elementary
Cafeteria and Kitchen
201 West Richmond Road
Stillwater, OK 74075

Stillwater Junior High School
Cafeteria and Kitchen, Room #108
1900 North Skyline
Stillwater, OK 74075

Lincoln Academy
Cafeteria and Kitchen
215 East 12th
Stillwater, OK 74074

Highland Park Elementary
Cafeteria and Kitchen
400 S Drury
Stillwater, OK 74074

Skyline Elementary
Cafeteria and Kitchen
1402 East Sunrise
Stillwater, OK 74075

Will Rogers Elementary
Cafeteria and Kitchen
1211 North Washington
Stillwater, OK 74075

Stillwater Middle School
Cafeteria and Kitchen
2200 South Sangre Road
Stillwater, OK 74075

Stillwater High School
Cafeteria and Kitchen, Room #157 and #157 Office
1224 North Husband
Stillwater, OK 74075

Attachment B-

**Business Felony Conviction Statement**

**Stillwater Public Schools**

Bussell Pest Control LLC has entered into a contract dated 4-3-25 with
(Company/Name)

STILLWATER PUBLIC SCHOOLS. The undersigned is a principal of the company and/or is authorized to execute and deliver this statement for and on behalf of the company. No employee of the company who has worked on or is working on school premises during normal school hours has been convicted in this state, the United States, or another state of:
(i) any sex offense subject to the Sex Offenders Registration Act in this state or similar of another state or the Federal Sex Offender Registration provisions; or (ii) any unpardoned felony sex offense within the last ten (10) years; except that the foregoing does not apply to volunteers, persons performing community service hours under court order, or persons performing community service under a supervised work release program, except that persons performing community service hours or services under work release have not been allowed to work on school premises at any time after having been convicted of any sex offense subject to the Sex Offenders Registration Act of this state, similar law of any other state, or Federal Sex Offender Registration provisions.

The undersigned is personally familiar with the facts stated above and makes the statement of the undersigned's personal knowledge.

Kyle Bussell
Signature of Company Representative

4-3-25
Dated

Kyle S. Bussell
Printed Name of Company Representative

Attachment C:

**Certification Statement**

I as the below named representative do hereby certify that I have read and thoroughly understand the bid requirements and specifications and that this bid proposal meets such criteria. I further certify that all deliveries will be made as requested and that all unit prices have been checked for accuracy and correctness. As such these prices will be honored without any change or escalation for the duration of the bid except that price adjustment may be allowed as so stated in the specifications.

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporations, firm, partnership, or individual has not prepared this bid under collusion with any other bidder, and that the contents of this bid as to prices, terms, conditions, of said bid have not been communicated by the undersigned nor by any employee of agent to any other person engaged in this type of business prior to the official opening of this bid.

| | |
|---|---|
| Company Name: | Bussell Pest Control LLC |
| Address: | 5620 N Washington |
| City, State, Zip: | Stillwater OK 74075 |
| Representative Signature: | Kyle Bussell |
| Representative Name: | Kyle S. Bussell |
| Date: | 4-3-25 |

# CNP National School Lunch Program
# Renewal Agreement

## SFA Information

STILLWATER
314 South Lewis Street
Stillwater, OK 74074
(405) 533-6300

Contact Person:

Directions:

## School Food Authority/School Data

1.

| | | |
|---|---|---|
| Superintendent | Last Name | GORDON |
| | First Name | UWE |

2.

| | | |
|---|---|---|
| Food Service Director | Last Name | NEAL |
| | First Name | KRISTA |

3.

Estimated Number of Days Food Service will Operate: 175

| | |
|---|---|
| Total Number of Eating Sites | 12 (Data compiled from Site Applications) |
| Total Number of Kitchen Units | 9 (Data compiled from Site Applications) |

4.

| | |
|---|---|
| Number of Food Service Personnel | 47 (Data compiled from Site Applications) |

## Participation in Programs

5.

| Program | Sites Participating |
|---|---|
| National School Lunch Program | 10 |
| School Breakfast Program | 2 |
| Severe Need Breakfast Program | 8 |
| Special Milk Program | 0 |
| After School Snack Program | 10 |
| Fresh Fruit and Vegetable Program | 0 |

| | |
|---|---|
| Seamless Summer Option | 0 |
| Provision 2 | 0 |
| Provision 3 | 0 |
| Community Eligibility | 3 |
| CACFP | 0 |
| SFSP | 7 |

(Data compiled from Site Applications)

## School Food Authority Options

5.

SPECIAL MILK PROGRAM ONLY: Note: For school districts applying for the SMP: The benefits of the SMP are extended to sites that do not participate in another federally assisted food service program authorized under the Child Nutrition Act or the National School Lunch Act. In addition, sites with a meal service may offer SMP to preprimary and split-session kindergarten children who do not have access to the meal service. Within the SMP, three program choices exist. Select the program you wish to implement.

6.

☑ I agree to follow the provisions.
See Certification below regarding the meaning and implications of the electronic signature that is represented by checking this box.

**AGREEMENT PROVISIONS**

Attestation of Compliance with Meal Patterns
Permanent Agreement
Permanent Application INTERACTIVE
Permanent Application SY
Permanent Policy Statement 2025

## Certification

7.

The completed Certificate of Authority/Authorized User Form with original signatures represents the individual(s) assigned as Authorized Representative(s) for Child Nutrition Programs. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf , from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. **fax:**
   (833) 256-1665 or (202) 690-7442; or

3. **email:**
   program.intake@usda.gov.

This institution is an equal opportunity provider.

Save Print Form

Submitted By KRISTA K NEAL Date Submitted 7/25/2024 12:47:43 PM

Home Page SFA Checklist

# RENEWAL QUOTE

**CUSTOMER:**

Stillwater Public Schools
Attn: Krista Neal
Phone: 405-533-6445
kneal@stillwaterschools.com

**CONTACT:**

Jill Boe
PrimeroEdge
4422 Cypress Creek Parkway
Suite 400
Houston, TX 77068-3416

Main: 281.453.8628
Jill.boe@cybersoft.net

**PROPOSAL DATE:**

April 7, 2025

**SERVING YOU SO YOU CAN SERVE THEM**

# Stillwater Public Schools

# Pricing

## 25-26 SOFTWARE

| Product Description | Unit Price ($) | Quantity | Extended Price ($) |
|---|---|---|---|
| PrimeroEdge Subscription - Central Office Software Annual Subscription License -2025/2026 School Year | $995.00 | 1 | $995.00 |
| PrimeroEdge Subscription – Ultra Software Annual Subscription Licenses – 2025/2026 School Year | $1,195.00 | 10 | $11,950.00 |
| PrimeroEdge Subscription – SchoolCafe Eligibility Applications Software Annual Subscription Licenses - 2025/2026 School Year | $125.00 | 10 | $1,250.00 |
| PrimeroEdge Subscription – SchoolCafe Menus and Nutrition Software Annual Subscription Licenses - 2025/2026 School Year | $195.00 | 10 | $1,950.00 |
| PrimeroEdge Subscription – Central Warehouse Software Annual Subscription License- 2025/2026 School Year | $695.00 | 1 | $695.00 |
| PrimeroEdge Subscription – SchoolCafe TV Menu Boards Software Annual Subscription License- 2025/2026 School Year | 195.00 | 1 | $195.00 |
| | | | |
| | | **Annual Subscription Total: | **$17,035.00** |

**Grand Total: $17,035.00**

**Annual Subscription includes use of the PrimeroEdge software, toll-free phone support, remote assistance, updates, and hosting.

1 Ecolab Place
St. Paul MN 55102 USA

**DATE:** 4/3/2025

**TO:** **Stillwater Public Schools**

**FROM:** Ecolab Government Sales

**Subject:** **Price Increase – 7/1/2025 for Stillwater Public Schools**

As we navigate increased costs and continue to provide comprehensive support to our customers through innovative products, technologies, and brand protection support, we must extend a portion of this to our customers.

We will continue to remain diligent in supporting **Stillwater Public Schools** and look forward to our continued partnership.

Below is a brief outline contributing to this communication and necessary adjustment.

- Ecolab's List Price (CPL) Increase by 6.0% on 01/01/2025
- Increases in Raw Materials, Freight, Packaging, Regulatory and Equipment Costs.
- Impact of newly implemented tariffs

Based on this information, we need to implement a **5.0%** increase in the case price of our products, effective **July 1, 2025**.

Thank you for your business and continued partnership as we push beyond these high-pressure circumstances.

**ECOLAB Government Sales**

**Ben Zuniga**
**Bid Contracts Manager**

# Stillwater Public Schools (Oklahoma)

## 2025-2026 Cleaning Supplies Renewal

### Ecolab Bid Products and Pricing effective 7/1/25-6/30/26

| Ecolab Product Code | Bid Item Description | Ecolab Product and Pack Size | Prev 12M Usage | End User Case Price | Extended Price |
|---|---|---|---|---|---|
| 6101419 | Anti-Microbial Liquid Hand Soap | ADV AB CLEAN SMOOTH 4X1 GAL | 1 cases* | $82.32 | $82.32 |
| 6114559 | All-Purpose Cleaner | OASIS 137 ORANGE FRC2.5GL | 9 jugs* | $52.49 | $472.41 |
| 6101205 | Sanitizer | NEUT DISINFECT CLNR 2.5GL | 8 jugs* | $71.22 | $569.76 |
| 6100284 | Multi-Purpose Degreaser | GREASELIFT RTU 6-32OZ | 8 cases* | $52.23 | $261.15 |
| 6112971 | Concentrated Liquid Pot and Pan Detergent | PANTASTIC 5GL | 31 pails* | $77.29 | $2,395.99 |
| 6102046 | Germicidal Detergent | SP S&S CLNR SANT 1-2.5 GAL | 33 jugs* | $144.07 | $4,754.31 |
| 6101131 | Lime Remover Chemicals | LIME-A-WAY 4-1 GL | 14 cases* | $43.31 | $606.34 |
| 6101955 | Laundry Detergent | HS LND DET PK - 2-60-0.7 OZ | 7 cases* | $64.45 | $451.15 |
| 6112740 | Dish Machine | SUPER TRUMP 4-1GL | 7 cases* | $56.83 | $397.81 |
| 6059323 | Medicated Hand Cream/Lotion | REV SKIN LOTION FF 12/540ML | 5 cases** | $70.50 | $63.76 |




# Request for Proposal: Beverages

## Coca-Cola Southwest Beverages

SUPPORTING ACADEMIC EXCELLENCE

# Introduction

Coca-Cola Southwest Beverages is excited at the opportunity to share with you our team's commitment to ***Stillwater Public Schools***. We trust that our proposal will clearly demonstrate our ability to meet the needs of all **Stillwater Public Schools** stakeholders, most importantly, your students, faculty and staff, fans and guests.

As we hope this response clearly demonstrates we have the category knowledge, the products, and the team of experts that can help your beverage business thrive. All of this makes Coca-Cola Southwest Beverages the right partner for your beverage needs.

Coca-Cola Southwest Beverages as a whole, and the team of people that will support your institution, are passionate about the power of education and its importance in shaping the future of our local, national, and global communities. You can be assured that we bring the full resources of Coca-Cola Southwest Beverages to bear in support of your institution.

We welcome feedback so that we can build the best possible partnership with **Stillwater Public Schools**. If you have any questions about our offer or if there is any additional information that we can provide to support your decision-making process, please don't hesitate to contact us.

**Chris Sheehan**
Account Executive
Coca Cola Southwest Beverages
Phone: 405-205-9406
Email: christopher.sheehan@cocacolaswb.com




# YOUR MOST VALUED PARTNER

ARCACONTINENTAL

Coca-Cola SOUTHWEST BEVERAGES

## Meet YOUR Dedicated CCSWB Team



**Robert Sweeney**
Vice President of Sales



**Kimberly Adler**
Director, Food Service and On Premise



**Hector Amaya**
Area Director of Sales & Operations



**Todd Mason**
Sales Center Manager



**Chris Sheehan**
Account Executive FSOP



**Jennifer Rice**
District Sales Manager

## Our Parent Company

About Arca Continental
Our parent company, Arca Continental, is headquartered in Monterrey, Mexico. It is Latin America's second-largest Coca-Cola bottler and the owner of leading snack brands Wise® and Deep River Snacks® in the U.S.

Operating in Northern and Western Mexico, Ecuador, Peru, Northern Argentina, and the Southwestern U.S., Arca Continental employs over 50,000 talented and diverse team members.

## ABOUT CCSWB

Coca-Cola Southwest Beverages, a company of Arca Continental, is one of the largest Coca-Cola bottlers in the United States. Based in Dallas, we provide 31 million of our friends and neighbors with their favorite Coca-Cola brand beverages in Texas and parts of Oklahoma, New Mexico and Arkansas.

From sparkling soft drinks and waters to teas, coffees, and juices, our "Total Beverage Company" guarantees that whatever our customers crave, we deliver.

## Serving 5 countries across America




Your Local Coca-Cola Southwest Beverages Distribution Center Located in

**Stillwater, Ok**

### CONTACT US


844.561.2653

www.cocacolaswb.com

Two Lincoln Centre
520 LBJ Freeway
Suite 800
Dallas, TX 75240

SUPPORTING ACADEMIC EXCELLENCE

# Coca-Cola Is a Total Beverage Company that Meets the Evolving Needs of Your Students *

**No/Low Calorie**

LESS THAN 40 CALORIES/SERVING




Products shown are not a comprehensive catalog. For a complete list of Coca-Cola USDA compliant products, please visit https://www.cokesolutions.com/tools-and-resources/operations/usda-compliant-catalog.html. * All products are subject to availability.

# Exhibit A Pricing for Child Nutrition

**Pricing offered from July 1, 2025 through June 30, 2026**

| Product | Size | Est Annual Units | Est Annual Cases | Proposed Price Per Case | Proposed Price Each | Estimated Annual Price | Pack Size | Coca-Cola Brand |
|---|---|---|---|---|---|---|---|---|
| Lemon Lime Soda | 20oz | 144 | 6 | $26.41 | $1.10 | $158.45 | 24 | Sprite Zero |
| Cola No Calorie | 20oz | 168 | 7 | $26.41 | $1.10 | $184.85 | 24 | Diet Coke and Coke Zero |
| Cherry Cola No Calorie | 20oz | 192 | 8 | $26.41 | $1.10 | $211.26 | 24 | Cherry Coke Zero |
| Orange Soda No Calorie | 20oz | 72 | 3 | $26.41 | $1.10 | $79.22 | 24 | Fanta Orange Zero |
| Pepper Cola No Calorie | 20oz | 192 | 8 | $26.41 | $1.10 | $211.26 | 24 | Diet Dr Pepper and Dr Pepper Zero |
| Sports Drink No Calorie | 20oz | 288 | 12 | $22.35 | $0.93 | $268.25 | 24 | Powerade |
| Water | 16.9oz | 5256 | 219 | $7.96 | $0.33 | $1,743.02 | 24 | Dasani Water |
| Water with Sports Cap | 23.7oz | 2952 | 123 | $38.98 | $1.62 | $4,794.05 | 24 | Smartwater |
| Flavored Water No Calorie | 23.7oz | 624 | 26 | $38.98 | $1.62 | $1,013.38 | 24 | Smartwater |
| Apple Juice | 10oz | 912 | 38 | $19.20 | $0.80 | $729.77 | 24 | Minute Maid Juice |
| Orange Juice | 10oz | 336 | 14 | $19.20 | $0.80 | $268.86 | 24 | Minute Maid Juice |
| | | 11,136 | 464 | | | $9,662.37 | | |

# Attachments B & C, Brand Nutrition Values: www.coca-colacompany.com/brands

Attachment B

**Business Felony Conviction Statement**

**Stillwater Public Schools**

Coca-Cola Southwest Beverages has entered into a contract dated _____ with
(Company/Name)

STILLWATER PUBLIC SCHOOLS. The undersigned is a principal of the company and/or is authorized to execute and deliver this statement for and on behalf of the company. No employee of the company who has worked on or is working on school premises during normal school hours has been convicted in this state, the United States, or another state of: (i) any sex offense subject to the Sex Offenders Registration Act in this state or similar of another state or the Federal Sex Offender Registration provisions; or (ii) any unpardoned felony sex offense within the last ten (10) years; except that the foregoing does not apply to volunteers, persons performing community service hours under court order, or persons performing community service under a supervised work release program, except that persons performing community service hours or services under work release have not been allowed to work on school premises at any time after having been convicted of any sex offense subject to the Sex Offenders Registration Act of this state, similar law of any other state, or Federal Sex Offender Registration provisions.

The undersigned is personally familiar with the facts stated above and makes the statement of the undersigned's personal knowledge.

Signature of Company Representative

04/30/25
Dated

Chris Sheehan
Printed Name of Company Representative

Attachment C:

**Certification Statement**

I as the below named representative do hereby certify that I have read and thoroughly understand the bid requirements and specifications and that this bid proposal meets such criteria. I further certify that all deliveries will be made as requested and that all unit prices have been checked for accuracy and correctness. As such these prices will be honored without any change or escalation for the duration of the bid except that price adjustment may be allowed as so stated in the specifications.

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporations, firm, partnership, or individual has not prepared this bid under collusion with any other bidder, and that the contents of this bid as to prices, terms, conditions, of said bid have not been communicated by the undersigned nor by any employee of agent to any other person engaged in this type of business prior to the official opening of this bid.

Company Name: Coca-Cola Southwest Beverages
Address: 4705 S Perkins Rd
City, State, Zip: Stillwater OK, 74074
Representative Signature:
Representative Name: Chris Sheehan
Date: 04/30/25

Accounts Payable/Accounts Receivable Mailing and Contact Information:
Contact Persor
Billing Address
Phone Number
E-mail: _____

Stillwater ISD will use the current payment process in place

ssified - Confide

# Thank you!




ARCACONTINENTAL
Coca-Cola SOUTHWEST BEVERAGES

SUPPORTING
ACADEMIC
EXCELLENCE

March 27, 2024

Stillwater Public Schools
Child Nutrition – Krista Neal
5021 Noth Perkins Road
Stillwater, OK 74075

To Whom It May Concern:

Hiland Dairy would like to submit the attached, revised prices for the 2024-2025 school year.

This is an escalating/de-escalating bid based on the March 1, 2024 Federal Milk Marketing Order for class 1 skim and Class 1 butterfat. Please see attached clause for monthly cost adjustment factors.

Please feel free to call if you have any questions.

We look forward to hearing from you on the outcome of the bid.

Sincerely,

B.J. Howard
Hiland Dairy Foods Company

## Attachment A: Technical Proposal

1. Provide a brief overview of your company. The company statistics at a glance should include the company name, name of the parent company (if applicable), date the company was established, company structure (public, private), key competencies, product capability, and publically available future plans. Hiland Dairy began in 1938 in Springfield, Missouri and is currently part of the Prairie Farms group of companies as a joint venture partnership of Prairie Farms and Dairy Farmers of America. The Prairie Farms and Hiland Footprint encompasses the entire middle part of the country and combined is the second largest dairy manufacturer in the country. The combined revenue of both organizations is over 4 billion dollars.
2. Provide detailed information on how you would manage this account.
   Direct School Delivery
3. Can SPS order electronically, including using web-based catalogs or product information?
   Not at this time
4. Can you provide reporting including invoicing and usage?
   Yes
5. Indicate your "normal" business hours.
   Monday thru Friday 8am- 5pm
6. Where are the majority of your dairy farms located?
   Oklahoma/Kansas
7. Where is dairy processed and packaged?
   Norman, Oklahoma
8. How many units are in a case?
   50/Milk 75/Juice 27/Aseptic
9. How many grams of added sugar are in flavored varieties?
   No more than 10 grams
10. Are prices firm until at least August 31, 2024?
    NO
11. Will products be refrigerated or shelf-stable?
    Yes, Both
12. If refrigerated,
    a. Products must be delivered daily to each school site (addresses in Attachment D). Products must be delivered between 6:00 am -10:30 am, or 1:00 pm -2:30 pm.
    b. Are you able to comply with these requirements? Yes
    c. If you are unable to comply with any part of the requirements, please indicate the problem, the reasons you are unable to comply, and outline any alternative(s) that you propose. N/A
    d. How often are prices changed? Monthly
    e. If we are not in school what is the best plan for us to get a milk delivery?
       We generally work with food service director to deliver
13. If shelf-stable,
    a. What is the minimum order quantity? 27 Units
    b. What is the minimum ship quantity for the price quoted? 1 case
    c. How often do prices change? Monthly
    d. What is the shelf life from the time of delivery? 45 days
14. What type of packaging is used? Square carton, bottle, Tetrapak, etc.
    Square paper carton
15. Are straws needed to consume the milk? If so, are straws provided?
    Straws are not needed
16. Do you supply any other units such as 12-ounce bottles?
    Pints/ 16oz bottles
17. Do you provide any refrigeration equipment?
    NO

18. Explain your policy regarding special inventory requests, including, but not limited to, volume requirements and slot availability. Notify Dairy 3 days before

19. How do you ensure the product is delivered safely and on time?
We follow company policy

20. What is the best way for SPS to contact you with questions or concerns? Who is the best point of contact for SPS? Nick Morris is Ponca City branch manager and can be reached by phone or email

21. Are any purchasing incentives offered? Explain in detail the incentives offered.
No

22. Accounts Payable/Accounts Receivable Mailing and Contact Information:
Contact Person: Hiland Dairy Foods- Wichita Div
Billing Address: PO Box 843148, Kansas City, MO 64184
Phone Number: 316-267-4221
E-mail: lshellito@hilanddairy.com

22. Contact Information and Acknowledgement

I as the below-named representative do hereby certify that I have read and thoroughly understand the proposal requirements and specifications and that this proposal meets such criteria. I further certify that all deliveries will be made as requested and that all unit prices have been checked for accuracy and correctness. As such, these prices will be honored without any change or escalation for the duration of the proposal except that price adjustment may be allowed as so stated in the specifications.

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporation, firm, partnership, or individual has not prepared this proposal under collusion with any other vendor, and that the contents of this proposal as to prices, terms, conditions, of the said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business before the official opening of this proposal.

Please provide contact information for the person primarily responsible for preparing/submitting the RFP response:
Legal name of company: Hiland Dairy Foods Co
Business name if different:
Contact name: BJ Howard
Address: 1100 Thunderbird RD
City, State, Zip Chandler, OK 74834
Phone: 405-258-3100 e-mail: bjhoward@hilanddairy.com

The undersigned acknowledges that he/she has completed this RFP response independently and without assistance from any Stillwater Public Schools consultant, and certifies that he/she is authorized to act on behalf of the company whose legal name is listed above for obligating said company to this response and the resulting provision of products/services for the period indicated in this response. Unless noted above, all requirements can be met.

Billie E Howard 3-27-24
Signature of Authorized Person Date

BJ Howard
Printed Name of Authorized Person

**Attachment B**
**It is not necessary to provide pricing on all the items shown to be considered for a purchasing agreement. Providing pricing on only specific items will NOT exclude you from the process.**

| Product | Description | Proposed Price Per Each | Estimated Usage | Extended Price |
|---|---|---|---|---|
| ½ pint non-fat chocolate milk | 9178-Hpt choc skim | .42 | 486,000 | |
| ½ pint ~~non-fat~~ 1% flavored milk | 30352-Hpt Straw 1% | .40 | 32,400 | |
| ½ pint plain low-fat milk | 9173-Hpt Skim | .4050 | 180,000 | |
| ½ pint lactose-free low-fat or fat-free milk. Specify variety and plain or flavored | 35244-Hpt 1% lactose-free | .77 | | |
| 1-gallon plain low-fat milk | 1413- Gallon Skim<br>1346-Gallon 1%<br>1201-Gallon 2% | 5.40<br>5.45<br>5.59 | | |
| Other products offered | 35246-Hpt Aseptic 1%<br>35245-Hpt Aseptic Choc 1% | .65<br>.65 | | |
| Other products offered | 9224-5Lb Sour Cream | 10.00 | | |
| Other products offered | 5762-5Lb sc cottage cheese<br>5763-5lb LF cottage cheese | 12.00<br>12.00 | | |

# 2024-2025 MILK BID

**STILLWATER PUBLIC SCHOOLS**

**CHILD NUTRITION**

**5021 N PERKINS RD**

**STILLWATER, OK 74075 405-533-6300**

| Prod # | Item Description | Price |
|---|---|---|
| 9175 | 1/2 Pint chocolate 1% Milk | 0.4000 |
| 9178 | 1/2 Pint Choc Skim | 0.4200 |
| 9171 | 1/2 Pint 1% | 0.4000 |
| 9173 | 1/2 Pint Skim | 0.4050 |
| 30352 | 1/2 Pint Strawberry 1% | 0.4000 |
| 35246 | 1/2 Pint 1% Aseptic | 0.6500 |
| 35245 | 1/2 Pint Choc 1% Aseptic | 0.6500 |
| 35244 | 1/2 Pint Lactose Free 1% | 0.7700 |
| 24363 | 4oz Cherry Apple Juice | 0.2850 |
| 9504 | 4oz Apple Juice | 0.2800 |
| 9508 | 4oz Orange Juice | 0.3000 |
| 5763 | 5# Cottage Cheese Low Fat | 12.0000 |
| 5762 | 5# Cottage Cheese Small Curd | 12.0000 |
| 9224 | 5# Sour Cream | 10.0000 |
| 1413 | Gallon Skim Milk | 5.4000 |
| 1346 | Gallon 1% Milk | 5.4500 |
| 1201 | Gallon 2% Milk | 5.5900 |

## Milk Escalator / De-Escalator Pricing Clause (DFA Supplied)

The pricing quoted is based on **March's 2024** Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers of America.

The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of $.10 per CWT (up or down) will move the cost of a half pint $ .00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate, re-sale products (ex. Tropicana, Sport Shake), etc. Supporting documentation will be supplied upon request.

All price changes will become effective on the 1st day of the month following the price announcement.

**Attachment C- Compliance Form**

Business Felony Conviction Statement
Stillwater Public Schools

Hiland Dairy Foods has entered into an agreement contract dated 04/02/24 with
(Company/Name)
STILLWATER PUBLIC SCHOOLS. The undersigned is a principal of the company and/or is authorized to execute and deliver this statement for and on behalf of the company. No employee of the company who has worked on or is working on school premises during normal school hours has been convicted in this state, the United States, or another state of (i) any sex offense subject to the Sex Offenders Registration Act in this state or similar of another state or the Federal Sex Offender Registration provisions; or (ii) any unpardoned felony sex offense within the last ten (10) years; except that the foregoing does not apply to volunteers, persons performing community service hours under court order, or persons performing community service under a supervised work release program, except that persons performing community service hours or services under work release have not been allowed to work on school premises at any time after having been convicted of any sex offense subject to the Sex Offenders Registration Act of this state, similar law of any other state, or Federal Sex Offender Registration provisions.
The undersigned is personally familiar with the facts stated above and makes the statement of the undersigned's knowledge.

Billie Howard 03/27/2024
Signature of Company Representative Dated

DJ Howard
Printed Name of Company Representative

***Stillwater Public Schools***
SCHOOL NUTRITION SERVICES
5005 North Perkins Road
Stillwater, Oklahoma 74075
405-533-6445

Stillwater Public Schools **Frozen Treats**
Request for Proposals for School Year 2025-2026
Due Thursday, **9:00 A.M. CST May 1, 2025**

Stillwater Public Schools (hereafter known as SPS) Nutrition Services Department is requesting proposals from qualified suppliers to provide frozen treats for SPS for the 2025-2026 school year. This Request for Proposals applies only to the frozen treat items listed or proposed. **All items must meet Smart Snacks in Schools guidelines.**

The award will be given to the company submitting the best responsive and responsible proposal satisfying the requirements and offering the best overall value for Stillwater Public Schools.

The Board of Education reserves the right to reject any or all proposals and to terminate the agreement at any time if the vendor fails, neglects or refuses to comply with the terms of the agreement. Responding vendors will be notified of the awardee upon final approval by the Stillwater Board of Education on or after May 14, 2025.

Buy American Provision: Section 104(d) amended Section 12(n) of the National School Lunch Act (NSLA) (42 U.S.1760) to require School Food Authorities participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the United States to purchase for those programs, to the maximum extent practicable, domestic United States Department of Agriculture (USDA) Foods or products. For purposes of this provision, the term domestic food commodity or product means agricultural USDA Foods produced in the United States, including Guam, American Samoa, the Virgin Islands, Puerto Rico, and the Northern Mariana Islands, and food products processed in the United States SUBSTANTIALLY using agricultural USDA Foods that are produced in the United States. The Conference Report accompanying Public Law 105-336 makes it clear that the term SUBSTANTIALLY means that over 51 percent of the processed food comes from American-produced products. (SD-24-2016)

The United States Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by USDA. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <http://www.ascr.usda.gov/complaint_filing_cust.html>, or at any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to USDA by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250- 9410, by fax 202-690-7442, or e-mail at <program.intake@usda.gov>.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish).
USDA is an equal opportunity provider and employer.

1) Invitation
   a) You are cordially extended an invitation to submit proposals for frozen treats Stillwater Public Schools Nutrition Services for the 2025-2026 school year.

   b) Proposals due no later than 9:00 A.M. CST May 1, 2025.

   c) Proposed prices will be available to school related organizations only through the Nutrition Services Department regardless of time and other activities on school property for the agreement period.

   d) Agreement Period: July 1, 2025 – June 30, 2026

   e) Proposal Opening: May 1, 2025, 9:00 a.m. CST

   f) Address: Stillwater Public Schools
   Nutrition Services
   5005 North Perkins
   Stillwater, Oklahoma 74075

   g) Contact Person: Krista Neal, MS, RD, LD, SNS
   Director of Nutrition Services
   405-533-6445
   kneal@stillwaterschools.com

2) General Information
   a) The purpose of this solicitation is to obtain, evaluate and award, through a competitive process, one (1) frozen treat supplier who can furnish and deliver frozen treats directly to two Stillwater Public Schools dining facilities as necessary to maintain an adequate supply of fresh product at each of the cafeterias.

   b) The supplier must provide merchandising freezers.

   c) Stillwater Public Schools serves frozen treats to 1,800 students in two schools.

   d) Stillwater High School may be added as a third site. SHS serves approximately 225 students per lunch.

   e) The period of performance for goods and services subject to this solicitation and any resulting contract shall be for one complete school year from July 1, 2025 through June 30, 2026.

   f) Estimated dollars spent on frozen treats per year for Stillwater Public Schools is approximately $9,000.

   g) Where it may serve SPS's best interest, SPS reserves the right to spot purchase some similar products from other sources.

   h) Each vendor is responsible for examining the proposal information, instructions, special provisions, specifications, forms, proposal form, and all other terms and conditions contained herein prior to submitting a proposal. Failure to examine any portion of this solicitation, or any errors made in the preparation of your response, shall be at your own risk.

   i) Vendor agreement for frozen treats will be separate from any other vendor agreements

3) Deliveries will be made to the following sites:
   a) Stillwater High School- **if participating**

1224 N Husband
Stillwater, OK 74075

b) Stillwater Junior High School
1900 N Skyline
Stillwater, OK 74075

c) Stillwater Middle School
2200 S Sangre Road
Stillwater, OK 74074

4) Terms and Conditions
   a) This agreement may be bid and awarded on a line-item basis or by item/groups of items, whichever is in the best interest of SPS.
   b) Any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition.
   c) Proposals must include all required forms.
   d) By submitting a proposal, the vendor acknowledges and will honor the Terms and Conditions. Any attachments produced by the vendor and submitted with this proposal will become part of this proposal. These Terms and Conditions will apply to all attachments and supersede any Terms and Conditions in any attachments.
   e) Proposals may be rejected unless the above procedures are followed. SPS reserves the right to reject any and all proposals if it is in the best interest of the district to do so.

5) Buy American Provision
   a) By submitting and signing this proposal/bid, the vendor hereby acknowledges and certifies that his/her company complies with the Buy American Provisions of Section 104(d) amended Section 12(n) of the National School Lunch Act (NSLA) (42 U.S.C. 1760) that the food furnished to the school district(s) is a domestic food commodity or product and is SUBSTANTIALLY produced and processed in the United States. For the purpose of compliance with this requirement SUBSTANTIALLY shall mean over 51% of the processed food come from American-produced products.

   b) If the vendor is unable to certify compliance with Buy American Provision, the vendor shall so state such in his/her response and provide an explanation as to why it cannot certify compliance.

6) Smart Snacks in Schools
   a) All products must meet the Smart Snacks in Schools guidelines.
   b) https://www.fns.usda.gov/tn/guide-smart-snacks-school
   c) Nutrition labels for each product must be included in the proposal.

7) Award Criteria
   a) Proposals will be evaluated according to the following general criteria. However, SPS reserves the right to use other granular information, data, and references provided in the proposer's response and/or plant visits and other evaluation factors deemed to be in SPS's best interest to evaluate and award this proposal.

| Evaluation factors | Points |
|---|---|
| Pricing and responsiveness: fixed case pricing, fixed fee per case pricing, other pricing criteria, duration of firm pricing; escalation calculation methods | 51 |
| Supplier's qualifications: size, capacity, service capabilities, plant/facility, personnel, insurance, other related factors | 15 |
| Supplier's references & past performance | 17 |
| Supplier's safety, health and sanitation programs, practices, awards, performance, and evaluation site visits | 17 |
| Total | 100 |

b) Vendors who do not provide merchandising freezers will not be considered.

c) The District reserves the right to use any or all of the following factors in determining whether a vendor is considered to be qualified and responsible.
   1) The ability, capacity and skill of the vendor to perform the agreement or provide the service requested.
   2) Whether the vendor can perform the agreement or provide the service promptly or within the time specified, without delay or interference;
   3) The character, integrity, reputation, judgment, experience and efficiency of the vendor;
   4) The quality of performance of previous agreements or services;
   5) The previous and existing compliance by the vendor with laws and ordinances relating to the agreement or service;
   6) The sufficiency of the financial resources and ability of the vendor to perform the agreement or provide the service;
   7) Cost/delivered price
   8) The quality, availability and adaptability of the equipment and parts.
   9) Discounts and incentives (e.g., quick payment, volume)
   10) Value-added services (e.g. reporting, inventory management)

d) Award of an agreement is not a guarantee that all items in the quantities specified on the proposal will be ordered. Orders will be placed and confirmed throughout the school year by means of a purchase order and vendor order.

e) Upon notification of a price increase by an awarded vendor, SPS reserves the right to reject the price increase, evaluate the next lowest responsive vendor or issue a new RFP.

f) Projected award date will be on or after May 14, 2025. Purchase orders issued against awarded agreements may be issued on or after July 1, 2025.

8) Requirements and Pricing
   a) Amounts needed for each item are estimates only and are not guaranteed. Estimated usage is in Attachment A.

   b) The cost established with the initial proposal must be firm until August 31, 2025. Preference will be given to vendors who propose firm prices for the duration of the agreement.

   c) There shall be no storage charges for any items stocked by the Vendor. Substitutions made for "out of stock" items are acceptable only with District approval and priced at or below the proposed price of the original items.

d) No items requested shall include any state or federal excise tax. The tax exemption certificate will be furnished upon request.

e) As the agreement commences, pricing may be requested for new items.

f) The Vendor shall pass on to the District all promotional allowances, discounts, and manufacturer's rebates in the form of lower prices. The Vendor shall also keep the District informed of any rebates that could be redeemed by the District and provide tracking information on usage so that the District may take full advantage of all available rebates and free goods offers.

9) Term of Agreement
   a) The initial term shall be from July 1, 2025 to June 30, 2026.

   b) This agreement may be extended annually for an additional four (4) years upon mutual ratification by the parties.

10) Proposal Instructions
   a) It is not necessary to provide pricing on all the items shown to be considered for a purchasing agreement. Providing pricing on only specific items will NOT exclude you from the process.

   b) When evaluating proposals, data will not be manipulated. **Ensure bid units are correct**.

   c) All proposals and required forms are due at the Nutrition Services office, 5005 N. Perkins Road, Stillwater, OK 74075 by 9:00 am May 1, 2025. Submit all materials in a sealed envelope marked "Frozen Treats Proposal", or email to nutrition@stillwaterschools with the subject line, "Frozen Treats Proposal".

   d) The proposal must include
      1) Attachment A: price quotes
      2) Attachment B: Business Felony Conviction Statement
      3) Attachment C: Certification Statement
      4) Nutrition label for any products proposed.

Attachment A

| | Estimated Annual Individual Units | Proposed Price | Estimated Annual Price |
|---|---|---|---|
| Fat Free Yogurt Flavored Cup 66g | 2543 | $14.82/0.82 Case/Unit | $2104.44 |
| Chocolate Sundae Cup 52g | 1380 | $26.75/0.56 Case/Unit | $775.75 |
| Strawberry Dessert Cup 52g | 900 | $26.75/0.56 Case/Unit | $508.25 |
| Vanilla Dessert Cup 52g | 660 | $26.75/0.56 Case/Unit | $374.50 |
| Vanilla Sandwich 65g | 2850 | $18.99/0.79 Case/Unit | $2259.81 |
| Cookies and Cream Sandwich 65g | 3510 | $18.99/0.79 Case/Unit | $2791.53 |
| Chocolate Ice Cream Bar 68g | 4950 | $22.80/0.63 Case/Unit | $3146.40 |
| Strawberry Ice Cream Bar 68g | 3960 | $22.80/0.63 Case/Unit | $2508.00 |
| Fudge Bar 68g | 1935 | $17.33/0.48 Case/Unit | $935.82 |
| Flavored Cone 73g | 2580 | $19.98/0.83 Case/Unit | $2157.84 |
| Cookies and Cream Cone 62g | 3840 | $19.98/0.83 Case/Unit | $3196.80 |

| **Attachment A** | Quantity Per Case | Estimated Units to Cases | Cases Rounded | Estimated Annual Individual Units | Case price | Unit price | Proposed Price | Estimated Annual Price |
|---|---|---|---|---|---|---|---|---|
| Fat Free Yogurt Flavored Cup 66g | 18 | 141.2777778 | 142 | 2543 | 14.82 | 0.82 | 14.82/0.82 | 2104.44 |
| Chocolate Sundae Cup 52g | 48 | 28.75 | 29 | 1380 | 26.75 | 0.56 | 26.75/0.56 | 775.75 |
| Strawberry Dessert Cup 52g | 48 | 18.75 | 19 | 900 | 26.75 | 0.56 | 26.75/0.56 | 508.25 |
| Vanilla Dessert Cup 52g | 48 | 13.75 | 14 | 660 | 26.75 | 0.56 | 26.75/0.56 | 374.5 |
| Vanilla Sandwich 65g | 24 | 118.75 | 119 | 2850 | 18.99 | 0.79 | 18.99/0.79 | 2259.81 |
| Cookies and Cream Sandwich 65g | 24 | 146.25 | 147 | 3510 | 18.99 | 0.79 | 18.99/0.79 | 2791.53 |
| Chocolate Ice Cream Bar 68g | 36 | 137.5 | 138 | 4950 | 22.8 | 0.63 | 22.80/0.63 | 3146.4 |
| Strawberry Ice Cream Bar 68g | 36 | 110 | 110 | 3960 | 22.8 | 0.63 | 22.80/0.63 | 2508 |
| Fudge Bar 68g | 36 | 53.75 | 54 | 1935 | 17.33 | 0.48 | 17.33/0.48 | 935.82 |
| Flavored Cone 73g | 24 | 107.5 | 108 | 2580 | 19.98 | 0.83 | 19.98/0.83 | 2157.84 |
| Cookies and Cream Cone 62g | 24 | 160 | 160 | 3840 | 19.98 | 0.83 | 19.98/0.83 | 3196.8 |

Attachment B

**Business Felony Conviction Statement**

**Stillwater Public Schools**

Klement Distribution, Inc. has entered into a contract dated 4/11/2025 with
(Company/Name)

STILLWATER PUBLIC SCHOOLS. The undersigned is a principal of the company and/or is authorized to execute and deliver this statement for and on behalf of the company. No employee of the company who has worked on or is working on school premises during normal school hours has been convicted in this state, the United States, or another state of: (i) any sex offense subject to the Sex Offenders Registration Act in this state or similar of another state or the Federal Sex Offender Registration provisions; or (ii) any unpardoned felony sex offense within the last ten (10) years; except that the foregoing does not apply to volunteers, persons performing community service hours under court order, or persons performing community service under a supervised work release program, except that persons performing community service hours or services under work release have not been allowed to work on school premises at any time after having been convicted of any sex offense subject to the Sex Offenders Registration Act of this state, similar law of any other state, or Federal Sex Offender Registration provisions.

The undersigned is personally familiar with the facts stated above and makes the statement of the undersigned's personal knowledge.

Signature of Company Representative

4/11/2025
Dated

AJ Abrantes
Printed Name of Company Representative

Attachment C:

**Certification Statement**

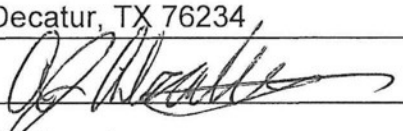
I as the below named representative do hereby certify that I have read and thoroughly understand the bid requirements and specifications and that this bid proposal meets such criteria. I further certify that all deliveries will be made as requested and that all unit prices have been checked for accuracy and correctness. As such these prices will be honored without any change or escalation for the duration of the bid except that price adjustment may be allowed as so stated in the specifications.

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporations, firm, partnership, or individual has not prepared this bid under collusion with any other bidder, and that the contents of this bid as to prices, terms, conditions, of said bid have not been communicated by the undersigned nor by any employee of agent to any other person engaged in this type of business prior to the official opening of this bid.

Company Name: Klement Distribution, Inc.

Address: 3271 Hwy 287 S

City, State, Zip: Decatur, TX 76234

Representative Signature: 

Representative Name: AJ Abrantes

Date: 4/11/2025

Accounts Payable/Accounts Receivable Mailing and Contact Information:

Contact Person: Juanita Keel

Billing Address: PO Box 505, Decatur, TX 76234

Phone Number: 940-627-1773

E-mail: juanita.keel@klementdistribution.com




*Prices Effective July 1, 2025* *SY 2025-2026*

| Brand | Item Number | Product | Quantity Per Case | Ounces | Wholesale Price | Unit Price |
|---|---|---|---|---|---|---|
| **Stick Bars** | | | | | | |
| Hershey's | 24682-31000 | Polar Blast Fruit Punch Bar | 36 | 2.25 oz. | $17.33 | $0.48 |
| Hershey's | 24682-31152 | Fudge-O Bar | 36 | 2 oz. | $17.33 | $0.48 |
| Hershey's | 24682-31150 | Chocolate Scooter Bar | 36 | 2.75 oz. | $22.80 | $0.63 |
| Hershey's | 24682-31151 | Strawberry Scooter Bar | 36 | 2.75 oz. | $22.80 | $0.63 |
| Rich's | 0-75455-86010-3 | Orange Cream Pop Bar | 24 | 2.5 oz. | $12.20 | $0.51 |
| Rich's | 0-75455-86265-7 | Savagely Sour Blue Raspberry Bar | 24 | 2.5 oz. | $12.20 | $0.51 |
| Rich's | 0-75455-86266-4 | Savagely Sour Cherry Bar | 24 | 2.5 oz. | $12.20 | $0.51 |
| Rich's | 0-75455-86270-1 | Cool Watermelon Bar | 24 | 2.5 oz. | $12.20 | $0.51 |
| **Fruit Bars** | | | | | | |
| Hershey's | 24682-31234 | Tropi-Kool Fruit Bar - Strawberry | 24 | 4 oz. | $40.19 | $1.67 |
| Hershey's | 24682-31232 | Tropi-Kool Fruit Bars - Mango | 24 | 4 oz. | $40.19 | $1.67 |
| **Ice Cream Sandwiches** | | | | | | |
| Hershey's | 24682-31319 | Reduced Fat Vanilla Ice Cream Sandwich | 24 | 4 oz. | $18.99 | $0.79 |
| Hershey's | 24682-31355 | Reduced Fat Cookies & Cream Ice Cream Sandwich | 24 | 4 oz. | $18.99 | $0.79 |
| Hershey's | 24682-31357 | Low Fat Panda Party Sandwich | 24 | 4 oz. | $18.99 | $0.79 |
| Hershey's | 24682-31352 | Mighty Mini Ice Cream Sandwich | 48 | 2.5 oz. | $23.72 | $0.49 |
| Rich's | 0-75455-44030-5 | LF Vanilla Sandwich | 24 | 4 oz. | $14.88 | $0.62 |
| Rich's | 0-75455-44100-5 | LF Cookie and Cream Sandwich | 24 | 4 oz. | $14.88 | $0.62 |
| **Ice Cream Cones** | | | | | | |
| Hershey's | 24682-31303 | Crazy Cone | 24 | 4 oz. | $19.98 | $0.83 |
| Hershey's | 24682-31306 | Low Fat Cookies & Cream Cone | 24 | 4 oz. | $19.98 | $0.83 |
| Hershey's | 24682-31307 | Vanilla Chocolate Twist Cone | 24 | 4 oz. | $19.98 | $0.83 |
| Rich's | 0-75455-42200-4 | LF Crumbled Cookie Cone | 24 | 4 oz. | $16.67 | $0.69 |
| Rich's | 0-75455-42400-8 | LF Birthday Cake Cone | 24 | 4 oz. | $16.67 | $0.69 |
| **Push-Up Pop** | | | | | | |
| Hershey's | 24682-40001 | Sillytubes Wild Monster Melon - 1/4 Cup Fruit Serving | 24 | 2.75 oz. | $24.00 | $1.00 |
| Rich's | 0-75455-42570-8 | Polar Pole - Cherry | 24 | 2.75 oz. | $16.56 | $0.69 |
| **Juice Rush Cups - 100% Fruit Juice - 1/2 Cup Fruit Serving on the Tray** | | | | | | |
| Hershey's | 24682-31700 | Juice Rush Cherry Blue Raspberry | 80 | 4.4 oz. | $50.67 | $0.63 |
| Hershey's | 24682-31702 | Juice Rush Strawberry Mango | 80 | 4.4 oz. | $50.67 | $0.63 |
| **Twister Cups** | | | | | | |
| Hershey's | 24682-50245 | No Fat Twister Cups Cotton Candy Yogurt | 18 | 3.75 oz. | $14.82 | $0.82 |
| Rich's | 0-75455-40140-5 | Sour Cyclone | 24 | 3.75 oz. | $16.49 | $0.69 |
| **3 oz. Plastic Dessert Cups** | | | | | | |
| Hershey's | 24682-31662 | Low Fat Chocolate Sundae Plastic Dessert Cup | 48 | 3 oz. | $26.75 | $0.56 |
| Hershey's | 24682-31663 | Low Fat Strawberry Sundae Plastic Dessert Cup | 48 | 3 oz. | $26.75 | $0.56 |
| Hershey's | 24682-31669 | Low Fat Vanilla Plastic Dessert Cup | 48 | 3 oz. | $26.75 | $0.56 |
| **4 oz. Foam Dessert Cups** | | | | | | |
| Hershey's | 24682-31480 | Lemon Sherbet Cup | 24 | 4 oz. | $12.17 | $0.51 |
| Hershey's | 24682-31490 | Orange Sherbet Cup | 24 | 4 oz. | $12.17 | $0.51 |
| Hershey's | 24682-31500 | Raspberry Sherbet Cup | 24 | 4 oz. | $12.17 | $0.51 |
| Hershey's | 24682-31570 | No Fat Vanilla Yogurt Dessert Cup | 24 | 4 oz. | $13.68 | $0.57 |
| ALL WELLNESS PRODUCTS HAVE BEEN APPROVED BY THE USDA AS SMART SNACK ITEMS | | | | | | |

**Klement Distrib Klement Distribution**
**3271 US HWY 2: 3271 US HWY 287 S Decatur, TX 76234**
**Phone: 940-627 Phone: 940-627-1773 · Fax: 940-627-0227**

**CONFIDENTIAL**

# PREMIUM KLEMENT DISTRIBUTION INC.

## STANDARD K-12

HERSHEY'S Ice Cream

*Prices Effective July 1, 2025* *SY 2025-2026*

| Item Number | Product | Quantity Per Case | Wholesale Price | Unit Price |
|---|---|---|---|---|
| **Bulk Ice Cream Products** | | | | |
| | Premium Bulk Flavors - 3 Gallon Cans | 1 | $44.05 | $44.05 |
| | Yogurt Bulk | 1 | $44.05 | $44.05 |
| | Sherbet / Sorbet Bulk | 1 | $44.05 | $44.05 |
| | Premium Gold Bulk Flavors - 3 Gallon Cans | 1 | $49.95 | $49.95 |
| | Reduced Fat / No Sugar Added Bulk | 1 | $49.95 | $49.95 |
| | Oatmazing Bulk | 1 | $70.38 | $70.38 |
| **Stick Bars** | | | | |
| 24682-31208 | Strawberry Shortcake - 4 oz. | 24 | $47.19 | $1.97 |
| 24682-31211 | Banana Pudding - 4 oz. | 24 | $47.19 | $1.97 |
| 24682-31207 | Chocolate Éclair - 4 oz. | 24 | $47.19 | $1.97 |
| **Fruit Bars** | | | | |
| 24682-31234 | Strawberry Tropi-Kool Fruit Bar - 4 oz. | 24 | $40.19 | $1.67 |
| 24682-31232 | Mango Tropi-Kool Fruit Bar - 4 oz. | 24 | $40.19 | $1.67 |
| 24682-31231 | Coconut Tropi-Kool Fruit Bar - 4 oz. | 24 | $40.19 | $1.67 |
| **Sandwiches** | | | | |
| 24682-31341 | Giant Vanilla Sandwich - 6 oz. | 24 | $45.00 | $1.88 |
| 24682-31329 | Giant Andes Mint Sandwich - 6 oz. | 24 | $45.00 | $1.88 |
| 24682-31280 | Polar Bear Round Sandwich - Chocolate Chip - 4.5 oz. | 24 | $63.42 | $2.64 |
| 24682-31285 | Polar Bear Round Sandwich - Cookies & Cream - 4.5 oz. | 24 | $63.42 | $2.64 |
| **6 oz. Cups** | | | | |
| 24682-31261 | Vanilla Cup - 6 oz. | 12 | $28.80 | $2.40 |
| 24682-31262 | Chocolate Cup - 6 oz. | 12 | $28.80 | $2.40 |
| 24682-31267 | Cookies and Cream Cup - 6 oz. | 12 | $28.80 | $2.40 |
| 24682-31268 | Cotton Candy Cup - 6 oz. | 12 | $28.80 | $2.40 |
| 24682-31269 | Midnight Caramel River - 6 oz. | 12 | $28.80 | $2.40 |
| 24682-31333 | Chocolate Sundae Cup - 6 oz. | 12 | $28.80 | $2.40 |
| 24682-31334 | Strawberry Sundae Cup - 6 oz. | 12 | $28.80 | $2.40 |
| 24682-31336 | Dulce De Leche Cup - 6 oz. | 12 | $28.80 | $2.40 |
| **Cones** | | | | |
| 24682-31305 | Moose Tracks Cone - 6 oz. | 12 | $31.56 | $2.63 |
| 24682-31312 | Incredible Cone - 6 oz. | 12 | $31.56 | $2.63 |
| 24682-31302 | P. Nutty Cone - 4 oz. | 24 | $31.56 | $1.32 |
| **Pints** | | | | |
| | Premium HIC Pints | 6 | $19.80 | $3.30 |
| **M&M Mars** | | | | |
| 47677-48248 | SNICKER'S Ice Cream Bar Impulse 2.8 oz. - 2/24ct | 48 | $95.31 | $1.99 |
| 47677-47420 | TWIX Ice Cream Bar Impulse 3 oz. - 2/24ct | 48 | $95.31 | $1.99 |
| **Cakes** | | | | |
| 24682-06015 | 13x9 Large Sheet Cake | 3 | $112.87 | $37.62 |
| PRODUCTS OF HERSHEY CREAMERY CO. – NOT AFFILIATED WITH HERSHEY'S CHOCOLATE | | | | |

**Klement Distribution**
**3271 US HWY 287 S Decatur, TX 76234**
**Phone: 940-627-1773 · Fax: 940-627-0227**

**CONFIDENTIAL**

OKLAHOMA

# Purchase Order

Dispatch via Print

| Purchase Order | Date | Revision | Page |
|---|---|---|---|
| 0409019796 | 02/25/2025 | | 1 |
| **Payment Terms** | **Freight Terms** | | **Ship Via** |
| 0 Days | Free on board at Destination | | Common |
| **Buyer** | **Phone/Email** | | **Currency** |
| Ashley Bender | 405/522-1148 | | USD |

## Department of Agriculture
OK DEPT OF AGRICULTURE FOOD & FORESTRY
ADMINISTRATIVE SERVICES
2800 N LINCOLN BLVD
OKLAHOMA CITY OK 731054298

**Supplier:** 0000077090
STILLWATER PUBLIC SCHOOLS
314 S LEWIS ST
STILLWATER OK 74074-3500

**Ship To:** OK DEPT OF AGRICULTURE, FOOD & FORESTRY
MARKET DEVELOPMENT SERVICES
PO BOX 528804
OKLAHOMA CITY OK 73152 8804

**Bill To:** OK DEPT OF AGRICULTURE, FOOD & FORESTRY
MARKET DEVELOPMENT SERVICES
PO BOX 528804
OKLAHOMA CITY OK 73152-8804

**Tax Exempt?** Y **Tax Exempt ID:** 736017987

| Line-Sch | Cat CD / Item Id | Description | Quantity | UOM | PO Price | Extended Amt | Due Date |
|---|---|---|---|---|---|---|---|
| 1- 1 | 84101501 / 1000013712 | GRANT Federal Funding to Subdivisions, Federal Grants that pass through State Agency to State and Local Governments and Non-profit Organizations | 1.0000 | EA | 25,000.0000 | 25,000.00 | 02/25/2025 |

Funding for installation of approved Oklahoma Local Food for School Program Grant in accordance with attached contract.

**Total PO Amount** 25,000.00

COMMENTS:
This contract is for an indefinite quantity and the State may, or may not, buy the quantity mentioned in this contract

This contract shall be considered to be in force until the expiration date or until 30 days after notice has been given by either party of its desire to terminate the contract.

During the effective term of the Agreement, should funding be increased, reduced or limited, the Department may increase, reduce or limit the monies available pursuant to this Agreement via issuance of a change order.

Contract period date of award through June 30, 2026.

Immediate cancellation shall be administered when violations are found to be an impediment to the function of the agency and detrimental to its cause, or when conditions preclude the 30 day notice.

Vendor Contact: Krista Neal 405-533-6445

Agency Contact: Brady Womack 405-522-3752
Agency Reference: 5423, 19501, 45, 3100001, FY25, E0001

**Authorized Signature**

Daniel C. Ridings, Director of Administrative Services

Digitally signed by Daniel C. Ridings, Director of Administrative Services
Date: 2025.03.06 17:02:22 -06'00'

**AGREEMENT**

**BY AND BETWEEN**

**THE OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY**

**AND**

**STILLWATER PUBLIC SCHOOL**

This Agreement by and between the Oklahoma Department of Agriculture, Food, and Forestry (Department), P.O. Box 528804, Oklahoma City, Oklahoma 73152-8804 and Stillwater Public School, 5005 N. Perkins, Stillwater, OK 74075, is accepted by both the Department and Stillwater Public School for the purpose of fulfilling the objectives and provisions of the Oklahoma Local Food for Schools Program (OKLFS) and pursuant to the OKLFS rules.

## NAME OF PROJECT

Oklahoma Local Food for Schools Program (OKLFS)

## PURPOSE

The Oklahoma Local Food for Schools Program is state funded. Stillwater Public School will utilize the grant money to purchase unprocessed or minimally processed food in accordance with the OKLFS Grant application submitted to and held on file by the Department.

## AGREEMENT TERMS

This Agreement shall not exceed Twenty-Five Thousand Dollars ($25,000.00) in state funds. Total funds available for this Agreement shall be disbursed in increments based upon compliance with the OKLFS program, and payable on a cost reimbursable basis pursuant to paid invoice/receipts submitted to ODAFF by Stillwater Public School. No expenditures shall be made pursuant to the Agreement until after receiving a copy of the purchase order. All invoices for monies pursuant to this Agreement shall contain only expenditures that occurred during the term of the Agreement. All reports, invoices, and correspondence regarding this Agreement shall include the purchase order number for the benefit of all parties.

## DURATION

This Agreement shall be valid and in effect only after it is signed, dated, and a purchase order issued (Effective Date) and shall conclude on June 30, 2026. This Agreement shall remain in effect until the expiration date, or until thirty (30) days after written notice has been given by either party of their intent and desire to terminate the Agreement.

## TERMINATION AND AMENDMENTS

This Agreement may be modified by mutually acceptable written amendments, and an addendum shall be duly executed by authorized officials of the Department and Stillwater Public School. Either party may request termination of this Agreement upon thirty (30) days written notice to the other party. Early termination of this Agreement shall require an amendment to this Agreement and may require reimbursement up to the Agreement amount. During the effective term of the Agreement should funding be increased, reduced or limited, the Department may increase, reduce or limit the monies available pursuant to this Agreement via issuance of a change order.

## STILLWATER PUBLIC SCHOOL AGREES

1. To purchase food that is unprocessed or minimally processed in Oklahoma and is grown or raised within the State of Oklahoma.

2. To purchase unprocessed or minimally processed food from the approved vendor list at www.ag.ok.gov and submit three (3) bids for unprocessed or minimally processed food from the approved vendor list.

3. To submit invoices and proof of expenditure documentation not to exceed Twenty-Five Thousand Dollars ($25,000.00) upon issuance of the purchase order by June 30, 2026. After June 30, 2026, funds will be released from the existing purchase order.

4. To provide the Department any information needed or requested to demonstrate the effectiveness of the program.

5. That a failure to comply with all of the terms and provisions of this Agreement shall result in a suspension of eligibility for all other Department loan or grant programs and participation in any Department promotional program until such time that all terms and provisions of this Agreement are completed.

6. To retain all necessary records, books, and any other reasonably necessary documentation relating to the nature, time, and scope of the Agreement, regardless of form, for a period of seven (7) years following completion or termination of the Agreement. If an audit, litigation, or other action involving the records is commenced before the end of the seven (7) year retention period, the records shall be maintained for two (2) years from the date that all issues arising out of the action are resolved.

7. To allow the State Auditor or any other auditor specified by the Department to conduct an examination of any and all pertinent records, including books, documents, papers, records, accounting procedures and practices, claims, and other data regardless of type whether in written form, computer data, or any other form filed or produced relating to Stillwater Public School's performance under this Agreement or any of its subcontractors engaged in the performance of or involving any transactions related to this Agreement.

8. And certifies that the school and all proposed subcontractors, whether known or unknown at the time this Agreement is executed or awarded, are in compliance with 25 O.S. § 1313 and participate

in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the Free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

## DEPARTMENT AGREES

1. To reimburse Stillwater Public School upon receipt of properly submitted paid invoices or receipts, an amount not to exceed Twenty-Five Thousand Dollars ($25,000.00) of OKLFS funds to support the designated Project.

2. To provide payment to Stillwater Public School within forty-five (45) days upon receiving a proper invoice.

3. To assign a purchase order to initiate the Project work to Stillwater Public School.

## COMPLIANCE

This Agreement is made expressly subject to, and the parties expressly agree to comply with and abide by, all of the laws of the United States and of the State of Oklahoma and any political subdivision where any portion of the Agreement is to be performed, including all rules and regulations now existing or that may be promulgated in accordance with all laws applicable in any way to the performance of this Agreement including, but not limited to, the Occupational Safety and Health Act and the Fair Labor Standards Act. The parties shall comply with all local, state, and federal laws regulating employment practices, including those prohibiting discrimination based on sex, race, religion, creed, color, ethnic background, age, and disabilities. Acceptance of this Agreement constitutes awareness of and compliance with the requirements of the aforementioned laws and the Americans with Disabilities Act.

## SEVERABILITY

If any provision of this Agreement is found illegal, invalid, or unenforceable under present or future laws effective during the term of this Agreement or any renewal or extension of this Agreement, then it is the intention of the undersigned parties that the remainder of this Agreement shall not be affected. Additionally, for each provision of this Agreement found illegal, invalid, or unenforceable the parties shall add as an amendment to this Agreement a valid and enforceable provision as similar as possible to the terms contained in the unenforceable provision.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the last date written below.

| | |
|---|---|
| For: **STILLWATER PUBLIC SCHOOL** | For: **OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY** |
| By: Krista Neal, MS, RD, LD, SNS | By: Daniel C. Ridings, Director of Administrative Services<br>Digitally signed by Daniel C. Ridings, Director of Administrative Services<br>Date: 2025.03.06 17:03:05 -06'00' |
| (Signature) | (Signature) |
| Krista Neal, Nutrition Services Director | |
| (Printed Name and Title) | (Printed Name and Title) |
| Date: 02/21/2025 | Date: |

# OKLAHOMA STATE DEPARTMENT OF EDUCATION

## CHILD NUTRITION PROGRAMS (CNP)

## PERMANENT AGREEMENT
## 7 CFR 225.6(i)

## SUMMER FOOD SERVICE PROGRAM (SFSP)

In order to effect the purpose of Section 13 of the National School Lunch Act (42 U.S.C. 1761), as amended, and the regulations governing the Summer Food Service Program for Children issued under 7 CFR Part 225, referred to as the *Program*, the State Department of Education, hereinafter referred to as the *State Agency*, and the sponsor whose name and address appear at the end of this Agreement, covenant and agree as follows:

**THE STATE AGENCY AGREES THAT IT SHALL:**

1. Reimburse the sponsor in connection with meals served under the Program to children at site(s) for which Site Information Sheet(s) have been submitted and approved by the State Agency.

    a. During the period covered by this Agreement, the amount of reimbursement for meals served shall not exceed an amount equal to the number of meals, by type, served to eligible children multiplied by the applicable rates of reimbursement.

2. Provide advance payments to the sponsor to assist in meeting program costs. Procedures for advance payments will be in accordance with Section 225.9(c) of the Program regulations.

**THE SPONSOR AGREES THAT IT SHALL:**

1. Operate a nonprofit food service during the period specified, as follows:

    a. From May through September for children on school vacation.

    b. At any time of the year, in the case of sponsors administering the Program under a continuous school calendar system; or

    c. During the period from October through April, if it serves an area affected by an unanticipated school closure due to a natural disaster, major building repairs, court orders relating to school safety or other issues, labor-management disputes, or, when approved by the State agency, a similar cause.

2. For school food authorities, offer meals which meet the requirements and provisions set forth in §225.16 during times designated as meal service periods by the sponsor, and offer the same meals to all children. 7 CFR 225.6(i)(2).

    For all other sponsors, serve meals which meet the requirements and provisions set forth in §225.16 during times designated as meal service periods by the sponsor, and serve the same meals to all children. 7 CFR 225.6(i)(3).

3. Serve meals without cost to all children, except that camps may charge for meals served to children who are not served meals under the Program.

4. Issue a free meal policy statement in accordance with Section 225.6(c) of Program regulations.

5. Meet the training requirements for its administrative and site personnel as required under Section 225.15(d)(1) of Program regulations.

6. Claim reimbursement only for the type of meals specified in this agreement and served without charge to children at approved sites during the approved meal service period, except that camps shall claim reimbursement only for the type of meals specified in the agreement and served without charge to children who meet the Program's income standards. The agreement shall specify the approved levels of meal service for the sponsor's sites if such levels are required under §225.6(d)(2). No permanent changes may be made in the serving time of any meal unless the changes are approved by the State agency.

7. Submit claims for reimbursement in accordance with procedures established by the State Agency and those stated in Section 225.9 of Program regulations.

8. In the storage, preparation, and service of food, maintain proper sanitation and health standards in conformance with all applicable state and local laws and regulations.

9. Accept and use, in quantities that may be efficiently utilized in the Program, such food that may be offered as a donation by the United States Department of Agriculture (USDA).

10. Have access to facilities necessary for storing, preparing, and serving food.

11. Maintain a financial management system as prescribed by the State Agency.

12. Maintain on file documentation of site visits and reviews in accordance with Section 225.15(d)(2) and (3).

13. Upon request, make all accounts and records pertaining to the Program available to State, Federal, or other authorized officials for audit or administrative review, at a reasonable time and location. These records shall be retained for a period of three years after the end of the fiscal year to which they pertain, unless audit or investigative findings have not been resolved, in which case the records shall be retained until all issues raised by the audit or investigation have been resolved.

14. Maintain children on-site while meals are consumed.

15. Retain final financial and administrative responsibility of its Program.

16. Provide audits as outlined in Section 225.10 of Program regulations and in accordance with 2 CFR 200.501. Any sponsor who expends more than $1,000,000 in total federal funds in the prior fiscal year will be asked to submit a Program-specific audit. If a sponsor fails to submit an organization-wide audit to the State Agency, their claim for reimbursement will not be processed.

**THE STATE AGENCY AND SPONSOR MUTUALLY AGREE THAT:**

1. Summer Food Service Program sites may be deleted or added to this application as the need arises **PROVIDED,** however, that no site may be added until the State Agency issues written notice of approval.

2. No member or delegate to Congress or Resident Commissioner shall be admitted to any share or part of this Agreement or to any benefit that may arise therefrom; but this provision shall not be construed to extend this Agreement if made with a corporation for its benefit.

3. The terms used in this Agreement have the same meaning as set forth in Section 225.2 of Program regulations.

4. The Healthy, Hunger-Free Kids Act of 2010 requires that the agreement between the State agency and SFSP sponsor be permanent. This means that once the State agency and SFSP sponsor enter into an agreement, it does not need to be renewed. SFSP sponsors now operating under a permanent agreement must submit an annual budget for administrative costs that must be approved by the State agency.

   It is important to understand that describing the agreement as "permanent" means only that the agreement has no predetermined expiration date. Under certain circumstances, these agreements may be amended or cancelled, and this feature of the agreement does not create contractual obligations beyond those described in the SFSP regulations.

## RECORD-KEEPING REQUIREMENTS

The sponsor must keep full and accurate records respecting its food service to serve as a basis for the claim for reimbursement and for audit and review purposes. Records must include the following:

1. Records that document eligibility for the Summer Food Service Program
2. Records that support the number of meals served to children
3. Records that support food service costs
4. Records that support administrative costs
5. Records to support funds accruing to the Program
6. Other records include: agreement with schools to furnish meals; contract with a food service management company; bid procedures used; records and inventories of USDA donated foods; monitor's reports of site visits and reviews; records of training conducted; menu records; receipts, invoices, and bills for all rented or purchased items and services; bank statements and deposit slips; accounting ledgers; and sanitation and health reports.

Additionally, records that document eligibility for the SFSP such as the application to participate in the SFSP and the signed agreement with the State agency must be maintained.

**NONDISCRIMINATION**
(FNS-113)

The Program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), Department of Justice (28 CFR Parts 42 and 50), and Food and Nutrition Service (FNS) directives or regulations issued pursuant to that Act and the regulations to the effect that no person in the United States shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the Program applicant received federal financial assistance from the United State Department of Agriculture; and hereby gives assurance that it will immediately take any measures necessary to fulfill this Agreement.

This assurance is given in consideration of and for the purpose of obtaining any and all federal financial assistance, grants, and loans of federal funds, reimbursable expenditures, grants, or donations of federal property and interest in property, the detail of federal personnel, the sale and lease of, and the permission to use, federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with federal financial assistance extended to the Program applicant by USDA. This includes any federal agreement, arrangement, or other contract that has one of its purposes the provision of cash assistance for the purpose of food and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of Program operation to review such records, books, and accounts as needed to ascertain compliance with nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture Food and Nutrition Service shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from the USDA.

I certify that the site(s) has been visited and the information is true and correct to the best of my knowledge. I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes. The person or persons whose signature appear below are authorized to sign this assurance on the behalf of the Program applicant.

*The authorized representative, whose signature appears on the Certificate of Authority/Authorized User Form, certifies that all completed information is true and correct to the best of his or her knowledge. This person signs or electronically submits and accepts final responsibility for the monthly claim for reimbursement and receives all correspondence from the State Agency.*

Posted: March 5, 2025
Proposals due: April 10, 2025

Stillwater School Nutrition Services Prime Vendor RFP for School Year 2025-2026

**Public Notice**

Stillwater Public Schools Nutrition Services issues this Request for Proposals (RFP) to procure a contract solution for a **PRIME VENDOR (for Nutrition Services Food and Related Supplies).** Details of the RFP are available beginning March 5, 2025, continuing until April 10, 2025.

Proposals must be submitted in a sealed packet, clearly marked as Prime Vendor and dated with the Response closing date. **Proposals must include two separate sealed envelopes; one for the Technical Proposal and the other for the Pricing Proposal.** Each sealed envelope must be clearly marked indicating "Technical Proposal" or "Pricing Proposal". Proposals must be received by the Stillwater Public Schools (SPS) Nutrition Services office 5005 N Perkins, Stillwater, OK 74075 by April 10, 2025, at 10:00 a.m. Central Time. Any responses received after 10:00 pm (Central Time) on April 10, 2025, will not be considered.

Non-Kickback Affidavit must be submitted.

The vendor must comply with the Contract Work Hours and Safety Standards Act (CWHSSA), which is a United States federal law that covers hours and safety standards. The Act provides that employees receive no less than one and one-half times their basic rate of pay for all hours worked over 40 in a workweek.

This procurement utilizes the Request for Proposal method and, as such, award does not have to be made to the company submitting the lowest priced proposal. The award will be given to the company submitting the best responsive proposal satisfying the requirements of Stillwater Public Schools.

Questions must be in writing and directed to Krista Neal, Nutrition Services Director, by email at kneal@stillwaterschools.com.

The Stillwater Public Schools Board of Education is under no obligation to accept any offer and reserves the right to reject any or all offers. This RFP is submitted as a legal offer and when awarded by the Board of Education constitutes a firm contract. The Board of Education reserves the right to terminate the contract at any time if the offeror fails, neglects or refuses to comply with the terms of the contract. Responding offerors will be notified of the awardee upon final approval by the Stillwater Board of Education.

Buy American Provision: Section 104(d) amended Section 12(n) of the National School Lunch Act (NSLA) (42 U.S.1760) to require School Food Authorities participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the United States to purchase for those programs, to the maximum extent practicable, domestic United States Department of Agriculture (USDA) Foods or products. For purposes of this provision, the term domestic food commodity or product means agricultural USDA Foods produced in the United States, including Guam, American Samoa, the Virgin Islands, Puerto Rico, and the Northern Mariana Islands, and food products processed in the United States SUBSTANTIALLY using agricultural USDA Foods that are produced in the United States. The Conference Report accompanying Public Law 105-336 clarifies that the term SUBSTANTIALLY means that over 51 percent of processed food comes from American-produced products. (SD-24-2016)

Premier and US Foods observe the Buy American provision to the maximum extent practicable, requiring that the food delivered is of domestic origin and/or the product is substantially produced in the United States. Here, substantially means 51% or more of the processed food is from U.S. produced products.

If compliance cannot be certified, we will explain why with the Buy American provision. Non-compliance may include but not limited to when a product is not produced or manufactured in the U.S. in enough and/or reasonable quantities

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of a satisfactory quality – or when competitive quotes, bids and proposals reveal the cost of a U.S. product is significantly higher than the foreign product.
Notwithstanding US Foods' efforts to abide with the Buy American provision, it remains your responsibility to monitor certification and compliance. You are responsible for including, when applicable, a "Buy American Clause" in product specifications, bid solicitations, requests for proposals (RFPs), purchase orders and other procurement documents.

The United States Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or any program or activity conducted or funded by USDA. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <http://www.ascr.usda.gov/complaint_filing_cust.html>, or any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to USDA by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250- 9410, by fax at 202-690-7442, or email at <program.intake@usda.gov>.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish).
USDA is an equal opportunity provider and employer.
US Foods with OMNIA Partners and Premier has read and understood **Public Notice**.

## TERMS & CONDITIONS

1. Sealed proposals are due at the Stillwater School Nutrition Services Office 5005 N Perkins, Stillwater, Oklahoma. Offers received after the closing time stated in the proposal will not be considered.
2. Proposals must be sealed and clearly marked with the name of the vendor, and closing date of RFP.
3. The award will be made, on the basis of price and other factors, to the responsive and responsible firm whose response is most advantageous to SPS, after price and other factors have been considered.
4. Penciled offers will not be accepted. All corrections must be initialed.
5. Anti-Collusion Affidavit and Non-Kickback Affidavits must be submitted.
6. Items shall be proposed F.O.B. to SPS and include packaging, handling, shipping, and delivery charges fully prepaid by the vendor.
7. All proposals must be submitted exclusive of Federal Excise Tax and Oklahoma State Sales Tax. If documentation of tax exemption is required, please make such notation on your proposal and such documentation will be furnished to the vendor with the purchase order.
8. The vendor shall deliver merchandise/services as proposed. No deviations shall be made without prior approval of SPS Nutrition Services.
9. No interpretation will be addressed by the SPS Nutrition Services unless it is received at least seven (7) days prior to the scheduled closing time. Any and all such interpretations and supplemental instructions will be in the form of written addenda and will be sent to all prospective vendors if the competitive nature of the RFP is affected. An extension of the closing date may be made by SPS, if the situation warrants.
10. Proposals should reference the brand name/item number listed or its equivalent. If proposals are based on equivalent ("alternate") products, indicate on the response form the manufacturer's name and item number. The vendor must submit spec sheets for any proposed "alternates" or where the brand is not specified. Proof of equivalency is the responsibility of the vendor, but final determination of acceptable equivalency belongs to SPS. Proposals that do not comply with these requirements are subject to rejection.

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11. All proposals submitted are subject to the purchasing policies and procedures established by the SPS Board of Education, these Terms and Conditions, and specifications listed herein – all of which are made a part of this RFP by reference. This RFP, any subsequent purchase order or contract, and all related payments will be governed by the laws of the State of Oklahoma.
12. This RFP is submitted as a legal offer, and any bid awarded by SPS Board of Education constitutes a firm contract.
13. This form must be completed with the corporate name of the responder and must be fully and properly executed by an authorized person and notarized with full knowledge and acceptance of all its provisions. Any contract award and subsequent payment will be made on the basis of responder's name as shown on the response. Oklahoma laws require each vendor submitting a response to the State of Oklahoma for goods or services to furnish a notarized sworn statement of non-collusion; therefore, this response is invalid if the statement of non-collusion is not signed.
14. By submitting a response, the vendor acknowledges and will honor the Terms and Conditions. Any attachments produced by the responder and submitted with this proposal will become part of this proposal. These Terms and Conditions will apply to all attachments and supersede any Terms and Conditions in any attachments.
15. PROPOSALS MAY BE REJECTED UNLESS THE ABOVE PROCEDURES ARE FOLLOWED. SPS RESERVES THE RIGHT TO REJECT ANY AND ALL OFFERS IF IT IS IN THE BEST INTEREST OF THE DISTRICT TO DO SO.
16. If this contract will involve any labor on the campus of SPS, the vendor must provide insurance coverage as prescribed by the laws of the State of Oklahoma. The vendor will hold the District harmless and will assume all responsibility for personal injury and property damage occurring with the project. The awarded vendor is to ensure a copy of an Insurance Certificate showing coverage by Worker's Compensation and/or other Liability Insurance is on file with the District, or that s(he) is exempt from carrying such insurance, BEFORE work begins.

    US Foods hereby agrees to indemnify, defend and hold harmless **Stillwater Public Schools** and each of, its directors, officers, agents, employees, representatives, successors and assigns, (collectively, "Indemnitees") from and against any and all claims, demands, actions, losses, expenses, damages, liabilities, costs (including, without limitation, interest, penalties and reasonable attorneys' fees) and judgments (collectively, "Loss") arising out of: (a) any damage or defect to any products that is caused by US Foods while such products were in the care, custody or control of USF, (b) any acts or omissions of USF and its employees and agents acting under its control or supervision, and (c) any breach of this Agreement or proposal by US Foods provided, however, that there shall be no right to indemnification hereunder for any Loss arising out of the acts or omissions of any Indemnitee.

17. If your company participates in a national purchasing cooperative, please contact SPS Nutrition Services information regarding the District's participation.
18. There shall be no storage charges for any items stocked by the Vendor. Substitutions made for "out of stock" items are acceptable only with District approval and priced at or below the proposed price of the original items.

    There shall be no storage charges for any items stocked by US Foods. Our priority is to ensure the products you receive meet your requirements. Although we are not liable for price differences between products, our system is designed to prevent the delivery of unauthorized items to your facilities. US Foods' streamlined process begins with reserving product inventory 48 hours prior to delivery, aiming to eliminate any potential shortages. Where a product is found to be out of stock at this stage or during order confirmation, an alert will promptly notify you. To ensure that your operations continue seamlessly, we offer two distinct processes for product substitutions:

    - **Exception Management:** This option allows you to select a substitute product at the time of order confirmation or when alerted about an out-of-stock product. It provides you with the flexibility to make timely decisions.

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- **Master List Management (MLM):** MLM offers a more proactive approach by enabling you to centrally manage your shopping lists. You have real-time visibility into stock statuses and the ability to exercise complete control over substitute options for all products. This means you can pre-select and prioritize up to 4 approved substitute options based on various factors such as cost, nutrition, brand, and more. The stock status for these substitutes is clearly displayed, allowing you to make well-informed choices ahead of time.

With these processes in place, we aim to provide you with a seamless ordering experience, ensuring that you receive the necessary products to maintain smooth operations at your facilities.

19. The Vendor shall keep the District informed of any rebates that could be redeemed by the District and provide tracking information on usage so that the District may take full advantage of all available rebates and free goods offers.
    The Premier Foodservice Program with US Foods offers deviations, allowances, and contracted manufacturer agreement rebates (CMARs) through its portfolio of contracted manufacturer agreements (CMAs). Rebates and price adjustments negotiated at the time of contracting include the number of adjustments, factors required to change, and price caps for the 3-year agreement. This process is managed directly by Premier. Contract utilization can be tracked through US Foods Business Analytics.

    Please see the attached exhibit: **Cost Plus Fixed-Fee-Per-Case.pdf**

20. Deliveries are to be made weekly to 5005 N Perkins, Stillwater, OK 74075.
    a. Deliveries will be made during normal operating hours of 6:30 am – 11:00 am .
    b. A loading dock is available.
    c. All products and invoices will be inspected and signed by a Nutrition Services employee at the time of delivery denoting correctness of delivery, unless otherwise noted.
       Delivery day and windows will remain the same as a current US Foods customer.

       US Foods' Proof of Delivery makes deliveries easy and efficient and saves you time by ensuring that you get invoiced for exactly what was delivered.
       - Drivers scan each item to confirm accurate delivery
       - Your invoice is instantly adjusted for missing, damaged or refused items
       - Receive an accurate invoice at the time of delivery
       - Save time tracking credit memos and reconciling invoices

       Managing your busy day is challenging enough without spending time watching over deliveries or tracking down credits and invoice adjustments. US Foods is committed to making it easy, with POD technology that brings accuracy and efficiencies to your delivery door, to save you time and money.
       - Instant, accurate invoice–Printed at time of delivery and retrievable online
       - On-the-spot adjustments–You are invoiced for exactly what is delivered
       - Faster receiving–Spend less time monitoring deliveries
       - Transparent–Accurate invoice and electronic signature capture

21. Returns and Credits:
    a. Nutrition Services reserves the right to refuse and return any product, at the time of delivery or at the next delivery date, that is determined to be unacceptable. Returned items and cause of refusal will be denoted on the signed invoice.
    b. Unacceptable product includes, but is not limited to: not meeting specification, out of date, damaged, or pilfered.

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c. Vendor will replace refused product within a time frame not disruptive of planned usage. Time frame will be mutually determined on a case by case basis by Nutrition Services and the vendor.

**Return Policy:**

Customers may need to return products for various reasons, such as damage, defects, quality issues, wrong shipments, unwanted substitutions, expired products, or changes in preferences. To provide clarity and maintain product integrity, we have established specific guidelines for different product classes.

- Refrigerated ready to eat products and ice cream: At the time of delivery.
- Frozen (if never thawed) products, dry and non-food products: Next delivery day.
- Drop Shipped Products: See carrier instructions and use the return label on the box.
- Special Orders: No returns allowed.
- Refused Product: If a product is damaged, out-of-code date, incorrect, or unwanted, it can be refused at delivery, and credit will be issued. The driver will adjust the original invoice accordingly.

If a product pickup and return is necessary, customers should request a "PickUp" when placing their regular orders.

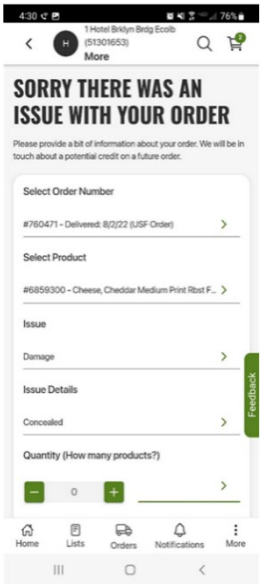
The following policy applies:

- Returned merchandise must be in resalable condition and packed in its original carton, unless authorized for quality inspection.
- Return requests because of quality problems require approval from US Foods. To submit credits, please email pictures of the yellow US Foods sticker, manufacturer code numbers on the box, and the product itself to US Foods Customer Service for approval.
- All returned items must have the original warehouse pick label affixed to them.
- Customers with large pallet drops and key drops must notify Customer Service via email within 24 hours of delivery regarding any product issues.
- All requests for returns of items must be reported within 14 days of receiving the merchandise.
- Returns are not accepted for merchandise made to order, imprinted items, or special order (non-stock) merchandise.
- Customers must adhere to the Criteria for Product to be Returned by Customers, Transportation procedures for Product

NEW to US Foods! Processing credits are now easier than ever and can be done from the convenience of your phone.

Steps to Request a Credit:

1. Gather Required Information:
    a. Order Number
    b. Product Number
2. Issue Type (e.g., damage, spoilage, wrong product, expired, or short delivery)
    a. Quantity Involved
3. Include Photos (if applicable based on the issue type).
    a. Submit the Credit Request:
    b. Automatically generates a Service Request for tracking.




Returns, Driver Check-In procedures, and procedures for Product Returned by Customers Due to a Product Recall as outlined in the US Foods Good Manufacturing Practices. Please note that a pickup memo serves as a receipt of the returned product(s) and does not represent a credit.

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22. Nutrition Services invoices are paid twice a month.
23. Either party may terminate this contract by notifying the other party in writing within thirty (30) days prior to the intended date of termination. Failure to comply in full with the terms of this contract will be considered cause for immediate cancellation.
24. Code of Conduct: No employee, officer, or agent of the District shall participate in selection or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved.
25. Energy Policy and Conservation Act: The vendor must comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
26. Clean Air/Water Act: Vendor must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act and the Federal Water Pollution Control Act as amended. Vendor certifies that none of the facilities it uses to produce goods provided under the Contract are on the Environmental Protection Authority (EPA) List of Violating Facilities. Vendor must immediately notify the District of the receipt of any communication indicating that any of the Vendor's facilities are under consideration to be listed on the EPA List of Violating Facilities.
27. Contract Work Hours/Safety Standards Act: Vendor must comply with all applicable standards, orders, and requirements issued under 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).
28. Protest Procedures: Any actual or prospective vendor who considers himself to have been aggrieved in connection with any solicitation, evaluation, or award of a contract by the District may formally protest by submitting in writing to the Business Office of the District specific identification of the statutory or regulatory provision alleged to be violated and a description of the specific action alleged to be in violation. If the protest is not resolved by mutual agreement, the District shall issue a written determination to the protesting party that includes the resolution of the protest. (SPS Policy #6350)

## EQUAL OPPORTUNITY STATEMENT

Stillwater Public Schools, in compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of The Education Amendments of 1972, Sections 503 and 504 of The Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, The Family and Medical Leave Act of 1993, The Civil Rights Act of 1991, and other Federal Laws and Regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures; this includes but is not limited to admissions, employment, financial aid, and educational services.

US Foods with OMNIA Partners and Premier has read and understood **Terms and Conditions**.

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# Scope of Work

The goal of this Request for Proposal (RFP) is to establish a contract with a Vendor for the purchase and delivery of food and non-food items by Stillwater Public Schools Nutrition Services.

The contract shall include a complete and comprehensive program for orders, deliveries, fill-rate, pricing, invoicing, promotions and rebates, electronic data transmission, and evaluation programs. Stillwater Public Schools reserve the right to utilize a secondary vendor for food items if it is determined that it is in the best interest of the district to do so.

## Orders and Deliveries:

### US Foods Online Ordering Platform

Still Water Public Schools will continue to have complete access to PremierFSDO.com (FSDO), an exclusive and user-friendly platform that enables easy management of operations and ordering of food, supplies, and services.

**Features:**

- Easy online ordering with a powerful and state-of-the-art marketplace.
  Access to market news, recipes, and services.
- Compatible with internet browsers and mobile applications with automatic upgrades at no extra cost.
- Instant email order confirmation and real-time inventory information.
  Product comparison and error prevention for seamless ordering.
- Personalized language options and intuitive search for ease of use.
  Customizable substitute suggestions for flexible purchasing.
- Access to invoices, payment history, and preparation for auto-substitution.
- Dedicated FSDO News Page for the latest releases, updates, events, resources, and Premier Foodservice Program training.

As a current customer of US Foods, delivery days and delivery windows will remain the same under the Premier Foodservice Program.

The **Proof of Delivery (POD)** from US Foods revolutionizes the delivery process with state-of-the-art technology that ensures an exact match between the items delivered to you and your invoice. POD makes deliveries easy and efficient and saves you time by ensuring that you get invoiced for exactly what was delivered.

- Drivers scan each item to confirm accurate delivery
- Your invoice is instantly adjusted for missing, damaged or refused items
- Receive an accurate invoice at the time of delivery
- Save time tracking credit memos and reconciling invoices

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US Foods' corporate goal for on-time deliveries is 87%, and our current rate for Premier members is 87.44%.

As part of the Premier Foodservice Distribution Agreement, US Foods is committed to providing a 99% fill rate, inclusive of customer-approved substitutions, over one month. If the fill rates are found to be below 99% for one month, US Foods will develop action plans to identify and resolve the issues that are causing the deficiency.

***In our Value-added section below, you will find a list of programs and services designed to save you time and money. The robust offering of rebates and Incentives are detailed in our Executive Summary and below under Questions.***

Pricing proposals will be evaluated based on the lump sum of the Market Basket (see Attachment A).

Stillwater Public Schools' expectations are that the Vendor shall maintain a high quality program for warehousing and distribution, to assure that first-in first-out principles are used, product shelf life is monitored, products are free of damage, correct products and quantities are selected and delivered at the correct price, product discrepancies and complaints are resolved and corrective action is initiated, customer satisfaction is monitored, supplier, USDA and FDA initiated food recalls are promptly reported, and salvaged products are not used. It is critical to Stillwater Public Schools that an alliance is established with a Vendor who has a record of conforming to contractual requirements and schedules, a record of reasonable and cooperative behavior, commitment to customer satisfaction and an overall business-like concern for the interests and success of the customer. Proposals may include references from current Oklahoma school customers to help evaluate overall qualifications and customer satisfaction.

**References**

**Stillwater Public Schools**

Krista Neal, Nutrition Services Director

5005 N. Perkins Road

Stillwater, OK 74075

(405) 533-6445

**Edmond Public Schools**

Kayla Steverson, Director of Child Nutrition

125 N. State Street

Edmond, OK 73003

(405) 340-2846

**Moore Public Schools**

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Tara Malbrough, CNO Director

615 South Tower Dr.

Moore, OK 73160

(405) 735-4032

US Foods takes food safety and food defense very seriously. We practice safe food handling during all phases when product is in our control. Our Food Safety and Quality Assurance Department monitors the implementation of US Foods food safety policies and procedures that comply with the U.S. Food and Drug Administration's (FDA) requirements. Our distribution center warehouse employees and drivers receive in-depth food safety and food defense training when hired and then again annually.

All US Foods Distribution Centers are Global Food Safety Initiative (GFSI) certified using the International Featured Standards (IFS) Logistics Standard. US Foods contracts with NSF International (NSF), a well-respected global auditing firm, to perform inspections at each of our facilities.

US Foods follows the FDA Food Safety and Modernization Act (FSMA) and has updated preventive controls and hazard analysis & critical control point (HACCP) programs in place. Each Distribution Center has Preventive Controls Qualified Individuals and HACCP trained employees on staff.

US Foods requires Exclusive Brand product (products bearing our label) manufacturers and all other manufacturers mandated by law to have a HACCP program and to submit an annual letter of compliance. Additionally, we require that all Exclusive Brand packers be GFSI certified.

US Foods facilities are registered with the FDA in compliance with the FDA's Public Health Security and Bioterrorism Preparedness and Response Act, and all registered facilities maintain the requisite records identifying the immediate previous source and immediate subsequent recipient for all food products. Security of our facilities, trucks, and personnel is strictly maintained and periodically re-evaluated. US Foods Distribution Centers have access control and other security programs in place. Incoming product is inspected for possible signs of tampering.

Protecting the health and safety of our customers and their customers is of the highest importance for all of us at US Foods. For additional information, please visit our website at www.usfoods.com.

While the purpose of this RFP is to establish an agreement with a Vendor to provide Stillwater Public Schools with a primary source of supply for regularly ordered food, the resulting agreement is not to be interpreted as an "exclusive" agreement with respect to all requirements for such products. It is anticipated that certain products or categories of products will be accepted or excluded from the

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Agreement. A listing of specific exceptions would include, but not be limited to the following: ice cream and novelties, fresh milk and dairy products, bread, produce, vending items and non-food items.

Stillwater Public Schools will not guarantee any purchase volume under any contract resulting from this RFP.

As a prime vendor, US Foods is committed to partnering with **Stillwater Public Schools** through the Premier Group Purchasing and Distribution Program. We define the prime vendor relationship as 80% of your annual food and supply spend. Please note that line item or Category Awards are not permissible under the Premier Program.

Stillwater Public Schools expect the Vendor to work in concert with all the participating staff to provide a high-quality dining program at competitive prices. With this goal in mind, the Vendor is expected to apprise Stillwater Public Schools and participating districts of opportunities to reduce cost and maintain high standards of food quality.

US Foods will continue to work with Still Water Public Schools to reduce costs and maintain standards. Through our relationship over the past 5 years Cindy has proactively communicated on manufacturer issues, daily reporting and bringing new items into stock. We have also began helping Still Water Public Schools engage with **Health-e Pro** as a Value-added service for menu planning and documentation to help save you time and money. We will continue to coordinate and host meetings/vendor shows on the memberships behalf to show new product ideas and collaborate.

US Foods and Premier leverage both their buying power and innovation to help you with your business and unique needs. Please see the list of Tools and Services available.

## FOOD

### E-COMM

Get complete control of your ordering with one simple, integrated platform.

### MOBILE ORDERING

With auto-save protecting your orders–even with your connection drops–and easy inventory tracking, you have control at your fingertips...anywhere and anytime.

### MASTER LIST MANAGEMENT

360° visibility and access gives you total control of your shopping lists and helps you make informed purchasing decisions across your entire network.

### Trendview® 360

Web-based analytical tool designed to assist our customers in taking control of foodservice costs. View weekly or monthly data to make timely decisions, enhance operations and maximize the value of their US Foods® purchasing program, available at no additional cost.

### FOOD FANATICS CHEFS

From introducing the latest products and innovations, to offering in-depth menu and recipe analysis, to consulting with operators on how to better your operation, Food Fanatics Chefs are here for you.

### SCOOP

Bringing 50-75 on-trend items to market every year across a range of categories, our exclusive product-innovation launch is all about food and fresh ideas designed to inspire your culinary vision.

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### FOOD FANATICS MAGAZINE
This is where our Food Fanatics Chefs share their love of food through trends, recipes and ideas that inspire success.

### CULINARY EQUIPMENT AND SUPPLIES
Essential chef equipment supplies and best-in-class solutions that foodservice operators need to get more done in less time in the back of the house.

### HUNGRY FOR BETTER
Food can do remarkable things, like create change that unites us all and improves the state of our planet, people and communities. We are committed to working with our partners and suppliers to bring you the best and widest selection of products that are locally sourced, sustainable and promote well-being.

### US FOODS DIRECT
Tens of thousands of specialty products, shipped directly to you via FedEx and UPS. An entire, ever-expanding product assortment is available online and through our fully integrated mobile ordering platform.

## SERVICES

### HEALTH-E PRO
Premier's Meal Planner is menu planning software designed to take the mystery and complexity out of menu planning. It is approved by USDA for nutrient analyses in school meal programs and for use in certification of compliance with lunch meal requirements.

### BETTER BUYS
This is an integrated tool in our online ordering system, Premier FSDO, that provides real-time product conversion opportunities and savings.

### PRODUCT SELECTION
With Product Standardization, our US Foods representatives can review your purchases and identify opportunities where you can achieve more savings with your particular agreements. The higher the participation level in manufacturer agreements, the greater the savings.

### MENU PROFIT PRO (MPP)
It has never been easier to optimize your menu and improve your bottom line. MPP quickly calculates costs and margins and makes sure you are making the most of each item.

### ALERTS
Get important delivery or ordering information via email or push notifications on your mobile app, no matter where you are.

### PINEAPPLE ACADEMY
Improve operations while attracting and retaining employees through online training and career development opportunities from Pineapple Academy.

### EXPANDSHARE

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By consistently onboarding and cross training your employees, you improve scheduling agility and retain better employees with career development opportunities.

**INVENTORY CONTROL**

Identify high-cost products within your inventory and compare pricing of current inventories to past inventories to ensure cost efficiency.

**ALWAYS SAFE**

100% Online food safety training that is an ANSI accredited provider of Online Food Protection Manager, Food Handler and Allergen Awareness courses.

**PREMIER**
**CHILD NUTRITION SPECIALISTS**

Access exclusive resources and dietitians who specialize in menu planning, standardization and USDA compliance.

**REGIONAL MEETINGS**

Learn of the newest contracts, latest trends and industry best practices while networking with your fellow foodservice professionals. Continuing education credits available. To learn more, click here: https://vimeo.com/usfoods/review/800947490/520968d79e

**CULINARY CLINICS**

A one-day culinary immersion designed to inspire and hone your skills in the kitchen with hands on-experience, guided by professional chefs. To learn more, click here: https://vimeo.com/usfoods/review/797740509/19207966aa

**BREAKTHROUGHS**

Attend this 3-day forum where 4,000 foodservice professionals and suppliers come together to share knowledge, network and learn the latest products and industry advances.

As the contract commences, pricing may be requested for new items. The Vendor may negotiate pricing with manufacturers on behalf of Stillwater Public Schools.

Submitted response is considered a legal offer and an award by the Stillwater Public Schools Board of Education constitutes a firm contract. Please reference “Terms and Conditions” attached. The fixed fees and availability of product must be guaranteed for the duration of the contract. **Amounts needed on each Market Basket item are estimates for evaluation purposes only and are not guaranteed.**

The fixed fee-per- case will be held firm for the term of each school year (July 1 through June 30). As a part of the renewal process, the fixed fee-per-case schedule will be reviewed annually and adjusted for key inflationary factors that affect the average case cost for K-12 participating members.

Please refer to the **Cost-Plus Fixed Fee** Document submitted with this proposal for more detail.

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Your assistance and advice in clarification of our system and/or specifications is greatly appreciated. It is our hope you will continue to communicate trends in the market place so the goal of purchasing the right product at the right price for the greatest service to students is accomplished.

Premier and US Foods will help Still Water Public Schools stay up-to-date with the latest market intelligence through:

- Quarterly Business Review
- www.usfoods.com
- Farmers Report
- US Foods Food Fanatics
- Premier FSDO News Page
- Premier Regional Meetings
- Premier Culinary Clinics
- Premier Breakthroughs
- Premier Viewpoint Newsletter

**Proposal Schedule: (all times are Central Time)**

| | |
|---|---|
| **RFP Issued** | March 5, 2025 |
| **Deadline to Submit Proposal** | April 10, 2025 10:00 a.m. |
| **Award Announced** | May 14, 2025 |
| **Contract Begins** | July 1, 2025 |

The initial term shall be from July 1, 2025, to June 30, 2026. This agreement will become effective upon signing by both parties. This agreement may be extended annually for an additional four (4) years upon mutual ratification by the parties.

US Foods with OMNIA Partners and Premier has read and understood **Proposal Schedule**.

**Estimated Quantities**

The quantities specified on the Market Basket, Attachment A, are representative of previous purchases and not a guarantee of future purchases.

If the actual annual purchases exceed a 33% increase in the amount of the estimated annual volume in the original RFP, Stillwater Public Schools will re-bid for the following year.

US Foods with OMNIA Partners and Premier has read and understood **Estimated Quantities**.

**Questions Regarding the RFP**

All questions of material relevance must be submitted in writing by email to Krista Neal, Nutrition Services Director by 3:00 p.m. CDT on April 7, 2025. Email address: kneal@stillwaterschools.com. Responses to questions of material relevance will be issued to all potential vendors.

US Foods with OMNIA Partners and Premier has read and understood **Questions Regarding the RFP**.

**Pricing Information**

A. Cost of Items

The fixed fee structure established with the initial proposal may not change during the life of the contract. The fee structure shall remain firm for the duration of the contract on all products purchased through this agreement.

***The District is requesting pricing that includes the actual cost (actual cost to the Vendor)***

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***of product plus a fixed fee for service per each case.*** The Vendor shall specify (on the attached "Attachment C -Fixed Fee / Case Schedule") the fixed fee for service per case for each category of food and supplies not specifically listed on the market basket response sheets. The fixed fee for service shall be a set flat-rate fee and not a percentage of the cost. The fixed fee for service shall include all associated costs, including, but not limited to, shipping, freight, storage, and fuel surcharges.

A market basket of items is attached with the proposal (see "Attachment A – Market Basket"). Pricing proposals will be evaluated based on the lump sum of the Market Basket. To evaluate pricing data, Vendors shall use "Vendor Costs" for the 2025-26 school year, beginning on July 1, 2025. For staple-type items, where School Year 2025-26 pricing is not available, vendors shall use "Vendor Costs" for the week of February 2, 2025.

**All price quotes must be submitted on the forms that accompany this RFP.**

As a valued Premier member, you benefit from our proven approach to sourcing and pricing—designed to provide pricing stability, cost protection, and reliable supply. Our comprehensive process ensures you can operate your child nutrition program with confidence, knowing you have access to high-quality products at the best total value.

## Pricing Protection and Stability You Can Rely On

- Long-Term Contracted Pricing for Predictability

Premier negotiates three-year agreements directly with leading food and supply manufacturers. These Contracted Manufacturer Agreements (CMAs) cover approximately 80% of the food and supplies our members purchase. These long-term partnerships help stabilize costs, protect against market volatility, and deliver ongoing savings year after year.

- Active Price Monitoring and Safeguards

We continuously monitor the marketplace and thoroughly review any supplier requests for price increases. No request is automatically approved; suppliers must provide clear data justifying any change. Additionally, if market conditions improve, we proactively work with suppliers to lower prices during the life of your agreement.

## Flexible Pricing Strategies for Each Category

- **Fixed Pricing:** For many products, we lock in pricing for a set period (monthly, quarterly, semi-annually, or annually), providing predictable costs and price protection.

- **Market-Based Pricing with Built-In Discounts:** For items affected by frequent market fluctuations, we negotiate manufacturer discounts upfront. These discounts are automatically applied to your invoices, ensuring competitive pricing regardless of market conditions.

## The Value to You

- Predictable, stable food costs
- Protection against unexpected price increases
- Opportunities for cost savings during the contract period
- Confidence in a transparent and ethical sourcing process
- Access to a robust, reliable supply chain

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Premier's sourcing and pricing strategy is designed to give you peace of mind—allowing you to focus on serving your students while we ensure you receive the best products at the most competitive prices.

The Vendor must guarantee that quoted items meet or exceed attached specifications by offering the Brand Name or "Equal To" for all items listed. To evaluate the quality of items offered, Vendor must submit specification sheets for any "alternate" items offered or where no brand/manufacturer is specified by the District. Stillwater Public Schools has sole authority in determining whether or not an item is an acceptable alternative.

No items requested shall include any state or federal excise tax. The tax exemption certificate will be furnished upon request. As the contract commences, pricing may be requested for new items. The Vendor may negotiate pricing with manufacturers on behalf of Stillwater Public Schools and the participating districts.

The **Premier Group Purchasing and Foodservice Distribution Program with US Foods** offers a **Cost-plus Fixed Fee Program**. Premier uses multiple pricing strategies (fixed, market) to provide both immediate and long-term price protection and predictability. Pricing is based on the volatility and composition of each product category, positively influencing product cost. **Fixed pricing is not guaranteed for all items. The fixed fee-per-case of $3.13 is held firm for the term of each school year (July 1 through June 30).** As a part of the renewal process, the fixed fee-per-case schedule will be reviewed annually and adjusted for key inflationary factors that affect the average case cost for K-12 participating members.

Each location's drop size performance will be identified quarterly. If a school actualizes a more advantageous fee-per-case opportunity for the previous quarter, a credit will be issued to the facility by the servicing US Foods distribution center.

The Market Basket provided with this RFP has been priced at the Fee-Per-Case of $3.13 and Equipment and Supply products priced at a markup of 9.75%. Any additional locations coming on to the contract must qualify on their own merit outside of the parent tier.

**Premier's K-12 Food Product & Distribution Program:**

| Average Drop Size | Fixed Fee per Case 2025-2026 School Year |
|---|---|
| Less than $2,499.99 | $3.13 |
| 2,500 - 2,999.99 | $2.95 |
| 3,000 - 3,999.99 | $2.87 |
| 4,000 - 5,499.99 | $2.80 |
| 5,500 - 6,999.99 | $2.76 |
| 7,000 - 10,999.99 | $2.63 |
| 11,000 - 15,999.99 | $2.59 |
| 16,000 and up | $2.49 |

*The Fixed Fee-Per-Case schedule will be reviewed annually and adjusted for key inflationary factors that affect the Average Case Cost for K-12 Participating Members. Culinary Equipment & Supplies (CES) is a subsidiary of US Foods, which offers direct order and online purchasing of supplies and equipment.*

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B. Additional Cost Considerations

The district is interested in any additional incentives the Vendor may have to offer to decrease the cost of the foods it purchases. Vendors should offer only those items that they can supply to Stillwater Schools on a consistent basis. Stillwater Public Schools Board of Education will evaluate and award proposals on an item-by-item basis or in a manner that is most advantageous to the District.

**Included in the Executive Summary is a Value Summary with estimated earned incentives based off of estimated annual purchases. Here is an explanation of the incentives offered-** the Premier group purchasing program offers incentive opportunities on and above the cost off invoice:

**Premier Incentives and Rebates**

**Participating Member Volume Incentive:** Participating Members will receive 0.12% of their total spend through US Foods which will be distributed quarterly via the Statement of Earned Incentives (Bank Statement).

**Earned Tier Adjustment**: All schools will be set up and charged the same fee-per-case. Based on the average drop size, a school may actualize a better fee-per-case tier for the previous quarter. Any credit earned will be paid by US Food in the form of a quarterly invoice credit.

**USF DIRECT Incentive:** Premier members will receive a credit of 1.5% on the cost of all products purchased through US Foods DIRECT. The credit on the account will equal the cost of DIRECT product (as seen on FSDO) less mark-up and freight multiplied by 1.5%. The credit will be issued monthly to individual customer accounts by US Foods. Tracking and verification provided by your US Foods Corporate team.

**US Foods Participation & Utilization Incentive (aka Direct Parent Incentive or DPI):** Members are eligible for an ongoing incentive of 1% that is to be paid semi-annually by US Foods. To be earned, members would need to meet or exceed prime vendor Participation with US Foods of 85% or more and a Premier CMA threshold of 60%. An affidavit is required for participation in this incentive.

**Contracted Manufacturer Agreement Rebates:** Based on contracted purchases, members may receive a quarterly contracted manufacturer agreement rebate payment paid one hundred percent (100%) by Premier. Premier contracted manufacturer rebates (CMAR) are negotiated by Premier on behalf of the membership and paid 100% to the purchasing member.

Quarterly rebates will vary and are determined by how many contracted items a member purchase during a specified period. These items are identifiable on the ordering website FoodserviceDirectOrder.com (FSDO) by the icon CMAR next to the product description. Detailed reporting is available through Premier on all CMARs collected and paid to each purchasing member.

**Quarterly rebates are paid by either check or ACH at the member's discretion**. Rebates are typically in arrears (approximately six (6) months) as both Premier and their manufacturer / vendor partners settle each financial quarter and then make rebate payments. Questions regarding rebate payments can be directed to Premier. Manufacturer rebates represent an extremely small amount of the total portfolio value as Premier focuses their negotiations with manufacturers on discounts and deviations to the manufacturers' cost resulting in a lower invoiced price to members rather than a rebated proposition that the member will have to wait a period of time to receive.

**Revenue Fee Share Program:** The revenue share agreement is based on Still Water Public Schools member utilization of the food contract and will be calculated at 30% of the net revenue collected by OMNIA Partners, Public Sector. This incentive is paid via ACH on a bi-annual basis. The annual Participant Rebate payment from OMNIA Partners shall include a remittance report detailing the calculation for the applicable Agreement-year Participant Rebate.

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C. Audit Rights

The District requires open, unannounced audit rights throughout the length of agreement. The District will audit only those materials associated with the District's pricing.
Upon 4 weeks' notice and no more frequently than once every 6 months, Premier may perform a price audit at the request of a member. The audit shall be limited to no more than 25 invoice items and must use documentation from Premier's pricing audit tool. Variances in price by a penny ($0.01) or less, due to rounding, are acceptable from the calculated sell price and actual sell price and will not result in any additional audit(s) by the customer.

US Foods with OMNIA Partners and Premier has read and understood **Pricing Information**.

## Evaluation and Award

The award will be made, on the basis of price and other factors, to the responsive and responsible firm or individual whose response is most advantageous to the district, after price and other factors have been considered. Proposal evaluations will consider the following:

- Cost/Delivered Price 50 Points
- Ability to Provide Products and Meet Specifications 15 Points
- Service and Delivery 15 Points
- Discounts and Incentives (e.g., quick payment, p-card, volume) 5 Points
- Value-Added Services (e.g., reporting, inventory management) 5 Points
- Overall Qualifications, including past experience/history 10 Points

US Foods with OMNIA Partners and Premier has read and understood **Evaluation and Award**.

## Submission Checklist

Proposals must be submitted in a sealed packet, clearly marked as Prime Vendor and dated with the Response closing date. **Proposals must include two separate sealed envelopes; one for the Technical Proposal and the other for the Pricing Proposal.** Each sealed envelope must be clearly marked indicating "Technical Proposal" or "Pricing Proposal". Proposals must be received by the Stillwater Public Schools (SPS) Nutrition Services office 5005 N Perkins, Stillwater, OK 74075 by April 10, 2025, at 10:00 a.m. Central Time. Any responses received after 10:00 pm (Central Time) on April 10, 2025, will not be considered.

To ensure no typographical errors in evaluating cost, the vendor should email a digital copy of any or all documents on or after April 10, 2025 at 10:00 a.m. Documents should be emailed to kneal@stillwaterschools.com.

Attachments must be included:

Attachment A: Market Basket, a digital copy is available here
Attachment B: Fixed Fee per Case Worksheet
Attachment C: Business Felony Conviction Statement
Attachment D: Certification Statement

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**Attachment B - Fixed Fee per Case Schedule**

This fixed fee is the amount the District will pay above the actual cost to the Vendor. This will include all associated surcharges and costs, including, but not limited to, shipping, freight, storage, and fuel.

The District will consider proposed variations of the schedule listed below.

| PRODUCT CATEGORY | FIXED FEE / CASE |
|---|---|
| Canned Fruits and Vegetables | $3.13 |
| Frozen Fruits and Vegetables | $3.13 |
| Dry Goods | $3.13 |
| Refrigerated Foods | $3.13 |
| Dairy | $3.13 |
| Frozen Center-of-Plate (Meat and Cheese) | $3.13 |
| Fresh Fruits and Vegetables | $3.13 |
| Condiments / Portion Control Items | $3.13 |
| Paper Goods / Disposables | $3.13 |
| Cleaning / Janitorial Supplies | $3.13/9.75% for Equipment and Supplies |
| Chemicals | $3.13 |

*The Fixed Fee-Per-Case schedule will be reviewed annually and adjusted for key inflationary factors that affect the Average Case Cost for K-12 Participating Members. Culinary Equipment & Supplies (CES) is a subsidiary of US Foods, which offers direct order and online purchasing of supplies and equipment.*

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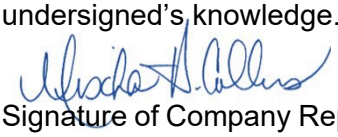
Attachment C- Business Felony Conviction Statement
Stillwater Public Schools

**US Foods, Inc**. has entered into an agreement contract dated **4/10/2025** with (Company/Name) STILLWATER PUBLIC SCHOOLS. The undersigned is a principal of the company and/or is authorized to execute and deliver this statement for and on behalf of the company. No employee of the company who has worked on or is working on school premises during normal school hours has been convicted in this state, the United States, or another state of (i) any sex offense subject to the Sex Offenders Registration Act in this state or similar of another state or the Federal Sex Offender Registration provisions; or (ii) any unpardoned felony sex offense within the last ten (10) years; except that the foregoing does not apply to volunteers, persons performing community service hours under court order, or persons performing community service under a supervised work release program, except that persons performing community service hours or services under work release have not been allowed to work on school premises at any time after having been convicted of any sex offense subject to the Sex Offenders Registration Act of this state, similar law of any other state, or Federal Sex Offender Registration provisions.

The undersigned is personally familiar with the facts stated above and makes the statement of the undersigned's knowledge.



Signature of Company Representative Dated

**Mischa Collins, VP National Sales Field Operations**

Printed Name of Company Representative

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Attachment D: Certification Statement

I as the below-named representative do hereby certify that I have read and thoroughly understand the proposal requirements and specifications and that this proposal meets such criteria. I further certify that all deliveries will be made as requested and that all unit prices have been checked for accuracy and correctness. As such, these prices will be honored without any change or escalation for the duration of the proposal except that price adjustment may be allowed as so stated in the specifications.

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporation, firm, partnership, or individual has not prepared this proposal under collusion with any other vendor, and that the contents of this proposal as to prices, terms, conditions, of the said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business before the official opening of this proposal.

| | |
|---|---|
| Company Name: | **US Foods, Inc.** |
| Address: | **10211 N. I-35 Service Rd.** |
| City, State, Zip: | **Oklahoma City, OK 73131** |
| Representative Signature: |  |
| Representative Name: | **Mischa Collins, VP National Sales Field Operations** |
| Date: | **4/10/2025** |

Accounts Payable/Accounts Receivable Mailing and Contact Information:

Contact Person: **Cindy Carlton, Bid Account Manager**

Billing Address: **10211 N. I-35 Service Rd.**

Phone Number: **405.990.8435**

E-mail: cindy.carlton@usfoods.com

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Stillwater Attachment A Market Basket

| Description | * Brand (or Spec) | Pack Size (Suggested) | Mfr Item Code | Estimated Annual Usage | Exact Match Currently Stocked? Yes or No | Pack Size (if different) | Brand (if different) | Description (if different) | Distributor Cost (NOI does not apply) | Fixed Fee per Case | Final Delivered Price to District | Extended Annual Cost |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| JUICE, VARIOUS 100% ASEPTIC W/ STRAW SHELF STABLE | Sun Cup | 40/4.23 OZ | | 11,742 | | | | | | | | $ - |
| MUFFIN, VARIOUS WHOLE GRAIN 2 OZ GRAIN EQUIVALENT IW FROZEN | SARA LEE FROZEN BAKERY | 48/2 OZ | | 1,674 | | | | | | | | $ - |
| BUN, HAMBURGER WHITE WHOLE-GRAIN RICH SLICED BAKED FROZEN 2GR EQUIVALENTS | MONOGRAM | 8/24 EACH | 15128510 | 144 | | | | | | | | $ - |
| TRAY, FOAM FOOD 8.25X10.25 5 CMPT BLACK SCHOOL LUNCH | PACTIV | 500 EA | YTHB0500SGBX | 92 | | | | | | | | $ - |
| CRANBERRY, DRIED INFUSED FRUIT FLAVORED SWEETENED | CRAISINS | 200/1.16 OZ | | 80 | | | | | | | | $ - |
| DRESSING, RANCH BUTTERMILK SS CUP SHELF STABLE | TASTE PLEASERS GOURMET | 100/1 OZ | 716037229450 | 80 | | | | | | | | $ - |
| JUICE, VARIOUS 100% SPARKLING CAN SHELF STABLE | THE SWITCH | 24/7.5 OZ | | 80 | | | | | | | | $ - |
| SAUCE, BBQ SS CUP | BULLS-EYE | 100/1 OZ | 19582397095 | 80 | | | | | | | | $ - |
| TRAY, PAPER BOARD FOOD 3 LB CLAY COATED WHITE & RED PLAID | MONOGRAM | 2/250 EA | 795012 | 80 | | | | | | | | $ - |
| YOGURT, STRAWBERRY BLENDED RBST FREE SS CUP REF | DANIMALS | 48/4 OZ | 73463 | 80 | | | | | | | | $ - |
| WATER, PURIFIED PLASTIC BOTTLE TWIST CAP SHELF STABLE | THIRSTER | 24/16.9 OZ | 767514 | 72 | | | | | | | | $ - |
| BEEF, PATTY GROUND W/ ONION 2.6 OZ ROUND CHILD-NUTRITION VPP COOKED FROZEN | ADVANCEPIERRE | 100/2.6 OZ | 10000013782 | 70 | | | | | | | | $ - |
| FORK, MEDIUMWEIGHT BLACK POLYSTYRENE BULK DISPENSER REFILL PLASTIC | DIXIE ULTRA SMARTSTOCK | 24/40 EA | SSF51 | 60 | | | | | | | | $ - |
| SPOON, TEA MEDIUMWEIGHT BLACK POLYSTYRENE BULK REFILL PLASTIC | DIXIE ULTRA SMARTSTOCK | 24/40 EA | SSS51 | 60 | | | | | | | | $ - |
| TRAY, PAPER BOARD FOOD 1 LB CLAY COATED WHITE & RED PLAID | MONOGRAM | 4/250 EA | 795009 | 60 | | | | | | | | $ - |
| CEREAL, WHOLE-GRAIN RICH SS BOWL <6G SUGAR/1 OZ SHELF STABLE | GENERAL MILLS SALES INC/POST CONSUMER BRANDS | 96/1 OZ | | 56 | | | | | | | | $ - |
| TRAY, PAPER BOARD FOOD 5 LB CLAY COATED WHITE & RED PLAID | MONOGRAM | 2/250 EA | 790544 | 56 | | | | | | | | $ - |
| DRESSING, RANCH VARIOUS SS CUP REF | KEN'S | 100/1.5 OZ | | 50 | | | | | | | | $ - |
| JUICE, VARIOUS 100% PLASTIC BOTTLE SHELF STABLE | TROPICANA | 24/10 OZ | | 48 | | | | | | | | $ - |
| TORTILLA, FLOUR WHOLE WHEAT 10" PRESSED SHELF STABLE | LA BANDERITA | 12/12 EA | 2757 | 48 | | | | | | | | $ - |
| CHIP, TORTILLA REDUCED FAT SS BAG | DORITOS | 72/1 OZ | | 46 | | | | | | | | $ - |
| CEREAL, WHOLE-GRAIN RICH SS CUP <6G SUGAR/1 OZ SHELF STABLE | GENERAL MILLS SALES INC/POST CONSUMER BRANDS | 60/2 OZ | | 40 | | | | | | | | $ - |
| CHEESE, MOZZARELLA STRING IW REF | LAND O'LAKES | 168/1 OZ | 59701000034500 | 40 | | | | | | | | $ - |
| DONUT, YEAST RING WHOLE GRAIN 2.45 OZ PARFRIED BOX FROZEN | RICH'S | 84/2.45 OZ | 14839 | 40 | | | | | | | | $ - |
| FORK, MEDIUMWEIGHT BLACK PLASTIC REFILL | DIXIE ULTRA SMARTSTOCK | 24/40 EA | DUSSF5 | 40 | | | | | | | | $ - |
| PINEAPPLE, TIDBIT IN JUICE BOWL IMPORTED PHILIPPINES | DOLE PACKAGED | 36/4 OZ | 419 | 40 | | | | | | | | $ - |
| SANDWICH, SOY BUTTER & JELLY GRAPE CRUSTLESS WHOLE-GRAIN-RICH CHILD-NUTRITI | EZ JAMMERS | 72/2.4 OZ | 607 | 40 | | | | | | | | $ - |
| SAUCE, MARINARA TOMATO SS CUP | HEINZ | 60/2 OZ | 10013000529300 | 40 | | | | | | | | $ - |
| SPOON, TEA MEDIUMWEIGHT BLACK PLASTIC REFILL | DIXIE ULTRA SMARTSTOCK | 24/40 EA | DUSST5 | 40 | | | | | | | | $ - |
| PEACH, DICED IN JUICE SS PLASTIC CUP | DOLE PACKAGED | 36/4 OZ | 3073 | 38 | | | | | | | | $ - |
| Bowl, FOAM 12 OZ WHITE | DART | 20/50 | 12B32 | 36 | | | | | | | | $ - |
| CEREAL, GLUTEN-FREE SS CUP SHELF STABLE | GENERAL MILLS SALES INC | 60/20Z | | 36 | | | | | | | | $ - |
| HONEY BUN, WHOLE-GRAIN-RICH GLAZED 2.75 OZ THAW & SERVE FROZEN IW GOODYBUN | SUPER BAKERY | 80/2.75 OZ | 6060 | 36 | | | | | | | | $ - |
| MAYONNAISE, SS POUCH | HEINZ | 200/12 GR | 10013000531709 | 34 | | | | | | | | $ - |
| BOWL, FOAM 6 OZ WHITE | DART | 20/50 EA | 6B20 | 32 | | | | | | | | $ - |
| DRESSING, VARIOUS SS POUCH SHELF STABLE | KRAFT | 60/1.5 OZ | | 32 | | | | | | | | $ - |
| BREAD, WHITE WHOLE GRAIN 22" 24 SLICED 7/8" LOAF BAKED FROZEN PULLMAN | FLOWERS FOODS SPECIALTY GROUP | 10/24 OZ | 99835670 | 30 | | | | | | | | $ - |
| CHICKEN, PATTY 3.49 OZ BREADED FRITTER WHOLE GRAIN WHITE & DARK MEAT CHILD- | TYSON | 6/25/3.49 OZ | 10703040928-DWO | 30 | | | | | | | | $ - |
| ORANGE, MANDARIN WHOLE IN JUICE SHELF STABLE SS PLASTIC CUP | DOLE PACKAGED | 36/4 OZ | 4208 | 30 | | | | | | | | $ - |
| PEAR, DICED IN JUICE RANDOM SS PLASTIC CUP | DOLE PACKAGED | 36/4 OZ | 3019 | 30 | | | | | | | | $ - |
| TRAY, PLASTIC FOOD 3.06X3.06X1.25 BLACK SQUARE | PAR-PAK | 2500 EA | 21929 | 30 | | | | | | | | $ - |
| DONUT, CAKE RING WHOLE-GRAIN-RICH FORTIFIED 3 OZ COOKED IW FROZEN SUPER PLU | SUPER BAKERY | 80/3 OZ | 19000 | 26 | | | | | | | | $ - |
| CHIP, POTATO KETTLE 40% LESS FAT SS BAG | KETTLE LAY'S | 64/1.37 OZ | | 24 | | | | | | | | $ - |
| CRACKER, WHOLE GRAIN CHEDDAR GOLDFISH SHAPED SS BAG | PEPPERIDGE FARM | 300/.75 OZ | 200140018105 | 24 | | | | | | | | $ - |
| SAUSAGE, PORK PATTY 1.5 OZ 3.25" MILD COOKED CHILD-NUTRITION FROZEN BREAKFA | JIMMY DEAN | 10 LB | 10000025446 | 24 | | | | | | | | $ - |

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| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CONTAINER, PLASTIC 5X5 1 CMPT CLEAR 2.5" H HINGED LID | MONOGRAM | 375 | | 22 | | | | | | | | $ - |



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# Stillwater Attachment A Market Basket

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| SAUCE, HONEY MUSTARD SS CUP | HEINZ | 100/1 OZ | 10013000714409 | 22 | | | | | | | | $ - |
| BAG, FOOD STORAGE 6X6 SANDWICH RESEALABLE CLEAR PLASTIC 1.1 MIL LOW DENSITY | MONOGRAM | 1000 EA | 975528 | 20 | | | | | | | | $ - |
| CHIP, MULTIGRAIN, VARIOUS | SUNCHIPS | 104/1 OZ | | 20 | | | | | | | | $ - |
| KETCHUP, TOMATO FANCY 33% SS FOIL PACKET SHELF STABLE | HEINZ | 1000/9 GR | 10013000984802 | 20 | | | | | | | | $ - |
| KIT, CUTLERY SPORK STRAW NAP MEDIUMWEIGHT WHITE POLYPROPYLENE PLASTIC | DAXWELL | 1000 EA | B10001522 | 20 | | | | | | | | $ - |
| LINER, PAN FOOD 16.4X24.4 PARCHMENT PAPER QUILON TREATED GREASE RESISTANT | MONOGRAM | 1000 EA | 901636 | 20 | | | | | | | | $ - |
| ONION, DRIED CARTON DEHYDRATED | MCCORMICK | 6/3 LB | 979614 | 20 | | | | | | | | $ - |
| POTATO, FRENCH-FRY 3/8" CRINKLE-CUT TFF EXTRA-LONG-FANCY FROZEN | MCCAIN | 6/5 LB | MCF03761 | 20 | | | | | | | | $ - |
| POTATO, MASHED PEARL DEHYDRATED ADD WATER INSTANT SHELF STABLE | BASIC AMERICAN FOODS | 12/28 OZ | 76468 | 20 | | | | | | | | $ - |
| ROLL, HOAGIE WHOLE GRAIN 5" SLICED BAKED FROZEN SUBMARINE | FLOWERS FOODS SPECIALTY GROUP | 10/12/2 OZ | 99809400 | 20 | | | | | | | | $ - |
| MUSTARD, YELLOW SS POUCH | HEINZ | 200/.20 OZ | 10013000530603 | 18 | | | | | | | | $ - |
| BEAN, REFRIED PINTO VEGETARIAN DEHYDRATED WHOLE POUCH MIX | SANTIAGO REFRIED BEANS | 6/27.09 OZ | 54914 | 16 | | | | | | | | $ - |
| CHEESE, CHEDDAR MILD SHRED VACUUM-PACK YELLOW REF | LAND O'LAKES | 4/5 LB | 41749000034500 | 16 | | | | | | | | $ - |
| CUP, SOUFFLE PLASTIC 4 OZ CLEAR PORTION | DART | 20/125 EA | 400PC | 16 | | | | | | | | $ - |
| DOUGH, BISCUIT WHOLE-GRAIN-RICH 2.1 OZ BAG FROZEN | RICH'S | 216/2.1 OZ | 9315 | 16 | | | | | | | | $ - |
| DOUGH, COOKIE CHOCOLATE CHIP WHOLE-GRAIN-RICH 1.5 OZ REDUCED FAT FROZEN BOX | OTIS SPUNKMEYER DELICIOUS ESSENTIAL | 240/1.5 OZ | 55680 | 16 | | | | | | | | $ - |
| MIX, GRAVY PEPPER | SHAWNEE MILLS | 6/1.5 LB | 289062809 | 16 | | | | | | | | $ - |
| TORTILLA, FLOUR WHOLE WHEAT 8" PRESSED FROZEN | RUDY'S FOOD PRODUCTS | 6/24 EA | 3208-FZN | 16 | | | | | | | | $ - |
| ORANGE, MANDARIN WHOLE IN LIGHT-SYRUP SHELF STABLE CANNED | HARVEST VALUE | 6/#10 CN | 262013 | 14 | | | | | | | | $ - |
| PEAR, DICED IN EXTRA LIGHT-SYRUP SHELF STABLE CANNED | MONARCH | 6/#10 CN | 548403 | 14 | | | | | | | | $ - |
| WAFFLE, CINNAMON BAKED FROZEN POUCH MINI | KELLOGGS EGGO / KELLANOVA | 72/2.64 OZ | 3800092313 | 14 | | | | | | | | $ - |
| BAG, BUN PAN 27X37 PLASTIC CLEAR ROLL 200 FREEZER | HANDGARDS | 200 EA | 303679979 | 12 | | | | | | | | $ - |
| COOKIE, CHOCOLATE CHIP WHOLE GRAIN MINI SS BAG SHELF STABLE | GRANDMAS FRITO LAY | 80/1.22 OZ | 28400661546 | 12 | | | | | | | | $ - |
| COVER, RACK BUN PAN PLASTIC 52X80 CLEAR | HANDGARDS | 50 EA | 303679971 | 12 | | | | | | | | $ - |
| CRACKER, GRAHAM CHOCOLATE WHOLE GRAIN SHELF STABLE SS BAG TIGER BITES | KELLOGGS / KELLANOVA | 150/1 OZ | 3010040239 | 12 | | | | | | | | $ - |
| JELLY, GRAPE SS | HEINZ | 200/.5 OZ | | 12 | | | | | | | | $ - |
| SNACK BAR, CEREAL BLUEBERRY IW NUTRI-GRAIN FOR SCHOOL | KELLOGGS / KELLANOVA | 6/16/1.55 OZ | 3800090819 | 12 | | | | | | | | $ - |
| SNACK, BISCUIT GRANOLA CINNAMON CRISP IW | NATURE VALLEY | 120/1.2 OZ | 48256000 | 12 | | | | | | | | $ - |
| SUGAR, POWDERED CONFECTIONER 10X CANE | MONARCH | 12/2 LB | 783850 | 12 | | | | | | | | $ - |
| BEAN, PINTO CANNED TEXAS RANCHERO | BUSHS BEST | 6/#10 CN | 1071 | 10 | | | | | | | | $ - |
| CHICKEN, PATTY 3 OZ BREADED HOT SEASONED WHITE & DARK MEAT RAISED-W/O-ANTIB | TYSON | 4/43/3 OZ | 10703140928 | 10 | | | | | | | | $ - |
| CRACKER, GRAHAM CINNAMON WHOLE GRAIN DOG BONE SHAPED SS BAG SCOOBY DOO | KEEBLER | 210/1 OZ | 3010050689 | 10 | | | | | | | | $ - |
| CRACKER, WHOLE GRAIN CHEESE SQUARE SS BAG | KELLOGGS CHEEZ IT / KELLANOVA | 175/.75 OZ | 2410079263 | 10 | | | | | | | | $ - |
| CUP, FOAM 8 OZ WHITE | MONOGRAM | 20/50 EA | 715325 | 10 | | | | | | | | $ - |
| DRESSING, CAESAR SS POUCH SHELF STABLE | KEN'S | 60/1.5 OZ | KE0827B3 | 10 | | | | | | | | $ - |
| MILK SUB, SOY VANILLA ORGANIC ASEPTIC CARTON SHELF STABLE | KIKKOMAN PEARL | 24/8 OZ | 6184 | 10 | | | | | | | | $ - |
| OIL, PAN COATING SOYBEAN BUTTER FLAVOR OIL BASED AEROSOL SPRAY TFF | MONARCH | 6/17 OZ | 399285 | 10 | | | | | | | | $ - |
| SOUR CREAM, CULTURED ALL NATURAL SS PACKET REF | DAISY BRAND | 100/1 OZ | IDP100 | 10 | | | | | | | | $ - |
| THERMOMETER, REFRIGERATOR FREEZER DIAL -20/80F | SUPERIOR / CES | 2 PK | 3507-38-2 | 10 | | | | | | | | $ - |
| BAG, FOOD STORAGE 1 GAL 10.5X10.5 UTILITY RESEALABLE CLEAR PLASTIC LOW DENS | HANDGARDS | 250 EA | 304985130 | 8 | | | | | | | | $ - |
| CHEESE, MOZZARELLA SHRED LOW-MOISTURE-PART-SKIM POUCH REF | LAND O'LAKES | 4/5 LB | 41698000034500 | 8 | | | | | | | | $ - |
| CHIP, CHEESE CRUNCHY BAKED WHOLE GRAIN SS BAG SNACK | FRITO LAY | 104 EA | 28400629331 | 8 | | | | | | | | $ - |
| CHIP, POTATO REGULAR CRISPS BAKED | BAKED LAYS | 60/.875 OZ | 28400336253 | 8 | | | | | | | | $ - |
| COOKIE, SUGAR ICED PINK WHOLE-GRAIN-RICH 1.5 OZ CHILD-NUTRITION CLAMSHELL F | GOOD SOURCE | 6/21/1.5 OZ | 10500 | 8 | | | | | | | | $ - |
| JERKY, BEEF OR CHICKEN, SS BAG | JACK LINK'S | 48/.85 OZ | | 8 | | | | | | | | $ - |
| LABEL, USE BY 1.5X2 FOOD ROTATION DISSOLVABLE 250 ROLL F/ BULK DISPENSER | NEXT DAY GOURMET / SUPERIOR | 1 RL | 1252SLB250NDG | 8 | | | | | | | | $ - |
| NAPKIN, DISPENSER INTERFOLD BROWN 6.5X9.8 PAPER 2 PLY | DIXIE ULTRA | 24/250 EA | 32019 | 8 | | | | | | | | $ - |
| SAUCE, HOT SS POUCH | CHOLULA | 200/7 GR | 901607502 | 8 | | | | | | | | $ - |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BAG, CARRY-OUT 6 LB PAPER KRAFT BROWN RECYCLABLE GROCERY | MONOGRAM | 2/500 EA | 724959 | 6 | | | | | | | | $ | - |



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# Stillwater Attachment A Market Basket

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|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BASE, SOUP BEEF PASTE LOW SODIUM NO MSG PLASTIC JAR SHELF STABLE | MONARCH | 6/1 LB | 567985 | 6 | | | | | | | | $ - |
| CEREAL, GRANOLA CINNAMON BAG SHELF STABLE | MALT-O-MEAL COMPANY | 4/50 OZ | 7485 | 6 | | | | | | | | $ - |
| COOKIE, CHOCOLATE CHIP 1 OZ TFF IW FROZEN | BEST MAID COOKIE COMPANY | 144/1 OZ | 70707 | 6 | | | | | | | | $ - |
| JELLY, GRAPE CAN SHELF STABLE | GARDENCLUB | 6/#10 CN | 106185100 | 6 | | | | | | | | $ - |
| | | | | | | | | | | | | |
| | | | | | | | | | | **Market Basket Total** | | $ - |

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# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** Jun 10, 2025

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**AGENDA ITEM:**
Change Orders, Encumbrances, and Accounts Payable (approval of encumbrance numbers as listed)

**BOARD ACTION REQUESTED:**
Motion to Approve Encumbrance Clerk's report as of June 1, 2025

**BACKGROUND INFORMATION:**
This monthly report is highlighting changes to existing Purchase Orders and activity through Jun 1, 2025.

# PO Board Report Fund Totals

Fiscal Year: 2024-2025

From Date: 6/9/2025 12:00:00 AM To Date: 6/10/2025 12:00:00 AM Threshold 1

| Fund | Description | Amount |
|---|---|---|
| 11 | GENERAL FUND | 79.80 |
| 32 | BOND FUND (2023) | 9,922.75 |
| | Total Amount | 10,002.55 |

End of Report

# PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 6/9/2025 12:00:00 AM To Date: 6/10/2025 12:00:00 AM Threshold 1

| PO Number | Vendor | Description | For | Amount |
|---|---|---|---|---|
| 20251595 | AVANT ASSESSMENT LLC | ASSESSMENTS | 11-GENERAL | 79.80 |
| 20251596 | MOHAWK USA, LLC | EASY SHELL CASES | 32-BOND FUND | 9,922.75 |

Total POs: 2 Total Amount 10,002.55

End of Report

# BOARD POLICIES

The Stillwater Board of Education believes that the formulation of school policy is its primary function and responsibility. School policies are statements that set forth the goals of the community and the board of education. School policies serve as guidelines for the successful and efficient functioning of the school system. They create a framework within which the administrative staff can successfully discharge its responsibilities in organizing and carrying out a sound educational program for all students.

The board recognizes that no collections of policies can cover every potential scenario, nor is that our intent. The Constitution and appropriate laws of the United States, the Constitution and laws of Oklahoma and regulations of the State Board of Education govern the Stillwater Board of Education. These policies are an extension of those laws and regulations, and have been established by the board for Stillwater Public Schools.

Policies may be cooperatively formulated by the board of education working with students, staff, parents or legal guardians of students and stakeholders, but the final authority rests solely with the board. The implementation of school policy is the responsibility of the superintendent and the administrative staff.

The policies of the Stillwater Board of Education may be reviewed annually. Changes, additions, or deletions may be made subsequent to this annual review. However, requests for the board to consider changes in policies may be made at any time. Suggestions should be submitted in writing to the superintendent or the president of the board.

The board believes that the most important ingredient of a legitimate suggestion for policy change is a well-documented need or problem and a solution that is feasible for the district.

Addition, modification, or deletion of board policies may appear on any board meeting agenda. A board policy statement may be added or an existing policy statement may be changed or deleted at any board meeting by the approval of a majority of the membership, provided such action is properly announced by the agenda of that meeting.

Board policy regulations, guidelines, and exhibits are to be presented to the board for approval prior to distribution.

The board of education is aware that board action, in and of itself, may be interpreted as establishment of policy.

**REFERENCE: 70 O.S. §5-105, et seq.**

# BIDS AND QUOTATIONS

No expenditure shall be made except in accordance with the provisions of an approved purchase order, and no contract involving an expenditure of more than $50,000 for the purpose of erecting a building or making any improvements on school buildings shall be made except upon sealed proposals and to the lowest or best responsible bidder. This does not prohibit the district from erecting a building or making improvements on a force account basis. The term "force account" means the purchase of necessary materials, and the employment of necessary workmen, by the school district itself, rather than entering into a contract with a building or other contractor to construct the building or other improvement. No contract involving sums in excess of $50,000 shall be split into partial contracts involving sums below $50,000 for the purpose of avoiding the requirements of the Public Competitive Bidding Act.

General Overview

The solicitation for bids, proposals, and quotations shall be conducted in accordance with the provisions of this policy and district purchasing procedures.

Unless otherwise exempted herein, the following formal and informal bidding and quotation limits shall be followed for the purchase of all goods and services.

| | |
|---|---|
| • $0 to $7,499.99 | No quotations required, but recommended. |
| • $7,500 to $24,999.99 | Three verbal quotations required |
| • $25,000 to $49,999.99 | Three written quotations required |
| • $50,000 and up (non-capital expenditures) | Three formal sealed bids required |
| • $50,000 and up (capital expenditures) | Formal sealed bids in accordance with the competitive bidding act requirements. |

To provide operational efficiency, the Stillwater Public Schools Board (the Board) authorizes the Superintendent and/or Chief Financial Officer to review and approve bids and quotations, as well as sign the related contract, for requisitions under $50,000, applying the same requirements detailed in this policy. All bids and quotes for requisitions $50,000 and up must be provided to the Board for review, approval and signing of the related contract.

The chief financial officer or designee may periodically audit any or all requests for purchase requiring bids or quotes.

Formal sealed bids shall have a specific bid opening date and time. All vendors shall have the right to attend the public bid opening. At least one administrator or designee shall be present during the bid opening. All bids will be opened at the designated time and read aloud.

Specific requirements on the general guidelines listed above are detailed as follows:

1. Competitive Bidding Act

   All public construction contracts in excess of $50,000 fall under the requirements of the Oklahoma Competitive Bidding Act of 1974. Administration will request permission to bid from the board of education prior to initiating the bid process for this type of project. Bidding procedures for these types of projects will comply in all respects to the requirements of the competitive bidding act.

## BIDS AND QUOTATIONS (Cont.)

2. Purchases Not Subject to the Competitive Bidding Act

   A. Purchases of $50,000 or Greater

      All contracts for purchases of supplies and equipment of $50,000 or greater shall be based on bid prices. Bids shall be reviewed by staff and recommendations presented to the board of education for the lowest and best bid. The applicable purchase order shall be presented to the board of education for approval.

   B. Purchases of $25,000 to $49,999.99

      All purchases of supplies and equipment of $25,000 or greater but less than $50,000.00 shall require written quotes from at least three vendors. Documentation of these quotes will accompany the purchase order. The applicable purchase order will be presented to the board for approval in the same manner as all other purchase orders.

   C. Purchases of $7,500 to $24,999.99

      Purchases of supplies and equipment of $7,500 or greater but less than $25,000.00 shall require three verbal quotations to be obtained. Notation of the amounts and sources of these verbal quotations shall be attached to the purchase order. The applicable purchase order shall be presented to the board for approval in the same manner as all other purchase orders.

   D. Purchases of $0.00 to $7,499.99

      Purchases of supplies and equipment of amounts less than $7,500.00 shall not require quotations, however, quotations are still recommended when possible in the interest of good stewardship of public funds.

3. Items Exempt From Bidding

   A. Because of the unique nature of some goods and services, the following will be exempt from bidding requirements. However, every effort will be made to obtain the best quality goods and services at the lowest cost from a responsible vendor.

      1. Professional Services - those services defined by the Oklahoma Cost Accounting System (OCAS) as purchased professional and technical services. Examples include educational services, accounting services, legal services, medical services, audit services, etc.

      2. Textbooks

      3. Utilities

## BIDS AND QUOTATIONS (Cont.)

B. State and Local Contracts

Bidding requirements may be waived for goods and services purchased from a vendor awarded an Oklahoma State Contract. Furthermore, when it is in the district's best interest, the district may purchase from other public contracts or special pricing offers awarded and made to other political subdivisions. Bidding requirements shall be waived for procurements made from other public contracts.

C. Single (Sole) Source Selections

Single source selections shall be except from bidding requirements provided that said procurements shall meet all three of the following requirements:

1. Goods or services are unique to one manufacturer/supplier and no other similar (equal in function and performance) or like goods or services are available from another supplier.

2. The manufacturer distributes directly or has limited distribution to a single distributor.

3. Manufacturer (not distributor) submits a written letter on company letterhead stating why the goods or services are unique to his company and that distribution is limited to the manufacturer or sole distributor. This letter must be attached to the requisition.

Sole source procurement may also be allowed where compatibility of equipment, accessories, or replacement pads are of paramount consideration. Documentation of such shall be included with the requisition.

D. Stillwater Public Schools may provide for a local bid preference of not more than five percent (5%) of the bid price if it is determined that there is an economic benefit to the local area or economy. Provided, however, the local bidder or contractor must agree to perform the contract for the same price and terms as the bid proposed by the nonlocal bidder or contractor. Any bid preference granted hereunder must be in accordance with an established policy adopted by the governing body of the awarding public agency to clearly demonstrate the economic benefit to the local area or economy. Provided, further, no local bid preference shall be granted unless the local bidding entity is the second lowest qualified bid on the contract. The bid specifications shall clearly state that the bid is subject to a local bidder preference law. For purposes of this section, "local bid" means the bidding person is authorized to transact business in this state and maintains a bona fide establishment for transacting such business within this state. This provision does not apply to any construction contract for which federal funds are available for expenditure when its provisions may be in conflict with federal law or regulation.

E. If an award is made to other than the lowest bidder, the District shall accompany its action with a publicized statement setting forth the reason for its action. Such statement shall be placed on file, open to public inspection and be a matter of public record.

## BIDS AND QUOTATIONS (Cont.)

F. It is the intent of the Board to purchase locally whenever equal goods and services are offered. In cases, where two or more responsible suppliers at the local, state, or out-of-state level offer equal materials, supplies, services, equipment, and terms preference may be granted in the following order:

1. Local Supplier*
2. State Supplier
3. Out-of-State Supplier

*A local supplier is defined as one who "maintains a distribution, manufacturing, or processing facility within the confines of the District" with real property or taxable personal property appearing on the ad valorem tax rolls

**REFERENCE: 61 O.S. §102, §107, §131, §117**
**62 O.S. §430.1**
**70 O.S. §5-123**

# APPLICATION FOR SANCTIONING

**Due Annually on July 5**

This is a request for sanctioning by the applicant to the Stillwater Board of Education, pursuant to which the funds collected by the applicant are exempt from the statutory controls over school activity funds. All fields are required.

Date Submitted: _____ Select One: Initial Application _____ Renewal _____

Name of Sanctioned Organization: _____

Official Mailing Address for the organization: _____

Organization's Taxpayer I.D. Number: _____

**Organization President**

Name: _____

Phone: _____

Email: _____

**Organization Treasurer**

Name: _____

Phone: _____

Email: _____

Organization's Purpose, Goals, and the Benefit to District Students: _____

_____

_____

Organizations's Website and/or Social Media Accounts:_____

_____

(All funds raised by the organization will be used to achieve the stated purpose and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.)

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline the applicant, and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education can, at any time, request the records maintained by the applicant, which the applicant will promptly make available, and (b) the board of education can, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.

Applicant agrees that any legal or audit expenses incurred by Stillwater Public Schools related to the sanctioned organization will be billed to and paid for by the sanctioned organization.

Applicant also acknowledges, that if requested by the board of education the organization will be required to submit financial and supporting documentation for an agreed upon procedure review to be performed by the school district's external auditor. This information must be submitted by the deadline established at the time of the request.

## APPLICATION FOR SANCTIONING (Cont.)

Instructions for Completing Application:

1. Read policies CFBB and CFBB-P and complete this application: the cash flow statement for the prior school year, the cash flow statement estimate for the future school year and the independent audit review certification. If necessary, use additional sheets of paper.

2. Attach twelve (12) months of bank statements and a reconciliation to the unaudited cash flow statement (bank statement credits and debits should match the cash flow summary collections and expenditures respectively, and be reconciled to the ending balance).

3. Attach proof of insurance for the corresponding year thast covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.

4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.

5. Sign and date this application and have the school faculty sponsor review and sign (required).

6. Email or deliver the application and attachments to:

   Chief Financial Officer
   314 S. Lewis
   Stillwater, OK 74074

7. Signing this form certifies that you agree to attend mandatory district training.

_____
Organization Representative/Office Name and Position (printed)

_____ _____
Signature Date

_____
School Faculty Sponsor / Athletic Coach Name (printed)

_____ _____
Signature Date

## APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
UNAUDITED CASH FLOW STATEMENT **FOR PRIOR SCHOOL YEAR (ACTUALS JULY 1 – JUNE 30)**

Name of Organization/Association: _____

FINANCIAL ACTIVITY FOR SCHOOL YEAR _____

| | | |
|---|---|---|
| Beginning Cash Balance, July 1, _____ | | $ _____ |
| Collections: | | |
| Fundraiser, Merchandise Sales, Etc. | $ _____ | |
| Donations | $ _____ | |
| Parent/Student Contributions | $ _____ | |
| Other (list): | | |
| _____ | $ _____ | |
| _____ | $ _____ | |
| _____ | $ _____ | |
| Total Collections | | $ _____ |
| Expenditures: | | |
| Fundraising Expenses | $ _____ | |
| Other (list): | | |
| _____ | $ _____ | |
| _____ | $ _____ | |
| _____ | $ _____ | |
| _____ | $ _____ | |
| _____ | $ _____ | |
| _____ | $ _____ | |
| _____ | $ _____ | |
| _____ | $ _____ | |
| Total Expenditures | | $ _____ |
| Ending Cash Balance, June 30, _____ | | $ _____ |

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the _____ school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: _____ Date: _____

Title: _____

Received and reviewed by Chief Financial Officer:

Name/Title: _____ Date: _____

## APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
UNAUDITED CASH FLOW STATEMENT **FOR UPCOMING SCHOOL YEAR (JULY 1 – JUNE 30)**

Name of Organization/Association: _____

FINANCIAL ACTIVITY FOR SCHOOL YEAR _____

| | | |
|---|---|---|
| Beginning Cash Balance, July 1, _____ | | $ _____ |
| Collections: | | |
| Fundraiser, Merchandise Sales, Etc. | $ _____ | |
| Donations | $ _____ | |
| Parent/Student Contributions | $ _____ | |
| Other (list): | | |
| _____ | $ _____ | |
| _____ | $ _____ | |
| _____ | $ _____ | |
| Total Collections | | $ _____ |
| Expenditures: | | |
| Fundraising Expenses | $ _____ | |
| Other (list): | | |
| _____ | $ _____ | |
| _____ | $ _____ | |
| _____ | $ _____ | |
| _____ | $ _____ | |
| _____ | $ _____ | |
| _____ | $ _____ | |
| _____ | $ _____ | |
| _____ | $ _____ | |
| Total Expenditures | | $ _____ |
| Ending Cash Balance, June 30, _____ | | $ _____ |

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the _____ school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: _____ Date: _____

Title: _____

Received and reviewed by Chief Financial Officer:

Name/Title: _____ Date: _____

## APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
INDEPENDENT REVIEW CERTIFICATION

This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club's financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with board policies CFBB and CFBB-P and should consider recommended internal controls for sanctioned organizations.

At a minimum, an audit consists of reviewing 12 months of bank statements for the organization and confirming that they reconcile to the Unaudited Cash Flow Statement submitted as part of the annual application for sanctioning.

Signing this independent review certification also indicates that all expenditures followed the requirements in board policy CFBB with particular attention to the requirement that,

- All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the _____ school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: _____ Date: _____

Representative: _____ Date: _____

Representative: _____ Date: _____

Representative: _____ Date: _____

Representative: _____ Date: _____

# SANCTIONING OF PARENT ORGANIZATIONS, BOOSTER CLUBS, AND ASSOCIATIONS (PROCEDURES)

In compliance with the provisions of state law, the Stillwater Public Schools district has established procedures to provide for sanctioning of organizations and associations exempted or applying to be exempted from statutory controls and board policies and procedures pertaining to school activity funds.

Definitions

1. Initial sanctioning is the first time an organization is sanctioned by the board of education. Initial sanctioning may be requested by an organization at any board meeting.

2. Annual sanctioning occurs each fiscal year after an organization is initially sanctioned. Annual sanctioning applications should be submitted by July 5 each year.

Organizations have the following options regarding the management of their funds related to the Stillwater Public Schools district:

1. Funds may be deposited and expended through a board-approved school activity account at the local school site. Organizations that choose to deposit funds in a board-approved school activity account must follow the district's policies and procedures for school activity funds.

2. Funds may be deposited and expended through an organization's local bank account and shall be exempt from regulations of the district's school activity fund upon being granted sanctioned status by the board of education under the requirements of these procedures.

Organizations that have previously obtained IRS designation as 501(c)(3) organizations are still required to apply for sanctioning by the board of education.

Procedures for Sanctioning by the Board of Education

1. All organizations and associations wishing to be sanctioned shall make application to the board of education as described in the definitions section of this policy. The Sanctioned Organization President and Treasurer must not be a school district employee at any time during the sanctioned year.

2. The completed application form (CFBB-E) must be submitted for review to the chief financial officer.

3. After review by the chief financial officer and the superintendent of schools, the superintendent will make a recommendation to the board concerning the organization seeking to be sanctioned.

4. The board will review the organization's application and determine whether to approve or decline the sanctioning request.

5. Annual sanctioning shall be approved by the board on a one-year basis only. The board shall consider all annual sanctioning applications at the beginning of the school year (normally the September board meetings).

6. The board of education's decision is final and nonappealable.

## SANCTIONING OF PARENT ORGANIZATIONS, BOOSTER CLUBS, AND ASSOCIATIONS, PROCEDURES (Cont.)

7. Each organization shall annually provide the district's chief financial officer with an application for re-sanctioning, including required financial information, agreement to attend required annual training, proof of insurance for the corresponding year (covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action) and a copy of an organization's by-laws and/or constitution.

It should be noted that sanctioning by the board of education in no way grants the organization or association "tax-exempt" status for its operations, nor does it grant "tax-deductible" status to its donors. The organization or association should consult a tax professional for advice on these matters.

It should also be noted that, as a sanctioned organization is at "arms length" and not a part of Stillwater Public Schools, proper internal controls can not be ensured by the district and is the responsibility of the sanctioned organization to provide on all financial activities/transactions. Thus, any legal or audit expenses incurred by the district related to a sanctioned organization will be billed to and paid for by the corresponding sactioned organization.

In reviewing the application for sanctioning, the board will require selected organizations to provide additional financial information and supporting documentation that will be reviewed by the district's external auditor as part of an agreed upon procedure review.

# STILLWATER PUBLIC SCHOOLS
# IN-DISTRICT TRANSFERS

This policy addresses students in grades K-12. Pre-K services do not apply to this policy.

Under certain circumstances, Oklahoma law allows students that residing in a school district to transfer from their assigned site to any site within the district, also known as an intra-district transfer. By the first day of January, April, July and October of each year, the board of education shall establish the number of intra-district transfer students the district has the capacity to accept in each grade level for each school site within the district. Once established, the intra-district capacity numbers will be posted in a prominent place on the school district website and shall be reported to the State Department of Education.

An intra-district transfer may be requested at any time in the school year, unless the grade level of the receiving school site has reached capacity. If the capacity at a grade level is insufficient to enroll all eligible students, the school district shall select intra-district transfer students based on the following preferences and then in the order in which the intra-district applications were received.

This policy applies to students who reside within the school district and creates an enrollment preference and reserve capacity for:

1. Students who reside in the school site boundary;
2. Students who attended the school site the prior school year
3. Siblings of students who are already enrolled at the school site;
4. Children of school district employees who wish to attend a different school site within the school district;
5. Students who change residence within a school district and who wish to attend the same school site.

An intra-district transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to other school sites within the school district where the student resides to no more than two (2) times per school year. Exceptions to this limit will exist for students in foster care. A student is legally entitled to re-enroll at any time in their school district's site of residence.

Any sibling of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

The child of a school district employee who resides in the school district but wishes to attend a different school site within the school district where the student resides may be granted an intra-district transfer if the student does not meet a basis for denial as listed below.

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

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
    a. aviolation of a school regulation

## IN-DISTRICT TRANSFERS (Cont.)

b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act

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

Requests made for the current school year will be reviewed and notification of approval or denial will be provided within 10 school calendar days. Applications for the upcoming school year will be reviewed beginning July 1 of that year. Notification of approval or denial will be provided by July 31st for submissions prior to that date. The school district shall enroll transfer students based on the preferences outlined above and then in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students based on the preferences outlined above and then in the order with which the district received the application.

**LEGAL REFERENCE: 70 O.S. Section 8-114.**

# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Dr. Janet Vinson, Acting Superintendent
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** Jun 10, 2025

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**AGENDA ITEM:**
Annual Membership Renewal with the Oklahoma State School Boards Association for FY 2025-2026.

**BOARD ACTION REQUESTED:**
Consider and Vote to approve the annual membership renewal with the Oklahoma State School Boards Association for FY 2025-2026

**BACKGROUND INFORMATION:**
The Stillwater School District has had an ongoing annual membership with the Oklahoma State School Boards Association. The membership provides the following services:

- Access to the association's wide range of valuable programs, services support and legal guidance
- Free legal information from OSSBA's four staff attorneys via phone or email
- Free registration for spring and fall region meetings
- Discounted registration for the annual conference and other OSSBA-sponsored workshops
- School law updates and columns in the OSSBA Journal

RECEIVED MAY 02 2025

**Oklahoma State School Boards Assn.**
**2801 N. Lincoln Blvd. Suite 125**
**Oklahoma City, OK 73105**
**405.528.3571 or 888.528.3571**
**Fax: 405.609.3091**
**EIN: 73-6636480**

| | |
|---|---|
| **Invoice** | 39573 |
| **Date** | 7/15/2025 |
| **Amount Due** | $5,127.00 |
| **Customer #** | 7033 |

**Customer:**

Stillwater Public Schools
Attn: Accounts Payable
314 S. Lewis
Stillwater, OK 74074

For proper credit please return top portion
To pay online via credit card, please visit:
www.ossba.org/payonline

| Customer ID | Customer Name | Purchase Order No. | Due Date | |
|---|---|---|---|---|
| 7033 | Stillwater Public Schools | | 7/15/2025 | |

| Item Number | Description | Ordered | Discount | Unit Price | Ext. Price |
|---|---|---|---|---|---|
| 1000 | 2025-2026 Membership Dues - Stillwater Public Schools | 1 | $0.00 | $5,127.00 | $5,127.00 |

The membership fee covers the provision of various services by the Oklahoma State School Boards Association to boards of eduction. Such services include legal information, publications, in-office consultations, answers to telephone and letter inquiries from school offiicals and school patrons, monitoring of state and federal education legislation, and other services designed to improve the quality of management of public education in Oklahoma. Member boards of education also receive reduced rates for workshop registrations, subscriptions and fee service programs.

| | |
|---|---|
| **Subtotal** | $5,127.00 |
| **Tax** | $0.00 |
| | |
| **Total** | $5,127.00 |

**Questions? Contact accounting@ossba.org**

RECEIVED MAY 0 2 2025

**Oklahoma State School Boards Assn.**
**2801 N. Lincoln Blvd. Suite 125**
**Oklahoma City, OK 73105**
**405.528.3571 or 888.528.3571**
**Fax: 405.609.3091**
**EIN: 73-6636480**

| | |
|---|---|
| **Invoice** | 40767 |
| **Date** | 7/15/2025 |
| **Amount Due** | $1,200.00 |
| **Customer #** | 7033 |

**Customer:**

Stillwater Public Schools
Attn: Accounts Payable
314 S. Lewis
Stillwater, OK 74074

For proper credit please return top portion
To pay online via credit card, please visit:
www.ossba.org/payonline

| Customer ID | Customer Name | Purchase Order No. | | Due Date | |
|---|---|---|---|---|---|
| 7033 | Stillwater Public Schools | | | 7/15/2025 | |
| **Item Number** | **Description** | **Ordered** | **Discount** | **Unit Price** | **Ext. Price** |
| 3105 | Policy Service - Stillwater Public Schools | 1 | $0.00 | $1,200.00 | $1,200.00 |

| | |
|---|---|
| **Subtotal** | $1,200.00 |
| **Tax** | $0.00 |
| | |
| **Total** | $1,200.00 |

Questions?
Contact OSSBA at accounting@ossba.org

RECEIVED MAY 06 2025

**Oklahoma State School Boards Assn.**
**2801 N. Lincoln Blvd. Suite 125**
**Oklahoma City, OK 73105**
**405.528.3571 or 888.528.3571**
**Fax: 405.609.3091**
**EIN: 73-6636480**

| | |
|---|---|
| **Invoice** | 41155 |
| **Date** | 7/15/2025 |
| **Amount Due** | $3,000.00 |
| **Customer #** | 7033 |

**Customer:**

Stillwater Public Schools
Attn: Accounts Payable
314 S. Lewis
Stillwater, OK 74074

FY 26 - RQ

For proper credit please return top portion
To pay online via credit card, please visit:
www.ossba.org/payonline

| Customer ID | Customer Name | Purchase Order No. | | Due Date | |
|---|---|---|---|---|---|
| 7033 | Stillwater Public Schools | | | 7/15/2025 | |
| **Item Number** | **Description** | **Ordered** | **Discount** | **Unit Price** | **Ext. Price** |
| 3502 | 2025 Assemble for Education - Stillwater Public Schools | 1 | $0.00 | $3,000.00 | $3,000.00 |

| | |
|---|---|
| **Subtotal** | $3,000.00 |
| **Tax** | $0.00 |
| | |
| **Total** | $3,000.00 |

Questions?
Contact OSSBA at accounting@ossba.org

# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Dr. Janet Vinson, Acting Superintendent
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** Jun 10, 2025

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**AGENDA ITEM:**
Appointments and Bond Authorization for each for the 2025-2026 Fiscal Year:
1) Tawni Hooten – Board Clerk and Board Minutes Clerk
2) Annette Turley – Deputy Board Clerk and Deputy Board Minutes Clerk
3) Kristie Newby – Board Treasurer
4) Ronald McElliott – Assistant Board Treasurer
5) Shannon Flores – Encumbrance Clerk

**BOARD ACTION REQUESTED:**
Motion to Approve Tawni Hooten as Board Clerk and Board Minutes Clerk, Annette Turley as Deputy Board Clerk and Deputy Board Minutes Clerk, Kristie Newby as Board Treasurer, Ronald McElliott as Assistant Board Treasurer, and Shannon Flores as Encumbrance Clerk and Authorizing Bonding for Each for the 2025-2026 Fiscal Year.

**BACKGROUND INFORMATION:**
Oklahoma State Statue requires the Board of Education to designate individuals to serve as Board Clerk, Board Minutes Clerk, Deputy Board Clerk, Deputy Minutes Clerk, Board Treasurer, Assistant Board Treasurer, and Encumbrance Clerk with appropriate bonding for each school year.

The following appointments are recommended by the administration:

| | |
|---|---|
| Tawni Hooten | Board Clerk and Board Minutes Clerk |
| Annette Turley | Deputy Board Clerk and Deputy Board Minutes Clerk |
| Kristie Newby | Board Treasurer |
| Ronald McElliott | Assistant Board Treasurer |
| Shannon Flores | Encumbrance Clerk |

Reference: 70 O.S. §5-114, §5-119, §5-122

# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

**PREPARED BY:** **Dr. Ja**net Vinson, Acting Superintendent
**APPROVED BY:** **Dr. J**anet Vinson, Acting Superintendent
**DATE:** June 10, 2025

---

**AGENDA ITEM(S):**

**Human Resources FY 2025-2026 Contracts and Agreements:**

1. American Fidelity Section 125 Flexible Benefit Plan
2. CuraLinc, LLC (Employee Assistance Agreement)
3. OK-Thrive (New Teacher Mentoring Agreement)
4. OSAG (Workers' Compensation Premium)
5. OSSBA (Unemployment Insurance)

**BOARD ACTION REQUESTED:**

Motion to Approve Contracts for 2025-2026

**BACKGROUND INFORMATION:**

1. American Fidelity Section 125 Flexible Benefit Plan - This Section 125 Flexible Benefit Plan Adoption Agreement is established in order to make a broad range of benefits available to our employees and their beneficiaries. This Plan allows employees to choose among different types of benefits and select the combination best suited to their individual goals, desires, and needs. These choices include an option to receive certain benefits in lieu of taxable compensation. American Fidelity serves as our Recordkeeper. Annual renewal, no cost associated with this agreement, this plan will begin on September 1, 2025 and end on August 31, 2026.
2. CuraLinc, LLC - Stillwater Public Schools is partnering with CuraLinc as an Employee Assistance Program (EAP) for the 2025-2026 school year. CuraLinc is a contemporary and engaging workforce mental health EAP. CuraLinc Healthcare's unique approach to workforce mental health marries technology and personalized advocacy to engage, empower and support employees through their care journey. Annual renewal, the pricing for this program is $1.01 per employee (912) per month, the renewal term of this agreement shall commence on July 1, 2025 and continue through June 30, 2026.
3. OK-Thrive - Stillwater Public Schools and Oklahoma State University OK-Thrive plan to partner for the OK-Thrive Program. OK-Thrive is a university-based coaching program that provides induction support to empower educators by supporting their transition from training to practice. OK-Thrive aims to root educators within our state by providing responsive support, goal-based

coaching, and leadership development in an effort to positively impact teacher retention across Oklahoma. Annual renewal, no cost associated with this agreement; this agreement will be in effect from August 2025 until May 2026.

4. OSAG - Workers' Compensation coverage for the 2025-2026 school year. Annual renewal, the total premium for 2025-2026 is $353,458.00. (This is a decrease of $1,040.00 from last year.) The OSAG policy will renew on July 1, 2025 and end on June 30. 2026.
5. OSSBA - Management of our unemployment claims matters, including, but not limited to, docketing, requesting, and organizing claims information. Annual renewal, the administrative fee is the amount equal to $7.00 per employee, this agreement is for the 2025-2026 school year.

# SAMPLE PLAN DOCUMENT
# SECTION 125
# FLEXIBLE BENEFIT PLAN

***The attached plan document and adoption agreement are being provided for illustrative purposes only. Because of differences in facts, circumstances, and the laws of the various states, interested parties should consult their own attorneys. This document is intended as a guide only, for use by local counsel.***

**SECTION 125 FLEXIBLE BENEFIT PLAN**
**ADOPTION AGREEMENT**

***The undersigned Employer hereby adopts the Section 125 Flexible Benefit Plan for those Employees who shall qualify as Participants hereunder. The Employer hereby selects the following Plan specifications:***

## A. EMPLOYER INFORMATION

| | |
|---|---|
| **Name of Employer:** | Stillwater Public Schools |
| **Address:** | 314 S Lewis<br>STILLWATER, OK 74074 |
| **Employer Identification Number:** | 73-6021194 |
| **Nature of Business:** | Public School |
| **Name of Plan:** | Stillwater Public Schools<br>Flexible Benefit Plan |
| **Plan Number:** | 502 |
| **Plan Description:** | Voluntary Plan |

## B. EFFECTIVE DATE

| | |
|---|---|
| **Original effective date of the Plan:** | October 1, 1987 |
| **If Amendment to existing plan, effective date of amendment:** | September 1, 2025 |

## C. ELIGIBILITY REQUIREMENTS FOR PARTICIPATION

Eligibility requirements for each component plan under this Section 125 document will be applicable and, if different, will be listed in Item F.

| | |
|---|---|
| **Length of Service:** | First day of the month following employment |
| **Retiree Wording:** | N/A |
| **Minimum Hours:** | All employees with 17.5 hours of service or more each week. An hour of service is each hour for which an employee receives, or is entitled to receive, payment for performance of duties for the Employer. |
| **Age:** | Minimum age of 0 years. |

## D. PLAN YEAR

The current plan year will begin on September 1, 2025 and end on August 31, 2026.

Each subsequent plan year will begin on September 1 and end on August 31.

## E. EMPLOYER CONTRIBUTIONS

**Non-Elective Contributions:**

The Employer may at its sole discretion provide a non-elective contribution to provide benefits for each Participant under the Plan. This amount will be set by the Employer each Plan Year in a uniform and non-discriminatory manner. If this non-elective contribution amount exceeds the cost of benefits elected by the Participant, excess amounts will not be paid to the Participant as taxable cash.

**Elective Contributions (Salary Reduction):**

The maximum amount available to each Participant for the purchase of elected benefits through salary reduction will be:

100% of compensation per entire plan year.

Each Participant may authorize the Employer to reduce his or her compensation by the amount needed for the purchase of benefits elected, less the amount of non-elective contributions. An election for salary reduction will be made on the benefit election form.

**F.** **AVAILABLE BENEFITS:** Each of the following components should be considered a plan that comprises this Plan.

**1.** **Group Medical Insurance** -- The terms, conditions, and limitations for the Group Medical Insurance will be as set forth in the insurance policy or policies described below: (See Section V of the Plan Document)

**American Fidelity Assurance Company : Accident only Plan and Group Hospital Indemnity**
Eligibility Requirements for Participation, if different than Item C.

**2.** **Disability Income Insurance** -- The terms, conditions, and limitations for the Disability Income Insurance will be as set forth in the insurance policy or policies described below: (See Section VI of the Plan Document)

**American Fidelity Assurance Company : 017 Kind Series**
Eligibility Requirements for Participation, if different than Item C.

**3.** **Cancer Coverage** -- The terms, conditions, and limitations for the Cancer Coverage will be as set forth in the insurance policy or policies described below: (See Section V of the Plan Document)

**American Fidelity Assurance Company : C-4, C-11 and subsequent plans**
Eligibility Requirements for Participation, if different than Item C.

**4.** **Dental/Vision Insurance** -- The terms, conditions, and limitations for the Dental/Vision Insurance will be as set forth in the insurance policy or policies described below: (See Section V of the Plan Document)

**N/A**
Eligibility Requirements for Participation, if different than Item C.

**5.** **Group Life Insurance** which will be comprised of Group term life insurance and Individual term life insurance under Section 79 of the Code.

The terms, conditions, and limitations for the Group Life Insurance will be as set forth in the insurance policy or policies described below: (See Section VII of the Plan Document)

**American Fidelity Assurance Company : 5 Year Term**

Individual life coverage under Section 79 is available as a benefit, and the face amount when combined with the group-term life, if any, may not exceed $50,000.
Eligibility Requirements for Participation, if different than Item C.

**6.** **Dependent Care Assistance Plan** -- The terms, conditions, and limitations for the Dependent Care Assistance Plan will be as set forth in Section IX of the Plan Document and described below:

Minimum Contribution - $**300.00** per Plan Year

Maximum Contribution - $**5000.00** per Plan Year

Recordkeeper: American Fidelity Assurance Company

Eligibility Requirements for Participation, if different than Item C.

N/A

**7.** **Medical Expense Reimbursement Plan** (a.k.a. Healthcare Flexible Spending Account) -- The terms, conditions, and limitations for the Medical Expense Reimbursement Plan will be as set forth in Section VIII of the Plan Document and described below:

Minimum Coverage - $**300.00** per Plan Year

Maximum Coverage - $**3300.00** per Plan Year or a Prorated Amount for a Short Plan Year. In no event can the maximum exceed the limit as indicated by the IRS in accordance with the law.

Recordkeeper: American Fidelity Assurance Company

Restrictions: As outlined in Policy G-905/R1.

**Grace Period:** The Provisions in Section 8.06 of the Plan to permit a Grace Period with respect to the Medical Expense Reimbursement Plan **are not** elected.

**Carryover:** The Provisions in Section 8.07 of the Plan to permit a Carryover with respect to the Medical Expense Reimbursement Plan **are** elected.

Carryover Maximum: $**500.00** per Plan Year.

**HEART Act:** The provisions in Section 8.08 of the Plan to permit the Qualified Reservist Distribution of the Heroes Earnings Assistance and Relief Tax Act (HEART) **are not** elected.

Eligibility Requirements for Participation, if different than Item C.

**8.** **Health Savings Accounts –** The Plan permits contributions to be made to a Health Savings Account on a pretax basis in accordance with Section X of the Plan and the following provisions:

HSA Trustee – **N/A**

Maximum Contribution – **N/A**

Limitation on Eligible Medical Expenses – For purposes of the Medical Reimbursement Plan, Eligible Medical Expenses of a Participant that is eligible for and elects to participate in a Health Savings Account shall be limited to expenses for:

Eligibility Requirements for Participation, if different than Item C.

a. An Employee must complete a Certification of Health Savings Account Eligibility which confirms that the Participant is an eligible individual who is entitled to establish a Health Savings Account in accordance with Code Section 223(c)(1).
b. Eligibility for the Health Savings Account shall begin on the later of (i) first day of the month coinciding with or next following the Employee's commencement of coverage under the High Deductible Health Plan, or (ii) the first day following the end of a Grace Period available to the Employee with respect to the Medical Reimbursement Accounts that are not limited to vision and dental expenses (unless the participant has a $0.00 balance on the last day of the plan year).
c. An Employee's eligibility for the Health Savings Account shall be determined monthly.

**The Plan shall be construed, enforced, administered, and the validity determined in accordance with the applicable provisions of the Employee Retirement Income Security Act of 1974, (as amended) if applicable, the Internal Revenue Code of 1986 (as amended), and the laws of the State of Oklahoma. Should any provision be determined to be void, invalid, or unenforceable by any court of competent jurisdiction, the Plan will continue to operate, and for purposes of the jurisdiction of the court only, will be deemed not to include the provision determined to be void.**

**This Plan is hereby adopted _____.**

**Stillwater Public Schools -**
**(Name of Employer)**

**Signed By:_____**

**Title:_____**

**APPENDIX A**

**Related Employers that have adopted this Plan**

**Name(s):**
N/A

## SECTION 125 FLEXIBLE BENEFIT PLAN

## SECTION I

## PURPOSE

The Employer is establishing this Flexible Benefit Plan in order to make a broader range of benefits available to its Employees and their Beneficiaries. This Plan allows Employees to choose among different types of benefits and select the combination best suited to their individual goals, desires, and needs. These choices include an option to receive certain benefits in lieu of taxable compensation.

In establishing this Plan, the Employer desires to attract, reward, and retain highly qualified, competent Employees, and believes this Plan will help achieve that goal.

It is the intent of the Employer to establish this Plan in conformity with Section 125 of the Internal Revenue Code of 1986, as amended, and in compliance with applicable rules and regulations issued by the Internal Revenue Service. This Plan will grant to eligible Employees an opportunity to purchase qualified benefits which, when purchased alone by the Employer, would not be taxable.

## SECTION II

## DEFINITIONS

The following words and phrases appear in this Plan and will have the meaning indicated below unless a different meaning is plainly required by the context:

2.01 **Administrator** The Employer unless another has been designated in writing by the Employer as Administrator within the meaning of Section 3(16) of ERISA (if applicable).

2.02 **Beneficiary** Any person or persons designated by a participating Employee to receive any benefit payable under the Plan on account of the Employee's death.

2.02a **Carryover** The amount equal to the lesser of (a) any unused amounts from the immediately preceding Plan Year or (b) an amount up to $660, as indexed for inflation, paralleling the indexing applicable to the limit on salary reduction contributions under Code Section 125(i) of the Code, except that in no event may the Carryover be less than five dollars ($5).

2.03 **Code** Internal Revenue Code of 1986, as amended.

2.04 **Dependent** Any of the following:

(a) Tax Dependent: A Dependent includes a Participant's spouse and any other person who is a Participant's dependent within the meaning of Code Section 152, provided that, with respect to any plan that provides benefits that are excluded from an Employee's income under Code Section 105, a Participant's dependent (i) is any person within the meaning of Code Section 152, determined without regard to Subsections (b)(1), (b)(2), and

(d)(1)(B) thereof, and (ii) includes any child of the Participant to whom Code Section 152(e) applies (such child will be treated as a dependent of both divorced parents).

(b) Student on a Medically Necessary Leave of Absence: With respect to any plan that is considered a group health plan under Michelle's Law (and not a HIPAA excepted benefit under Code Sections 9831(b), (c) and 9832(c)) and to the extent the Employer is required by Michelle's Law to provide continuation coverage, a Dependent includes a child who qualifies as a Tax Dependent (defined in Section 2.04(a)) because of his or her full-time student status, is enrolled in a group health plan, and is on a medically necessary leave of absence from school. The child will continue to be a Dependent if the medically necessary leave of absence commences while the child is suffering from a serious illness or injury, is medically necessary, and causes the child to lose student status for purposes of the group health plan's benefits coverage. Written physician certification that the child is suffering from a serious illness or injury and that the leave of absence is medically necessary is required at the Administrator's request. The child will no longer be considered a Dependent as of the earliest date that the child is no longer on a medically necessary leave of absence, the date that is one year after the first day of the medically necessary leave of absence, or the date benefits would otherwise terminate under either the group health plan or this Plan. Terms related to Michelle's Law, and not otherwise defined, will have the meaning provided under the Michelle's Law provisions of Code Section 9813.

(c) Adult Children: With respect to any plan that provides benefits that are excluded from an Employee's income under Code Section 105, a Dependent includes a child of a Participant who as of the end of the calendar year has not attained age 27. A 'child' for purpose of this Section 2.04(c) means an individual who is a son, daughter, stepson, or stepdaughter of the Participant, a legally adopted individual of the Participant, an individual who is lawfully placed with the Participant for legal adoption by the Participant, or an eligible foster child who is placed with the Participant by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction. An adult child described in this Section 2.04(c) is only a Dependent with respect to benefits provided after March 30, 2010 (subject to any other limitations of the Plan).

Dependent for purposes of the Dependent Care Reimbursement Plan is defined in Section 9.04(a).

2.05 **Effective Date** The effective date of this Plan as shown in Item B of the Adoption Agreement.

2.06 **Elective Contribution** The amount the Participant authorizes the Employer to reduce compensation for the purchase of benefits elected.

2.07 **Eligible Employee** Employee meeting the eligibility requirements for participation as shown in Item C of the Adoption Agreement.

2.08 **Employee** Any person employed by the Employer on or after the Effective Date.

2.09 **Employer** The entity shown in Item A of the Adoption Agreement, and any Related Employers authorized to participate in the Plan with the approval of the Employer. Related Employers who participate in this Plan are listed in Appendix A to the Adoption Agreement. For the purposes of Section 11.01 and 11.02, only the Employer as shown in Item A of the Adoption Agreement may amend or terminate the Plan.

2.10 **Employer Contributions** Amounts that have not been actually received by the Participant and are available to the Participant for the purpose of selecting benefits under the Plan. This term includes Non-Elective Contributions and Elective Contributions through salary reduction.

2.11 **Entry Date** The date that an Employee is eligible to participate in the Plan.

2.12 **ERISA** The Employee Retirement Income Security Act of 1974, Public Law 93-406 and all regulations and rulings issued thereunder, as amended (if applicable).

2.13 **Fiduciary** The named fiduciary shall mean the Employer, the Administrator and other parties designated as such, but only with respect to any specific duties of each for the Plan as may be set forth in a written agreement.

2.14 **Health Savings Account** A “health savings account” as defined in Section 223(d) of the Internal Revenue Code of 1986, as amended established by the Participant with the HSA Trustee.

2.15 **HSA Trustee** The Trustee of the Health Savings Account which is designated in Section F.8 of the Adoption Agreement.

2.16 **Highly Compensated** Any Employee who at any time during the Plan Year is a "highly compensated employee" as defined in Section 414(q) of the Code.

2.17 **High Deductible Health Plan** A health plan that meets the statutory requirements for annual deductibles and out-of-pocket expenses set forth in Code section 223(c)(2).

2.18 **HIPAA** The Health Insurance Portability and Accountability Act of 1996, as amended.

2.19 **Insurer** Any insurance company that has issued a policy pursuant to the terms of this Plan.

2.20 **Key Employee** Any Participant who is a "key employee" as defined in Section 416(i) of the Code.

2.21 **Non-Elective Contribution** A contribution amount made available by the Employer for the purchase of benefits elected by the Participant.

2.22 **Participant** An Employee who has qualified for Plan participation as provided in Item C of the Adoption Agreement.

2.23 **Plan** The Plan referred to in Item A of the Adoption Agreement as may be amended from time to time.

2.24 **Plan Year** The Plan Year as specified in Item D of the Adoption Agreement.

2.25 **Policy** An insurance policy issued as a part of this Plan.

2.26 **Preventative Care** Medical expenses which meet the safe harbor definition of "preventative care" set forth in IRS Notice 2004-23, which includes, but is not limited to, the following: (i) periodic health evaluations, such as annual physicals (and the tests and diagnostic procedures ordered in conjunction with such evaluations); (ii) well-baby and/or well-child care; (iii) immunizations for adults and children; (iv) tobacco cessation and obesity weight-loss programs; and (v) screening devices. However, preventative care does not generally include any service or benefit intended to treat an existing illness, injury or condition.

2.27 **Recordkeeper** The person designated by the Employer to perform recordkeeping and other ministerial duties with respect to the Medical Expense Reimbursement Plan and/or the Dependent Care Reimbursement Plan.

2.28 **Related Employer** Any employer that is a member of a related group of organizations with the Employer shown in Item A of the Adoption Agreement, and as specified under Code Section 414(b), (c) or (m).

## SECTION III

## ELIGIBILITY, ENROLLMENT, AND PARTICIPATION

3.01 ELIGIBILITY: Each Employee of the Employer who has met the eligibility requirements of Item C of the Adoption Agreement will be eligible to participate in the Plan on the Entry Date specified or the Effective Date of the Plan, whichever is later. Dependent eligibility to receive benefits under any of the plans listed in Item F of the Adoption Agreement will be described in the documents governing those benefit plans. To the extent a Dependent is eligible to receive benefits under a plan listed in Item F, an

Eligible Employee may elect coverage under this Plan with respect to such Dependent. Notwithstanding the foregoing, life insurance coverage on the life of a Dependent may not be elected under this Plan.

3.02 ENROLLMENT: An eligible Employee may enroll (or re-enroll) in the Plan by submitting to the Employer, during an enrollment period, an Election Form which specifies his or her benefit elections for the Plan Year and which meets such standards for completeness and accuracy as the Employer may establish. A Participant's Election Form shall be completed prior to the beginning of the Plan Year, and shall not be effective prior to the date such form is submitted to the Employer. Any Election Form submitted by a Participant in accordance with this Section shall remain in effect until the earlier of the following dates: the date the Participant terminates participation in the Plan; or, the effective date of a subsequently filed Election Form.

A Participant's right to elect certain benefit coverage shall be limited hereunder to the extent such rights are limited in the Policy. Furthermore, a Participant will not be entitled to revoke an election after a period of coverage has commenced and to make a new election with respect to the remainder of the period of coverage unless both the revocation and the new election are on account of and consistent with a change in status, or other allowable events, as determined by Section 125 of the Internal Revenue Code and the regulations thereunder.

3.03 TERMINATION OF PARTICIPATION: A Participant shall continue to participate in the Plan until the earlier of the following dates:

a. The date the Participant terminates employment by death, disability, retirement or other separation from service; or
b. The date the Participant ceases to work for the Employer as an eligible Employee; or
c. The date of termination of the Plan; or
d. The first date a Participant fails to pay required contributions while on a leave of absence.

3.04 SEPARATION FROM SERVICE: The existing elections of an Employee who separates from the employment service of the Employer shall be deemed to be automatically terminated and the Employee will not receive benefits for the remaining portion of the Plan Year.

3.05 QUALIFYING LEAVE UNDER FAMILY LEAVE ACT: Notwithstanding any provision to the contrary in this Plan, if a Participant goes on a qualifying unpaid leave under the Family and Medical Leave Act of 1993 (FMLA), to the extent required by the FMLA, the Employer will continue to maintain the Participant's existing coverage under the Plan with respect to benefits under Section V and Section VIII of the Plan on the same terms and conditions as though he were still an active Employee. If the Employee opts to continue his coverage, the Employee may pay his Elective Contribution with after-tax dollars while on leave (or pre-tax dollars to the extent he receives compensation during the leave), or the Employee may be given the option to pre-pay all or a portion of his Elective Contribution for the expected duration of the leave on a pre-tax salary reduction basis out of his pre-leave compensation (including unused sick days or vacation) by making a special election to that effect prior to the date such compensation would normally be made available to him (provided, however, that pre-tax dollars may not be utilized to fund coverage during the next plan year), or via other arrangements agreed upon between the Employee and the Administrator (e.g., the Administrator may fund coverage during the leave and withhold amounts upon the Employee's return). Upon return from such leave, the Employee will be permitted to reenter the Plan on the same basis the Employee was participating in the Plan prior to his leave, or as otherwise required by the FMLA.

**SECTION IV**

## CONTRIBUTIONS

4.01 EMPLOYER CONTRIBUTIONS: The Employer may pay the costs of the benefits elected under the Plan with funds from the sources indicated in Item E of the Adoption Agreement. The Employer Contribution may be made up of Non-Elective Contributions and/or Elective Contributions authorized by each Participant on a salary reduction basis.

4.02 IRREVOCABILITY OF ELECTIONS: A Participant may file a written election form with the Administrator before the end of the current Plan Year revising the rate of his contributions or discontinuing such contributions effective as of the first day of the next following Plan Year. The Participant's Elective Contributions will automatically terminate as of the date his employment terminates. Except as provided in this Section 4.02 and Section 4.03, a Participant's election under the Plan is irrevocable for the duration of the plan year to which it relates. The exceptions to the irrevocability requirement which would permit a mid-year election change in benefits and the salary reduction amount elected are set out in the Treasury regulations promulgated under Code Section 125, which include the following:

(a) Change in Status. A Participant may change or revoke his election under the Plan upon the occurrence of a valid change in status, but only if such change or termination is made on account of, and is consistent with, the change in status in accordance with the Treasury regulations promulgated under Section 125. The Employer, in its sole discretion as Administrator, shall determine whether a requested change is on account of and consistent with a change in status, as follows:

(1) Change in Employee's legal marital status, including marriage, divorce, death of spouse, legal separation, and annulment;
(2) Change in number of Dependents, including birth, adoption, placement for adoption, and death;
(3) Change in employment status, including any employment status change affecting benefit eligibility of the Employee, spouse or Dependent, such as termination or commencement of employment, change in hours, strike or lockout, a commencement or return from an unpaid leave of absence, and a change in work site. If the eligibility for either the cafeteria Plan or any underlying benefit plans of the Employer of the Employee, spouse or Dependent relies on the employment status of that individual, and there is a change in that individual's employment status resulting in gaining or losing eligibility under the Plan, this constitutes a valid change in status. This category only applies if benefit eligibility is lost or gained as a result of the event. If an Employee terminates and is rehired within 30 days, the Employee is required to step back into his previous election. If the Employee terminates and is rehired after 30 days, the Employee may either step back into the previous election or make a new election;
(4) Dependent satisfies, or ceases to satisfy, Dependent eligibility requirements due to attainment of age, gain or loss of student status, marriage or any similar circumstances; and
(5) Residence change of Employee, spouse or Dependent, affecting the Employee's eligibility for coverage.

(b) Special Enrollment Rights. If a Participant or his or her spouse or Dependent is entitled to special enrollment rights under a group health plan (other than an excepted benefit), as required by HIPAA under Code Section 9801(f), then a Participant may revoke a prior election for group health plan coverage and make a new election, provided that the election change corresponds with such HIPAA special enrollment right. As required by HIPAA, a special enrollment right will arise in the following circumstances: (i) a Participant or his or her spouse or Dependent declined to enroll in group health plan coverage because he or she had coverage, and eligibility for such coverage is subsequently lost because the coverage was provided under COBRA and the COBRA coverage was exhausted, or the

coverage was non-COBRA coverage and the coverage terminated due to loss of eligibility for coverage or the employer contributions for the coverage were terminated; (ii) a new Dependent is acquired as a result of marriage, birth, adoption, or placement for adoption; (iii) the Participant's or his or her spouse's or Dependent's coverage under a Medicaid plan or under a children's health insurance program (CHIP) is terminated as a result of loss of eligibility for such coverage and the Participant requests coverage under the group health plan not later than 60 days after the date of termination of such coverage; or (iv) the Participant, his or her spouse or Dependent becomes eligible for a state premium assistance subsidy from a Medicaid plan or through a state children's insurance program with respect to coverage under the group health plan and the Participant requests coverage under the group health plan not later than 60 days after the date the Participant, his or her spouse or Dependent is determined to be eligible for such assistance. An election change under (iii) or (iv) of this provision must be requested within 60 days after the termination of Medicaid or state health plan coverage or the determination of eligibility for a state premium assistance subsidy, as applicable. Special enrollment rights under the health insurance plan will be determined by the terms of the health insurance plan.

(c) Certain Judgments, Decrees or Orders. If a judgment, decree or order resulting from a divorce, legal separation, annulment or change in legal custody (including a qualified medical child support order [QMCSO]) requires accident or health coverage for a Participant's child or for a foster child who is a dependent of the Participant, the Participant may have a mid-year election change to add or drop coverage consistent with the Order.

(d) Entitlement to Medicare or Medicaid. If a Participant, Participant's spouse or Participant's Dependent who is enrolled in an accident or health plan of the Employer becomes entitled to Medicare or Medicaid (other than coverage consisting solely of benefits under Section 1928 of the Social Security Act providing for pediatric vaccines), the Participant may cancel or reduce health coverage under the Employer's Plan. Loss of Medicare or Medicaid entitlement would allow the Participant to add health coverage under the Employer's Plan.

(e) Family Medical Leave Act. If an Employee is taking leave under the rules of the Family Medical Leave Act, the Employee may revoke previous elections and re-elect benefits upon return to work.

(f) COBRA Qualifying Event. If an Employee has a COBRA qualifying event (a reduction in hours of the Employee, or a Dependent ceases eligibility), the Employee may increase his pre-tax contributions for coverage under the Employer's Plan if a COBRA event occurs with respect to the Employee, the Employee's spouse or Dependent. The COBRA rule does not apply to COBRA coverage under another Employer's Plan.

(g) Changes in Eligibility for Adult Children. To the extent the Employer amends a plan listed in Item F of the Adoption Agreement that provides benefits that are excluded from an Employee's income under Code Section 105 to provide that Adult Children (as defined in Section 2.04(c)) are eligible to receive benefits under the plan, an Eligible Employee may make or change an election under this Plan to add coverage for the Adult Child and to make any corresponding change to the Eligible Employee's coverage that is consistent with adding coverage for the Adult Child.

(h) Cancellation due to reduction in hours of service. A Participant may cancel group health plan (as that term is defined in Code Section 9832(a)) coverage, except Health FSA coverage, under the Employer's Plan if both of the following conditions are met:

(i) The Participant has been in an employment status under which the Participant was reasonably expected to average at least 30 hours of service per week and there is a change

in that Participant's status so that the Participant will reasonably be expected to average less than 30 hours of service per week after the change, even if that reduction does not result in the Participant ceasing to be eligible under the group health plan; and

(ii) The cancellation of the election of coverage under the Employer's group health plan coverage corresponds to the intended enrollment of the Participant, and any related individuals who cease coverage due to the cancellation, in another plan that provides minimum essential coverage with the new coverage effective no later than the first day of the second month following the month that includes the date the original coverage is cancelled.

(i) Cancellation due to enrollment in a Qualified Health Plan. A participant may cancel group health plan (as that term is defined in Code Section 9832(a)) coverage, except Health FSA coverage, under the Employer's Plan if both of the following conditions are met:

(i) The Participant is eligible for a Special Enrollment Period (as defined in Code Section 9801(f)) to enroll in a Qualified Health Plan (as described in section 1311 of the Patient Protection and Affordable Care Act (PPACA)) through a competitive marketplace established under section 1311(c) of PPACA (Marketplace), pursuant to guidance issued by the Department of Health and Human Services and any other applicable guidance, or the Participant seeks to enroll in a Qualified Health Plan through a Marketplace during the Marketplace's annual open enrollment period; and

(ii) The cancellation of the election of coverage under the Employer's group health plan coverage corresponds to the intended enrollment of the Participant and any related individuals who cease coverage due to the cancellation in a Qualified Health Plan through a Marketplace for new coverage that is effective beginning no later than the day immediately following the last day of the original coverage that is cancelled.

(j) Cancellation due to related individuals' enrollment in a Qualified Health Plan. For elections effective on or after January 1, 2023, a participant may cancel an election of family coverage under a group health plan (as that term is defined in Code Section 9832(a)), except Health FSA coverage, under the Employer's Plan if both of the following conditions are met:

(i) One or more related individuals are eligible for a Special Enrollment Period (as defined in Code Section 9801(f)) to enroll in a Qualified Health Plan (as described in section 1311 of the Patient Protection and Affordable Care Act (PPACA)) through a competitive marketplace established under section 1311(c) of PPACA (Marketplace), pursuant to guidance issued by the Department of Health and Human Services and any other applicable guidance, or one or more already-covered related individuals seeks to enroll in a Qualified Health Plan through a Marketplace during the Marketplace's annual open enrollment period; and

(ii) The cancellation of the election of coverage under the Employer's group health plan coverage corresponds to the intended enrollment of the related individual or related individuals who cease coverage due to the cancellation in a Qualified Health Plan through a Marketplace for new coverage that is effective beginning no later than the day

immediately following the last day of the original coverage that is cancelled. If the employee does not enroll in a Qualified Health Plan through an Exchange as set forth in Notice 2014-55, the employee must elect self-only coverage (or family coverage including one or more already-covered related individuals) under the group health plan.

Notwithstanding anything to the contrary in this Section 4.02, the change in election rules in this Section 4.02 do not apply to the Medical Expense Reimbursement Plan, or may not be modified with respect to the Medical Expense Reimbursement Plan if the Plan is being administered by a Recordkeeper other than the Employer, unless the Employer and the Recordkeeper otherwise agree in writing.

4.03 OTHER EXCEPTIONS TO IRREVOCABILITY OF ELECTIONS. Other exceptions to the irrevocability of election requirement permit mid-year election changes and apply to all qualified benefits except for Medical Expense Reimbursement Plans, as follows:

(a) Change in Cost. If the cost of a benefit package option under the Plan significantly increases during the plan year, Participants may (i) make a corresponding increase in their salary reduction amount, (ii) revoke their elections and make a prospective election under another benefit option offering similar coverage, or (iii) revoke election completely if no similar coverage is available, including in spouse or dependent's plan. If the cost significantly decreases, employees may elect coverage even if they had not previously participated and may drop their previous election for a similar coverage option in order to elect the benefit package option that has decreased in cost during the year. If the increased or decreased cost of a benefit package option under the Plan is insignificant, the participant's salary reduction amount shall be automatically adjusted.

(b) Significant curtailment of coverage.

(i) With no loss of coverage. If the coverage under a benefit package option is significantly curtailed or ceases during the Plan Year, affected Participants may revoke their elections for the curtailed coverage and make a new prospective election for coverage under another benefit package option providing similar coverage.

(ii) With loss of coverage. If there is a significant curtailment of coverage with loss of coverage, affected Participants may revoke election for curtailed coverage and make a new prospective election for coverage under another benefit package option providing similar coverage, or drop coverage if no similar benefit package option is available.

(c) Addition or Significant Improvement of Benefit Package Option. If during the Plan Year a new benefit package option is added or significantly improved, eligible employees, whether currently participating or not, may revoke their existing election and elect the newly added or newly improved option.

(d) Change in Coverage of a Spouse or Dependent Under Another Employer's Plan. If there is a change in coverage of a spouse, former spouse, or Dependent under another employer's plan, a Participant may make a prospective election change that is on account of and corresponds with a change made under the plan of the spouse or Dependent. This rule applies if (1) mandatory changes in coverage are initiated by either the insurer of spouse's plan or by the spouse's employer, or (2) optional changes are initiated by the spouse's employer or by the spouse through open enrollment.

(e) Loss of coverage under other group health coverage. If during the Plan Year coverage is lost under any group health coverage sponsored by a governmental or educational institution, a Participant may

prospectively change his or her election to add group health coverage for the affected Participant or his or her spouse or dependent.

4.04 CASH BENEFIT: Available amounts not used for the purchase of benefits under this Plan may be considered a cash benefit under the Plan payable to the Participant as taxable income to the extent indicated in Item E of the Adoption Agreement.

4.05 PAYMENT FROM EMPLOYER'S GENERAL ASSETS: Payment of benefits under this Plan shall be made by the Employer from Elective Contributions which shall be held as a part of its general assets.

4.06 EMPLOYER MAY HOLD ELECTIVE CONTRIBUTIONS: Pending payment of benefits in accordance with the terms of this Plan, Elective Contributions may be retained by the Employer in a separate account or, if elected by the Employer and as permitted or required by regulations of the Internal Revenue Service, Department of Labor or other governmental agency, such amounts of Elective Contributions may be held in a trust pending payment.

4.07 MAXIMUM EMPLOYER CONTRIBUTIONS: With respect to each Participant, the maximum amount made available to pay benefits for any Plan Year shall not exceed the Employer's Contribution specified in the Adoption Agreement and as provided in this Plan.

## SECTION V

## GROUP MEDICAL INSURANCE BENEFIT PLAN

5.01 PURPOSE: These benefits provide the group medical insurance benefits to Participants.

5.02 ELIGIBILITY: Eligibility will be as required in Items F(1), F(3), and F(4) of the Adoption Agreement.

5.03 DESCRIPTION OF BENEFITS: The benefits available under this Plan will be as defined in Items F(1), F(3), and F(4) of the Adoption Agreement.

5.04 TERMS, CONDITIONS AND LIMITATIONS: The terms, conditions and limitations of the benefits offered shall be as specifically described in the Policy identified in the Adoption Agreement.

5.05 COBRA: To the extent required by Section 4980B of the Code and Sections 601 through 607 of ERISA, Participants and Dependents shall be entitled to continued participation in this Group Medical Insurance Benefit Plan by contributing monthly (from their personal assets previously subject to taxation) 102% of the amount of the premium for the desired benefit during the period that such individual is entitled to elect continuation coverage, provided, however, in the event the continuation period is extended to 29 months due to disability, the premium to be paid for continuation coverage for the 11 month extension period shall be 150% of the applicable premium.

5.06 SECTION 105 AND 106 PLAN: It is the intention of the Employer that these benefits shall be eligible for exclusion from the gross income of the Participants covered by this benefit plan, as provided in Code Sections 105 and 106, and all provisions of this benefit plan shall be construed in a manner consistent with that intention. It is also the intention of the Employer to comply with the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 as outlined in the policies identified in the Adoption Agreement.

5.07 CONTRIBUTIONS: Contributions for these benefits will be provided by the Employer on behalf of a Participant as provided for in Item E of the Adoption Agreement.

5.08 UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT: Notwithstanding anything to the contrary herein, the Group Medical Insurance Benefit Plan shall comply with the applicable provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (Public Law 103-353).

## SECTION VI

## DISABILITY INCOME BENEFIT PLAN

6.01 PURPOSE: This benefit provides disability insurance designated to provide income to Participants during periods of absence from employment because of disability.

6.02 ELIGIBILITY: Eligibility will be as required in Item F(2) of the Adoption Agreement.

6.03 DESCRIPTION OF BENEFITS: The benefits available under this Plan will be as defined in Item F(2) of the Adoption Agreement.

6.04 TERMS, CONDITIONS AND LIMITATIONS: The terms, conditions and limitations of the Disability Income Benefits offered shall be as specifically described in the Policy identified in the Adoption Agreement.

6.05 SECTION 104 AND 106 PLAN: It is the intention of the Employer that the premiums paid for these benefits shall be eligible for exclusion from the gross income of the Participants covered by this benefit plan, as provided in Code Sections 104 and 106, and all provisions of this benefit plan shall be construed in a manner consistent with that intention.

6.06 CONTRIBUTIONS: Contributions for this benefit will be provided by the Employer on behalf of a Participant as provided for in Item E of the Adoption Agreement.

## SECTION VII

## GROUP AND INDIVIDUAL LIFE INSURANCE PLAN

7.01 PURPOSE: This benefit provides group life insurance benefits to Participants and may provide certain individual policies as provided for in Item F(5) of the Adoption Agreement.

7.02 ELIGIBILITY: Eligibility will be as required in Item F(5) of the Adoption Agreement.

7.03 DESCRIPTION OF BENEFITS: The benefits available under this Plan will be as defined in Item F(5) of the Adoption Agreement.

7.04 TERMS, CONDITIONS, AND LIMITATIONS: The terms, conditions, and limitations of the group life insurance are specifically described in the Policy identified in the Adoption Agreement.

7.05 SECTION 79 PLAN: It is the intention of the Employer that the premiums paid for the benefits described in Item F(5) of the Adoption Agreement shall be eligible for exclusion from the gross income of the Participants covered by this benefit plan to the extent provided in Code Section 79, and all provisions of this benefit plan shall be construed in a manner consistent with that intention.

7.06 CONTRIBUTIONS: Contributions for this benefit will be provided by the Employer on behalf of a Participant as provided for in Item E of the Adoption Agreement. Any individual policies purchased by the Employer for the Participant will be owned by the Participant.

## SECTION VIII

## MEDICAL EXPENSE REIMBURSEMENT PLAN

8.01 PURPOSE: The Medical Expense Reimbursement Plan is designed to provide for reimbursement of Eligible Medical Expenses (as defined in Section 8.04) that are not reimbursed under an insurance plan, through damages, or from any other source. It is the intention of the Employer that amounts allocated for this benefit shall be eligible for exclusion from gross income, as provided in Code Sections 105 and 106, for Participants who elect this benefit and all provisions of this Section VIII shall be construed in a manner consistent with that intention.

8.02 ELIGIBILITY: The eligibility provisions are set forth in Item F(7) of the Adoption Agreement.

8.03 TERMS, CONDITIONS, AND LIMITATIONS:

a. Accounts. The Reimbursement Recordkeeper shall establish a recordkeeping account for each Participant. The Reimbursement Recordkeeper shall maintain a record of each account on an on-going basis, increasing the balances as contributions are credited during the year and decreasing the balances as Eligible Medical Expenses are reimbursed. No interest shall be payable on amounts recorded in any Participant's account.

b. Maximum benefit. The maximum amount of reimbursement for each Participant shall be limited to the amount of the Participant's Elective Contribution allocated to the program during the Plan Year, not to exceed the maximum amount set forth in Item F(7) of the Adoption Agreement.

c. Claim Procedure. In order to be reimbursed for any medical expenses incurred during the Plan Year, the Participant shall complete the form(s) provided for such purpose by the Reimbursement Recordkeeper. The Participant shall submit the completed form to the Reimbursement Recordkeeper with an original bill or other proof of the expense acceptable to the Reimbursement Recordkeeper. No reimbursement shall be made on the basis of an incomplete form or inadequate evidence of expense as determined by the Reimbursement Recordkeeper. Forms for reimbursement of Eligible Medical Expenses must be submitted no later than the last day of the third month following the last day of the Plan Year during which the Eligible Medical Expenses were incurred. Reimbursement payments shall only be made to the Participant, or the Participant's legal representative in the event of incapacity or death of the Participant. Forms for reimbursement shall be reviewed in accordance with the claims procedure set forth in Section XII.

d. Funding. The funding of the Medical Reimbursement Plan shall be through contributions by the Employer from its general assets to the extent of Elective Contributions directed by Participants. Such contributions shall be made by the Employer when benefit payments and account administrative expenses become due and payable under this Medical Expense Reimbursement Plan.

e. Forfeiture. Subject to Section 8.06 and 8.07, any amounts remaining to the credit of the Participant at the end of the Plan Year and not used for Eligible Medical Expenses incurred during the Participant's participation during the Plan Year shall be forfeited and shall remain assets of the Plan. With respect to a Participant who terminates employment with the Employer and who has not elected to continue coverage under this Plan pursuant to COBRA rights referenced under Section 8.03(f) herein, such Participant shall not be entitled to reimbursement for Eligible Medical Expenses incurred after his termination date regardless if such Participant has any amounts of Employer Contributions remaining to his credit. Upon the death of any Participant who has any amounts of Employer Contributions remaining to his credit, a dependent of the Participant may elect to continue to claim reimbursement for Eligible Medical Expenses in the same manner as the Participant could have for the balance of the Plan Year.

f. COBRA. To the extent required by Section 4980B of the Code and Sections 601 through 607 of ERISA ('COBRA"), a Participant and a Participant's Dependents shall be entitled to elect continued participation in this Medical Expense Reimbursement Plan only through the end of the plan year in which the qualifying event occurs, by contributing monthly (from their personal assets previously subject to taxation) to the Employer/Administrator, 102% of the amount of desired reimbursement through the end of the Plan Year in which the qualifying event occurs. Specifically, such individuals will be eligible for COBRA continuation coverage only if they have a positive Medical Expense Reimbursement Account balance on the date of the qualifying event. Participants who have a deficit balance in their Medical Expense Reimbursement Account on the

date of their qualifying event shall not be entitled to elect COBRA coverage. In lieu of COBRA, Participants may continue their coverage through the end of the current Plan Year by paying those premiums out of their last paycheck on a pre-tax basis.

g. Nondiscrimination. Benefits provided under this Medical Expense Reimbursement Plan shall not be provided in a manner that discriminates in favor of Employees or Dependents who are highly compensated individuals, as provided under Section 105(h) of the Code and regulations promulgated thereunder.

h. Uniform Coverage Rule. Notwithstanding that a Participant has not had withheld and credited to his account all of his contributions elected with respect to a particular Plan Year, the entire aggregate annual amount elected with respect to this Medical Expense Reimbursement Plan (increased by any Carryover to the Plan Year), shall be available at all times during such Plan Year to reimburse the participant for Eligible Medical Expenses with respect to this Medical Expense Reimbursement Plan. To the extent contributions with respect to this Medical Expense Reimbursement Plan are insufficient to pay such Eligible Medical Expenses, it shall be the Employer's obligation to provide adequate funds to cover any short fall for such Eligible Medical Expenses for a Participant; provided subsequent contributions with respect to this Medical Expense Reimbursement Plan by the Participant shall be available to reimburse the Employer for funds advanced to cover a previous short fall.

i. Uniformed Services Employment and Reemployment Rights Act. Notwithstanding anything to the contrary herein, this Medical Expense Reimbursement Plan shall comply with the applicable provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (Public Law 103-353).

j. Proration of Limit. In the event that the Employer has purchased a uniform coverage risk policy from the Recordkeeper, then the Maximum Coverage amount specified in Section F.7 of the Adoption Agreement shall be pro rated with respect to (i) an Employee who becomes a Participant and enters the Plan during the Plan Year, and (ii) short plan years initiated by the Employer. Such Maximum Coverage amount will be pro rated by dividing the annual Maximum Coverage amount by 12, and multiplying the quotient by the number of remaining months in the Plan Year for the new Participant or the number of months in the short Plan Year, as applicable.

k. Continuation Coverage for Certain Dependent Children. In the event that benefits under the Medical Expense Reimbursement Plan does not qualify for the exception from the portability rules of HIPAA, then, effective for Plan Years beginning on or after October 9, 2009, notwithstanding the foregoing provisions, coverage for a Dependent child who is enrolled in the Medical Expense Reimbursement Plan as a student at a post-secondary educational institution will not terminate due to a medically necessary leave of absence before a date that is the earlier of:

- the date that is one year after the first day of the medically necessary leave of absence; or
- the date on which such coverage would otherwise terminate under the terms of the Plan.

For purposes of this paragraph, "medically necessary leave of absence" means a leave of absence of the child from a post-secondary educational institution, or any other change in enrollment of the child at the institution, that: (i) commences while the child is suffering from a serious illness or injury; (ii) is medically necessary; and (iii) causes the child to lose student status for purposes of coverage under the terms of the Plan. A written certification must be provided by a treating physician of the dependent child to the Plan in order for the continuation coverage requirement to

apply. The physician's certification must state that the child is suffering from a serious illness or injury and that the leave of absence (or other change in enrollment) is medically necessary.

8.04 ELIGIBLE MEDICAL EXPENSES:

a. Eligible Medical Expense in General. The phrase 'Eligible Medical Expense' means any expense incurred by a Participant or any of his Dependents (subject to the restrictions in Sections 8.04(b) and (c)) during a Plan Year that (i) qualifies as an expense incurred by the Participant or Dependents for medical care as defined in Code Section 213(d) and meets the requirements outlined in Code Section 125, (ii) is excluded from gross income of the Participant under Code Section 105(b), and (iii) has not been and will not be paid or reimbursed by any other insurance plan, through damages, or from any other source. Notwithstanding the above, capital expenditures are not Eligible Medical Expenses under this Plan.

b. Expenses Incurred After Commencement of Participation. Only medical care expenses incurred by a Participant or the Participant's Dependent(s) on or after the date such Participant commenced participation in the Medical Expense Reimbursement Plan shall constitute an Eligible Medical Expense.

c. Eligible Expenses Incurred by Dependents. For purposes of this Section, Eligible Medical Expenses incurred by Dependents defined in Section 2.04(c) are eligible for reimbursement if incurred after March 30, 2010; Eligible Medical Expenses incurred by Dependents defined in Sections 2.04(a) and (b) are eligible for reimbursement if incurred either before or after March 30, 2010 (subject to the restrictions of Section 8.04(b)).

d. Health Savings Accounts. If the Employer has elected in Item F.8 of the Adoption Agreement to allow Eligible Employees to contribute to Health Savings Accounts under the Plan, then for a Participant who is eligible for and elects to contribute to a Health Savings Accounts, Eligible Medical Expenses shall be limited as set forth in Item F.8 of the Adoption Agreement.

8.05 USE OF DEBIT CARD: In the event that the Employer elects to allow the use of debit cards ("Debit Cards") for reimbursement of Eligible Medical Expenses under the Medical Expense Reimbursement Plan, the provisions described in this Section shall apply.

a. Substantiation. The following procedures shall be applied for purposes of substantiating claimed Eligible Medical Expenses after the use of a Debit Card to pay the claimed Eligible Medical Expense:

(i) If the dollar amount of the transaction at a health care provider equals the dollar amount of the co-payment for that service under the Employer's major medical plan of the specific employee-cardholder, the charge is fully substantiated without the need for submission of a receipt or further review.

(ii) If the merchant, service provider, or other independent third-party (e.g., pharmacy benefit manager), at the time and point of sale, provides information to verify to the Recordkeeper (including electronically by e-mail, the internet, intranet, or telephone) that the charge is for a medical expense, the charge is fully substantiated without the need for submission of a receipt or further review.

b. Status of Charges. All charges to a Debit Card, other than co-payments and real-time substantiation as described in Subsection (a) above, are treated as conditional pending confirmation of the charge, and additional third-party information, such as merchant or service provider receipts, describing the service or product, the date of the service or sale, and the amount, must be submitted for review and substantiation.

c. Correction Procedures for Improper Payments. In the event that a claim has been reimbursed and is subsequently identified as not qualifying for reimbursement, one or all of the following procedures shall apply:

(i) First, upon the Recordkeeper's identification of the improper payment, the Eligible Employee will be required to pay back to the Plan an amount equal to the improper payment.

(ii) Second, where the Eligible Employee does not pay back to the Plan the amount of the improper payment, the Employer will have the amount of the improper payment withheld from the Eligible Employee's wages or other compensation to the extent consistent with applicable law.

(iii) Third, if the improper payment still remains outstanding, the Plan may utilize a claim substitution or offset approach to resolve improper claims payments.

(iv) If the above correction efforts prove unsuccessful, or are otherwise unavailable, the Eligible Employee will remain indebted to the Employer for the amount of the improper payment. In that event and consistent with its business practices, the Employer may treat the payment as it would any other business indebtedness.

(v) In addition to the above, the Employer and the Plan may take other actions they may deem necessary, in their sole discretion, to ensure that further violations of the terms of the Debit Card do not occur, including, but not limited to, denial of access to the Debit Card until the indebtedness is repaid by the Eligible Employee.

d. Intent to Comply with Rev. Rul. 2003-43. It is the Employer's intent that any use of Debit Cards to pay Eligible Medical Expenses shall comply with the guidelines for use of such cards set forth in Rev. Rul. 2003-43, and this Section 8.05 shall be construed and interpreted in a manner necessary to comply with such guidelines.

8.06 GRACE PERIOD: If the Employer elects in Section F.7 of the Adoption Agreement to permit a Grace Period with respect to the Medical Reimbursement Plan, the provisions of this Section 8.06 shall apply. Notwithstanding anything to the contrary herein and in accordance with Internal Revenue Service Notice 2005-42, a Participant who has unused contributions relating to the Medical Reimbursement Plan from the immediately preceding Plan Year, and who incurs Eligible Medical Expenses for such qualified benefit during the Grace Period, may be paid or reimbursed for those Eligible Medical Expenses from the unused contributions as if the expenses had been incurred in the immediately preceding Plan Year. For purposes of this Section, 'Grace Period' shall mean the period extending to the 15th day of the third calendar month after the end of the immediately preceding Plan Year to which it relates. Eligible Medical Expenses incurred during the Grace Period shall be reimbursed first from unused contributions allocated to the Medical Reimbursement Plan for the prior Plan Year, and then from unused contributions for the current Plan Year, if participant is enrolled in current Plan Year.

8.07 CARRYOVER: If the Employer elects in Section F.7 of the Adoption Agreement to permit a Carryover with respect to the Medical Reimbursement Plan, the provisions of this Section 8.07 shall apply.

Notwithstanding anything to the contrary herein and in accordance with Internal Revenue Service Notice 2013-71, the Carryover for a Participant who has an amount remaining unused as of the end of the run-off period for the Plan Year, may be used to pay or reimburse Eligible Medical Expenses during the following entire Plan Year. The Carryover does not count against or otherwise affect the Maximum benefit set forth in Section 8.03 (b). Eligible Medical Expenses incurred during a Plan Year shall be reimbursed first from unused contributions for the current Plan Year, and then from any Carryover carried over from the preceding Plan Year. Any unused amounts from the prior Plan Year that are used to reimburse a current Plan Year expense (a) reduce the amounts available to pay prior Plan Year expenses during the run-off period, (b) must be counted against any Carryover amount from the prior Plan Year, and (c) cannot exceed the maximum Carryover from the prior Plan Year. If the Employer elects to apply Section 8.06 in Section F.7 of the Adoption Agreement, this Section 8.07 shall not apply.

8.08 QUALIFIED RESERVIST DISTRIBUTIONS: Notwithstanding anything in the Plan to the contrary, an individual who, by reason of being a member of a reserve component (as defined in 37 U.S.C. § 101), is ordered or called to active duty for a period in excess of 179 days or for an indefinite period may elect to receive a distribution of all or a portion of the unused Elective Contributions in his or her Account relating to the Medical Expense Reimbursement Plan if the distribution is made during the period beginning on the date of such order or call and ending on the last date that reimbursements could otherwise be made under the Plan for the Plan Year that includes the date of such order or call. If the distribution is for the entire amount of unused Elective Contributions available in the Medical Expense Reimbursement Plan, then no additional reimbursement requests will be processed for the remainder of the Plan Year.

## SECTION IX

## DEPENDENT CARE REIMBURSEMENT PLAN

9.01 PURPOSE: The Dependent Care Reimbursement Plan is designed to provide for reimbursement of certain employment-related dependent care expenses of the Participant. It is the intention of the Employer that amounts allocated for this benefit shall be eligible for exclusion from gross income, as provided in Code Section 129, for Participants who elect this benefit, and all provisions of this Section IX shall be construed in a manner consistent with that intention.

9.02 ELIGIBILITY: The eligibility provisions are set forth in Item F(6) of the Adoption Agreement.

9.03 TERMS, CONDITIONS, AND LIMITATIONS:

a. Accounts. The Reimbursement Recordkeeper shall establish a recordkeeping account for each Participant. The Reimbursement Recordkeeper shall maintain a record of each account on an on-going basis, increasing the balances as contributions are credited during the year and decreasing the balances as Eligible Dependent Care Expenses are reimbursed. No interest shall be payable on amounts recorded in any Participant's account.

b. Maximum Benefit. The maximum amount of reimbursement for each Participant shall be limited to the amount of the Participant's allocation to the program during the Plan Year not to exceed the maximum amount set forth in Item F(6) of the adoption agreement.

For purpose of this Section IX, the phrase "earned income" shall mean wages, salaries, tips and other employee compensation, but only if such amounts are includible in gross income for the taxable year. A Participant's spouse who is physically or mentally incapable of self-care as described in Section 9.04(a)(ii) or a spouse who is a full-time student within the meaning of Code Section 21(e)(7) shall be deemed to have earned income for each month in which such spouse is so disabled (or a full-time student). The amount of such deemed earned income shall be $250 per month in the case of one Dependent and $500 per month in the case of two or more Dependents.

c. Claim Procedure. In order to be reimbursed for any dependent care expenses incurred during the Plan Year, the Participant shall complete the form(s) provided for such purpose by the Reimbursement Recordkeeper. The Participant shall submit the completed form to the Reimbursement Recordkeeper with an original bill or other proof of the expense from an independent third party acceptable to the Reimbursement Recordkeeper. No reimbursement shall be made on the basis of an incomplete form or inadequate evidence of the expense as determined by the Reimbursement Recordkeeper. Claims for reimbursement of Eligible Dependent Care Expenses must be submitted no later than the last day of the third month following the last day of the Plan Year during which the Eligible Dependent Care Expenses were incurred. Reimbursement payments shall only be made to the Participant, or the Participant's legal representative in the event of the incapacity or death of the Participant. Forms for reimbursement shall be reviewed in accordance with the claims procedure set forth in Section XII.

d. Funding. The funding of the Dependent Care Reimbursement Plan shall be through contributions by the Employer from its general assets to the extent of Elective Contributions directed by Participants. Such contributions shall be made by the Employer when benefit payments and account administration expenses become due and payable under this Dependent Care Expense Reimbursement Plan.

e. Forfeiture. Any amounts remaining to the credit of the Participant at the end of the Plan Year and not used for Eligible Dependent Care Expenses incurred during the Plan Year shall be forfeited and remain assets of the Plan.

f. Nondiscrimination. Benefits provided under this Dependent Care Reimbursement Plan shall not be provided in a manner that discriminates in favor of Highly Compensated Employees (as defined in Code Section 414(q)) or their dependents, as provided in Code Section 129. In addition, no more than 25 percent of the aggregate Eligible Dependent Care Expenses shall be reimbursed during a Plan Year to five percent owners, as provided in Code Section 129.

9.04 DEFINITIONS:

a. "Dependent" (for purposes of this Section IX) means any individual who is:

(i) a Participant's qualifying child (as defined in Code Section 152 (c)) who has not attained the age of 13; or

(ii) a dependent (qualifying child or qualifying relative, as defined in Code Section 152 (c) and (d), respectively) or the spouse of a Participant who is physically or mentally incapable of self-care, and who has the same principal place of abode as the taxpayer for more than half of the taxable year. For purposes of this Dependent Care Reimbursement Plan, an individual shall be considered physically or mentally incapable of self-care if, as a result of a physical or mental defect, the individual is incapable of caring for his or her hygienic or nutritional needs, or requires full-time attention of another person for his or her own safety or the safety of others.

b. "Dependent Care Center" (for purposes of this Section IX) shall be a facility which:

(i) provides care for more than six individuals (other than individuals who reside at the facility);
(ii) receives a fee, payment, or grant for providing services for any of the individuals (regardless of whether such facility is operated for profit); and
(iii) satisfies all applicable laws and regulations of a state or unit of local government.

c. "Eligible Dependent Care Expenses" (for purposes of this Section IX) shall mean expenses incurred by a Participant which are:

(i) incurred for the care of a Dependent of the Participant or for related household services;
(ii) paid or payable to a Dependent Care Service Provider; and
(iii) incurred to enable the Participant to be gainfully employed for any period for which there are one or more Dependents with respect to the Participant.

"Eligible Dependent Care Expenses" shall not include expenses incurred for services outside the Participant's household for the care of a Dependent unless such Dependent is (i) a qualifying child (as defined in Code Section 152 (c)) under the age of 13, or (ii) a dependent (qualifying child or qualifying relative, as defined in Code Section 152 (c) and (d), respectively)), who is physically or mentally incapable of self-care, and who has the same principal place of abode as the Participant for more than half of the taxable year, or (iii) the spouse of a Participant who is physically or mentally incapable of self-care, and who has the same principal place of abode as the Participant for more than half of the taxable year. Eligible Dependent Care Expenses shall be deemed to be incurred at the time the services to which the expenses relate are rendered.

d. "Dependent Care Service Provider" (for purposes of this Section IX) means:

(i) a Dependent Care Center, or
(ii) a person who provides care or other services described in Section 9.04(b) and who is not a related individual described in Section 129(c) of the Code.

## SECTION X

## HEALTH SAVINGS ACCOUNTS

10.01 PURPOSE: If elected by the Employer in Section F.8 of the Adoption Agreement, the Plan will permit pre-tax contributions to the Health Savings Account, and the provisions of this Article X shall apply.

10.02 BENEFITS: A Participant can elect benefits under the Health Savings Accounts portion of this Plan by electing to pay his or her Health Savings Account contributions on a pre-tax salary reduction basis. In addition, the Employer may make contributions to the Health Savings Account for the benefit of the Participant.

10.03 TERMS, CONDITIONS AND LIMITATION:

a. Maximum Benefit. The maximum annual contributions that may be made to a Participant's Health Savings Account under this Plan is set forth in Section F.8 of the Adoption Agreement.

b. Mid-Year Election Changes. Notwithstanding any to the contrary herein, a Participant election with respect to contributions for the Health Savings Account shall be revocable during the duration of the Plan Year to which the election relates. Consequently, a Participant may change his or her election with respect to contributions for the Health Savings Account at any time.

10.04 RESTRICTIONS ON MEDICAL REIMBURSEMENT PLAN: If the Employer has elected in Section F.8 of the Adoption Agreement both Health Savings Accounts under this Plan and the Medical Expense Reimbursement Plan, then the Eligible Medical Expenses that may be reimbursed under the Medical Reimbursement Plan for Participants who are eligible for and elect to participate in Health Savings Accounts shall be limited as set forth in Section F.8 of the Adoption Agreement.

10.05 NO ESTABLISHMENT OF ERISA PLAN: It is the intent of the Employer that the establishment of Health Savings Accounts are completely voluntary on the part of Participants, and that, in accordance with Department of Labor Field Assistance Bulletin 2004-1, the Health Savings Accounts are not "employee welfare benefit plans" for purposes of Title I of ERISA.

## SECTION XI

## AMENDMENT AND TERMINATION

11.01 AMENDMENT: The Employer shall have the right at any time, and from time to time, to amend, in whole or in part, any or all of the provisions of this Plan, provided that no such amendment shall change the terms and conditions of payment of any benefits to which Participants and covered dependents otherwise have become entitled to under the provisions of the Plan, unless such amendment is made to comply with federal or local laws or regulations. The Employer also shall have the right to make any amendment retroactively which is necessary to bring the Plan into conformity with the Code. In addition, the Employer may amend any provisions or any supplements to the Plan and may merge or combine supplements or add additional supplements to the Plan, or separate existing supplements into an additional number of supplements.

11.02 TERMINATION: The Employer shall have the right at any time to terminate this Plan, provided that such termination shall not eliminate any obligations of the Employer which therefore have arisen under the Plan.

## SECTION XII

## ADMINISTRATION

12.01 NAMED FIDUCIARIES: The Administrator shall be the fiduciary of the Plan.

12.02 APPOINTMENT OF RECORDKEEPER: The Employer may appoint a Reimbursement Recordkeeper which shall have the power and responsibility of performing recordkeeping and other ministerial duties arising under the Medical Expense Reimbursement Plan and the Dependent Care Reimbursement Plan provisions of this Plan. The Reimbursement Recordkeeper shall serve at the pleasure of, and may be removed by, the Employer without cause. The Recordkeeper shall receive reasonable compensation for its services as shall be agreed upon from time to time between the Administrator and the Recordkeeper.

12.03 POWERS AND RESPONSIBILITIES OF ADMINISTRATOR:

a. General. The Administrator shall be vested with all powers and authority necessary in order to amend and administer the Plan, and is authorized to make such rules and regulations as it may deem necessary to carry out the provisions of the Plan. The Administrator shall determine any questions arising in the administration (including all questions of eligibility and determination of amount, time and manner of payments of benefits), construction, interpretation and application of the Plan, and the decision of the Administrator shall be final and binding on all persons.

b. Recordkeeping. The Administrator shall keep full and complete records of the administration of the Plan. The Administrator shall prepare such reports and such information concerning the Plan and the administration thereof by the Administrator as may be required under the Code or ERISA and the regulations promulgated thereunder.

c. Inspection of Records. The Administrator shall, during normal business hours, make available to each Participant for examination by the Participant at the principal office of the Administrator a copy of the Plan and such records of the Administrator as may pertain to such Participant. No Participant shall have the right to inquire as to or inspect the accounts or records with respect to other Participants.

12.04 COMPENSATION AND EXPENSES OF ADMINISTRATOR: The Administrator shall serve without compensation for services as such. All expenses of the Administrator shall be paid by the Employer. Such expenses shall include any expense incident to the functioning of the Plan, including, but not limited to, attorneys' fees, accounting and clerical charges, actuary fees and other costs of administering the Plan.

12.05 LIABILITY OF ADMINISTRATOR: Except as prohibited by law, the Administrator shall not be liable personally for any loss or damage or depreciation which may result in connection with the exercise of duties or of discretion hereunder or upon any other act or omission hereunder except when due to willful misconduct. In the event the Administrator is not covered by fiduciary liability insurance or similar insurance arrangements, the Employer shall indemnify and hold harmless the Administrator from any and all claims, losses, damages, expenses (including reasonable counsel fees approved by the Administrator) and liability (including any reasonable amounts paid in settlement with the Employer's approval) arising from any act or omission of the Administrator, except when the same is determined to be due to the willful misconduct of the Administrator by a court of competent jurisdiction.

12.06 DELEGATIONS OF RESPONSIBILITY: The Administrator shall have the authority to delegate, from time to time, all or any part of its responsibilities under the Plan to such person or persons as it may deem advisable and in the same manner to revoke any such delegation of responsibilities which shall have the same force and effect for all purposes hereunder as if such action had been taken by the Administrator. The Administrator shall not be liable for any acts or omissions of any such delegate. The delegate shall report periodically to the Administrator concerning the discharge of the delegated responsibilities.

12.07 RIGHT TO RECEIVE AND RELEASE NECESSARY INFORMATION: The Administrator may release or obtain any information necessary for the application, implementation and determination of this Plan or other Plans without consent or notice to any person. This information may be released to or obtained from any insurance company, organization, or person subject to applicable law. Any individual claiming benefits under this Plan shall furnish to the Administrator such information as may be necessary to implement this provision.

12.08 CLAIM FOR BENEFITS: To obtain payment of any benefits under the Plan a Participant must comply with the rules and procedures of the particular benefit program elected pursuant to this Plan under which the Participant claims a benefit.

12.09 GENERAL CLAIMS REVIEW PROCEDURE: This provision shall apply only to the extent that a claim for benefits is not governed by a similar provision of a benefit program available under this Plan or is not governed by Section 12.10.

a. Initial Claim for Benefits. Each Participant may submit a claim for benefits to the Administrator as provided in Section 12.08. A Participant shall have no right to seek review of a denial of benefits, or to bring any action in any court to enforce a claim for benefits prior to his filing a claim for benefits and exhausting his rights to review under this section.

When a claim for benefits has been filed properly, such claim for benefits shall be evaluated and the claimant shall be notified of the approval or the denial within (90) days after the receipt of such claim unless special circumstances require an extension of time for processing the claim. If such an extension of time for processing is required, written notice of the extension shall be furnished to the claimant prior to the termination of the initial ninety (90) day period which shall specify the special circumstances requiring an extension and the date by which a final decision will be reached (which date shall not be later than one hundred and eighty (180) days after the date on which the claim was filed.) A claimant shall be given a written notice in which the claimant shall be advised as to whether the claim is granted or denied, in whole or in part. If a claim is denied, in whole or in part, the claimant shall be given written notice which shall contain (a) the specific reasons for the denial, (b) references to pertinent plan provisions upon which the denial is based, (c) a description of any additional material or information necessary to perfect the claim and an explanation of why such material or information is necessary, and (d) the claimant's rights to seek review of the denial.

b. Review of Claim Denial. If a claim is denied, in whole or in part, the claimant shall have the right to request that the Administrator review the denial, provided that the claimant files a written request for review with the Administrator within sixty (60) days after the date on which the claimant received written notification of the denial. A claimant (or his duly authorized representative) may review pertinent documents and submit issues and comments in writing to the Administrator. Within sixty (60) days after a request is received, the review shall be made and the claimant shall be advised in writing of the decision on review , unless special circumstances require an extension of time for processing the review, in which case the claimant shall be given a written notification within such initial sixty (60) day period specifying the reasons for the extension and when such review shall be completed (provided that such review shall be completed within one hundred and twenty (120) days after the date on which the request for review was filed.) The decision on review shall be forwarded to the claimant in writing and shall include specific reasons for the decision and references to plan provisions upon which the decision is based. A decision on review shall be final and binding on all persons.

c. Exhaustion of Remedies. If a claimant fails to file a request for review in accordance with the procedures herein outlined, such claimant shall have no rights to review and shall have no right to bring action in any court and the denial of the claim shall become final and binding on all persons for all purposes.

12.10 SPECIAL CLAIMS REVIEW PROCEDURE: The provisions of this Section 12.10 shall be applicable to claims under the Medical Expense Reimbursement Plan and the Group Medical Insurance Plan, effective on the first day of the first Plan Year beginning on or after July 1, 2002, but in no event later than January 1, 2003, provided such plans are subject to ERISA.

a. Benefit Denials: The Administrator is responsible for evaluating all claims for reimbursement under the Medical Expense Reimbursement Plan and the Group Medical Insurance Plan.

The Administrator will decide a Participant's claim within a reasonable time not longer than 30 days after it is received. This time period may be extended for an additional 15 days for matters beyond the control of the Administrator, including in cases where a claim is incomplete. The Participant will receive written notice of any extension, including the reasons for the extension and information on the date by which a decision by the Administrator is expected to be made. The Participant will be given 45 days in which to complete an incomplete claim. The Administrator may secure independent medical or other advice and require such other evidence as it deems necessary to decide the claim.

If the Administrator denies the claim, in whole or in part, the Participant will be furnished with a written notice of adverse benefit determination setting forth:

1. the specific reason or reasons for the denial;

2. reference to the specific Plan provision on which the denial is issued;

3. a description of any additional material or information necessary for the Participant to complete his claim and an explanation of why such material or information is necessary, and

4. appropriate information as to the steps to be taken if the Participant wishes to appeal the Administrator's determination, including the participant's right to submit written comments and have them considered, his right to review (on request and at no charge) relevant documents and other information, and his right to file suit under ERISA with respect to any adverse determination after appeal of his claim.

b. Appealing Denied Claims: If the Participant's claim is denied in whole or in part, he may appeal to the Administrator for a review of the denied claim. The appeal must be made in writing within 180 days of the Administrator's initial notice of adverse benefit determination, or else the participant will lose the right to appeal the denial. If the Participant does not appeal on time, he will also lose his right to file suit in court, as he will have failed to exhaust his internal administrative appeal rights, which is generally a prerequisite to bringing suit.

A Participant's written appeal should state the reasons that he feels his claim should not have been denied. It should include any additional facts and/or documents that the Participant feels support his claim. The Participant may also ask additional questions and make written comments, and may review (on request and at no charge) documents and other information relevant to his appeal. The Administrator will review all written comment the Participant submits with his appeal.

c. Review of Appeal: The Administrator will review and decide the Participant's appeal within a reasonable time not longer than 60 days after it is submitted and will notify the Participant of its decision in writing. The individual who decides the appeal will not be the same individual who decided the initial claim denial and will not be that individual's subordinate. The Administrator may secure independent medical or other advice and require such other evidence as it deems necessary to decide the appeal, except that any medical expert consulted in connection with the appeal will be different from any expert consulted in connection with the initial claim. (The identity of a medical expert consulted in connection with the Participant's appeal will be provided.) If the decision on appeal affirms the initial denial of the Participant's claim, the Participant will be furnished with a notice of adverse benefit determination on review setting forth:

1. The specific reason(s) for the denial,

2. The specific Plan provision(s) on which the decision is based,

3. A statement of the Participant's right to review (on request and at no charge) relevant documents and other information,

4. If the Administrator relied on an "internal rule, guideline, protocol, or other similar criterion" in making the decision, a description of the specific rule, guideline, protocol, or other similar criterion or a statement that such a rule, guideline, protocol, or other similar criterion was relied on and that a copy of such rule, guideline, protocol, or other criterion will be provided free of charge to the Participant upon request," and

5. A statement of the Participant's right to bring suit under ERISA § 502(a).

12.11 PAYMENT TO REPRESENTATIVE: In the event that a guardian, conservator or other legal representative has been duly appointed for a Participant entitled to any payment under the Plan, any such payment due may be made to the legal representative making claim therefor, and such payment so made shall be in complete discharge of the liabilities of the Plan therefor and the obligations of the Administrator and the Employer.

12.12 PROTECTED HEALTH INFORMATION. The provisions of this Section will apply only to those portions of the Plan that are considered a group health plan for purposes of 45 CFR Parts 160 and 164. The Plan may disclose PHI to employees of the Employer, or to other persons, only to the extent such disclosure is required or permitted pursuant to 45 CFR Parts 160 and 164. The Plan has implemented administrative, physical, and technical safeguards to reasonably and appropriately protect, and restrict access to and use of, electronic PHI, in accordance with Subpart C of 45 CFR Part 164. The applicable claims procedures under the Plan shall be used to resolve any issues of non-compliance by such individuals. The Employer will:

- not use or disclose PHI other than as permitted or required by the plan documents and permitted or required by law;
- reasonably and appropriately safeguard electronic PHI created, received, maintained, or transmitted to or by the it on behalf of the Plan, in accordance with Subpart C of 45 CFR Part 164;
- implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic PHI that it creates, receives, maintains, or transmits on behalf of the Plan;
- ensure that any agents including a subcontractors to whom it provides PHI received from the Plan agree to the same restrictions and conditions that apply to the Employer with respect to such information;
- not use or disclose PHI for employment-related actions and decisions or in connection with any other employee benefit plan of the Employer;
- report to the Plan any use or disclosure of the information that is inconsistent with the permitted uses or disclosures provided for of which it becomes aware;
- make available PHI in accordance with 45 CFR Section 164.524;
- make available PHI for amendment and incorporate any amendments to PHI in accordance with 45 CFR Section 164.526;

- make available the information required to provide an accounting of disclosures in accordance with 45 CFR Section 164.528;
- make its internal practices, books, and records relating to the use and disclosure of PHI received from the Plan available to the Secretary of Health and Human Services or his designee upon request for purposes of determining compliance with 45 CFR Section 164.504(f);
- if feasible, return or destroy all PHI received from the Plan that the Employer still maintains in any form and retain no copies of such information when no longer needed for the purposes for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible; and,
- ensure that the adequate separation required in paragraph (f)(2)(iii) of 45 CFR Section 164.504 is established.

For purposes of this Section, "PHI" is "Protected Health Information" as defined in 45 CFR Section 160.103, which means individually identifiable health information, except as provided in paragraph (2) of the definition of "Protected Health Information" in 45 CFR Section 160.103, that is transmitted by electronic media; maintained in electronic media; or transmitted or maintained in any other form or medium by a covered entity, as defined in 45 CFR Section 164.104.

## SECTION XIII

## MISCELLANEOUS PROVISIONS

13.01 INABILITY TO LOCATE PAYEE: If the Plan Administrator is unable to make payment to any Participant or other person to whom a payment is due under the Plan because it cannot ascertain the identity or whereabouts of such Participant or other person after reasonable efforts have been made to identify or locate such person, then such payment and all subsequent payments otherwise due to such Participant or other person shall be forfeited following a reasonable time after the date any such payment first became due.

13.02 FORMS AND PROOFS: Each Participant or Participant's Beneficiary eligible to receive any benefit hereunder shall complete such forms and furnish such proofs, receipts, and releases as shall be required by the Administrator.

13.03 NO GUARANTEE OF TAX CONSEQUENCES: Neither the Administrator nor the Employer makes any commitment or guarantee that any amounts paid to or for the benefit of a Participant or a Dependent under the Plan will be excludable from the Participant's or Dependent's gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply to or be available to any Participant or Dependent.

13.04 PLAN NOT CONTRACT OF EMPLOYMENT: The Plan will not be deemed to constitute a contract of employment between the Employer and any Participant nor will the Plan be considered an inducement for the employment of any Participant or employee. Nothing contained in the Plan will be deemed to give any Participant or employee the right to be retained in the service of the Employer nor to interfere with the right of the Employer to discharge any Participant or employee at any time regardless of the effect such discharge may have upon that individual as a Participant in the Plan.

13.05 NON-ASSIGNABILITY: No benefit under the Plan shall be liable for any debt, liability, contract, engagement or tort of any Participant or his Beneficiary, nor be subject to charge, anticipation, sale, assignment, transfer, encumbrance, pledge, attachment, garnishment, execution or other voluntary or involuntary alienation or other legal or equitable process, nor transferability by operation of law.

13.06 SEVERABILITY: If any provision of the Plan will be held by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions hereof will continue to be fully effective.

13.07 CONSTRUCTION:

a. Words used herein in the masculine or feminine gender shall be construed as the feminine or masculine gender, respectively where appropriate.

b. Words used herein in the singular or plural shall be construed as the plural or singular, respectively, where appropriate.

13.08 NONDISCRIMINATION: In accordance with Code Section 125(b)(1), (2), and (3), this Plan is intended not to discriminate in favor of Highly Compensated Participants (as defined in Code Section 125(e)(1)) as to contributions and benefits nor to provide more than 25% of all qualified benefits to Key Employees. If, in the judgment of the Administrator, more than 25% of the total nontaxable benefits are provided to Key Employees, or the Plan discriminates in any other manner (or is at risk of possible discrimination), then, notwithstanding any other provision contained herein to the contrary, and, in accordance with the applicable provisions of the Code, the Administrator shall, after written notification to affected Participants, reduce or adjust such contributions and benefits under the Plan as shall be necessary to insure that, in the judgment of the Administrator, the Plan shall not be discriminatory.

13.09 ERISA. The Plan shall be construed, enforced, and administered and the validity determined in accordance with the applicable provisions of the Employee Retirement Income Security Act of 1974 (as amended), the Internal Revenue Code of 1986 (as amended), and the laws of the State indicated in the Adoption Agreement. Notwithstanding anything to the contrary herein, the provisions of ERISA will not apply to this Plan if the Plan is exempt from coverage under ERISA. Should any provisions be determined to be void, invalid, or unenforceable by any court of competent jurisdiction, the Plan will continue to operate, and for purposes of the jurisdiction of the court only will be deemed not to include the provision determined to be void.

# Employee Assistance Program (EAP) Services Agreement

**THIS AGREEMENT** is made and entered into on ***May 19, 2025*** by and between Independent School District No. 16 of Payne County, Oklahoma, otherwise known as ***Stillwater Public Schools***, a political subdivision of the State of Oklahoma (herein after referred to as Company), located at 314 S. Lewis, Stillwater, OK 74074, and CuraLinc, LLC, otherwise known as CuraLinc Healthcare, an Illinois corporation (herein after referred to as CuraLinc), located at 314 W. Superior St., Suite 601, Chicago, IL 60654. The parties of this Agreement, in consideration of the mutual covenants and stipulations set forth herein, agree as follows:

## I. CONTRACT TERM

The renewal Term of this Agreement shall commence on ***July 1, 2025*** (the "Effective Date") and continue through ***June 30, 2026***. Thereafter, this Agreement may be renewed each fiscal year upon these same terms and conditions, by mutual consent and ratification of the parties, such consent and ratification to be provided in writing by each party at least sixty (60) days prior to the end of the current term.

Notwithstanding the foregoing, Company shall have the right to terminate this Agreement at any time (the "Early Termination Option") provided that on the date that Company delivers written notice of its election to exercise its Early Termination Option, no Event of Default exists, and no condition exists which, with the giving of notice or the passage of time, or both, would constitute an Event of Default. Company will exercise the Early Termination Option by delivering written notice to CuraLinc no less than 90 days prior to the date upon which the early termination shall occur. Failure by Company to deliver such written notice will constitute a failure by Company to exercise its termination option. Further, if Company elects to terminate during the initial term of this Agreement , Company shall pay to CuraLinc an early termination fee in an amount equal to the fees for the first three (3) months of the Program. The forgoing sentence shall not be valid as to any subsequent consented renewals of this Agreement.

## II. DEFINITIONS

The following definitions apply to this Agreement:

1. **"Agreement"** means the contents of this document in full, including attachments incorporated herein by reference.

2. **"Allocation Value"** applies to Company's bank of onsite CISM, Topical Training and Benefit Training hours and refers to a reduction of said hours if a notice to cancel is not provided to CuraLinc within 48 hours of the event.

3. **"Assessment"** refers to an element of the intake into the Program that includes a telephonic evaluation of the CIEBD's Presenting Issue(s).

4. **"Benefit Training"** consists of an Orientation Meeting(s) to describe the Program to CIEBDs.

5. **"Benefits"** means the services to which CIEBD's are entitled under the Employee Assistance Program Services Agreement.

6. **"Covered Employee(s)" ("CE")** refers to benefit-eligible employees of the Company.

7. **"Covered Individuals and Eligible Beneficiaries/Dependents" ("CIEBD")** refers to benefit-

eligible employees of the Company and their family members who are eligible for the services described herein. Eligible Beneficiaries/Dependents include, but are not limited to, spouses, domestic partners and children, up to age 26.

8. **"Covered Services"** means the services described in this Agreement. Any services not explicitly set forth in this Agreement are not included as part of this Agreement.

9. **"Critical Incident(s)"** refers a traumatic event that occurs at the workplace or to a crisis that negatively impacts the workforce.

10. **"Critical Incident Stress Management Services" ("CISM")** will be provided for Critical Incidents. These services will be handled face-to-face, whenever possible, or telephonically, when a face-to-face appointment cannot be arranged.

11. **"Distance Counseling"** refers to a Short-Term Counseling or Sub-Clinical Coaching approach that takes the best practices of traditional counseling and adapts them for delivery to clients via electronic means in order to maximize the use of technology-assisted counseling techniques.

12. **"EAP Provider"** refers to the licensed mental health professionals employed by, or under contract with, CuraLinc to provide services to CIEBDs.

13. **"Employee Assistance Program" ("EAP" or "Program")** An EAP is a service for CIEBDs to provide confidential assessments, Short-Term Counseling or Sub-Clinical Coaching and referrals to address their Presenting Issue(s).

14. **"Employee Count"** refers to the number of Covered Employees eligible for EAP services.

15. **"Event of Default"** refers to delinquent or non-payment of the fees outlined in this Agreement.

16. **"Fee for Service"** entails invoicing and payment for non-Agreement services on a mutually agreed upon hourly rate.

17. **"Initial Term"** refers to the first time period covered under this Agreement, at the end of which the Agreement will either terminate or be renewed.

18. **"Limitation"** means the maximum number of sessions available to a CIEBD per separate Presenting Issue brought to the Program.

19. **"Mental Health Navigator"** refers to a web and mobile tool that guides CIEBDs to a personalized set of resources within the Program.

20. **"Plan Implementation"** means the tasks required by the Company and CuraLinc in order to implement the services covered within this Agreement.

21. **"Presenting Issue"** means the problem or concern for the CIEBD to receive assistance through the Program. These include, but are not limited to clinical and sub-clinical issues, such as: family and marital problems; relationship problems; substance abuse; emotional distress; depression; anxiety; grief and loss; domestic and workplace violence; general emotional fitness; meditation; mindfulness; sleep fitness; and legal and financial concerns.

22. **"Short-Term Counseling"** refers to a series of counseling sessions available under the Program. Short-Term Counseling sessions are intended to be applied to clinical Presenting Issue(s) in which the EAP Provider believes can be reasonably and appropriately resolved within the Program.

23. **"Sub-Clinical Coaching"** refers to a series of emotional fitness coaching sessions available within the Program. Sub-Clinical Coaching sessions are intended to be applied for CIEBDs with Presenting Issue(s) that do not indicate an existing mental health problem or concern.

24. **"SupportLinc"** is the brand name for the Employee Assistance Program (EAP) offered by CuraLinc.

25. **"Textcoach®"** refers to a technology-based forum that allows CIEBDs to confidentially and securely exchange text messages, voice notes and resources with an EAP Provider.

26. **"Topical Training"** refers training provided to supervisors, managers and staff of the Company about issues related to the workplace, to include stress management, communication, identification and referral of employee problems.

27. **"Work/Life Services"** refers to information concerning local community and/or professional resources for dependent care (parenting, childcare, aging, eldercare, education, etc.), legal and financial concerns. Work/Life Services do not include Short-Term Counseling or Sub-Clinical Coaching.

## III. SERVICES PROVIDED BY CURALINC

CuraLinc hereby agrees to perform or assist in the performance of the following services for Company.

**1.** Provide on-going consultation for the Company's EAP, to include the overall design, development, implementation and management of the Program.

**2.** Provide telephonic access to the Program 24 hours per day, seven days per week, 365 days per year.

**3.** Provide an intake Assessment including, but not limited to: gathering psychosocial history; identifying Presenting Issue(s), evaluating treatment and substance abuse history; completing a risk profile for the CIEBD; and developing the appropriate care plan.

**a.** If the Presenting Issue(s) can be resolved within the framework of the EAP model, CuraLinc will provide clinical consultation and individual case management to CIEBDs, which will include:

**i.** In-the-moment support and, if necessary, immediate crisis counseling.

**ii.** Short-Term Counseling or Sub-Clinical Coaching.

1. Referral for up to ***five (5) sessions*** per Presenting Issue (the Limitation).

2. At the CIEBD's discretion, the aforementioned sessions may be delivered either in-person or via Distance Counseling.

**iii.** Post-case referral to an appropriate professional or helping agency, when appropriate.

**iv.** Follow-up on each case to determine success of the rehabilitation process or need for further assistance.

**b.** If the initial Assessment reveals that treatment is required beyond the scope of the EAP, CuraLinc will provide the CIEBD with appropriate referrals for providers or facilities that are in the CIEBD's community or benefit plan network.

**i.** CuraLinc will verify the CIEBD's eligibility.

**ii.** CuraLinc will educate the CIEBD regarding the upcoming sequence of events.

**iii.** CuraLinc will give the CIEBD names and contact information of in-network providers or facilities that are appropriate for his/her condition.

**4.** Assist in the internal promotion of the Program, including the development of an engagement strategy, which may include the preparation and delivery of posters, flyers, wallet cards, introductory letters, electronic messages and newsletters.

**5.** Provide activity reports that include aggregated trends and utilization from the Program, but do not include information about individual CIEBD participants.

**6.** Create and provide an EAP web platform customized for Company that includes, but is not limited to, information, articles, resource search engines, audio and video files, "how-to" guides, a form to schedule a call back or request more information, a comprehensive topical resource library, Textcoach®, Mental Health Navigator and online educational and training seminars.

**7.** Create and provide an EAP mobile platform customized for Company that includes, but is not limited to, information, articles, resource search engines, audio and video files, "how-to" guides, a form to schedule a call back or request more information, a comprehensive topical resource library, Textcoach®, Mental Health Navigator and online educational and training seminars.

**8.** Provide Work/Life Services as described below:

**a. Legal Consultation**: Each CIEBD is entitled to Telephonic Legal Services and In-Person Legal Services as described below at no cost. All additional costs following the consultation will be identified by the attorney in the retainer agreement, which must be agreed to in advance by the CIEBD, who is solely responsible for payment for services delivered beyond the scope of the Program. Excluded services are any matters involving current or prior work-related issues of the eligible employee or dependents, or any issues related to Company. Legal content is also available on the Program's web or mobile portals.

**i. Telephonic Legal Consultation**: CuraLinc will provide the CIEBD with one thirty-minute telephonic consultation from an attorney who: has been licensed to practice law in the forum state for at least ten (10) years; has no public record of non-administrative discipline within the last ten (10) years; carries malpractice insurance; and has not been convicted of any felony or crime involving moral

turpitude, been the subject of any non-administrative public discipline in any jurisdiction, or been the subject of a malpractice action or judgment. The attorney shall provide, via telephone and at no cost to the CIEBD, up to thirty minutes of time to answer general questions of law according to the applicable state law.

ii. **In-Person Legal Consultation**: CuraLinc will provide the CIEBD with one thirty-minute office consultation from an attorney or law firm that: is duly licensed to practice law in the CIEBD's forum state; has a managing or operating partner with a minimum of five (5) years' experience from the date admitted to the bar of the forum state; carries malpractice insurance; and has not been convicted of any felony or crime involving moral turpitude, been the subject of any non-administrative public discipline in any jurisdiction, or been the subject of a malpractice action or judgment.

**b. Financial Consultation**: Each CIEBD is entitled to consultation with financial counselor or budget specialist who can address questions on all matters of financial management including debt reduction, home buying, budgeting, foreclosure prevention, bankruptcy prevention, financial goal-setting, estate/financial planning, identity theft recovery and credit report review. Brief consultations without an appointment are available any weekday, Monday through Friday, or for up to an hour by appointment. In appropriate circumstances, a referral to non-profit service provider(s) may be suggested to further address the CIEBD's need. Financial content is also available on the Program's web or mobile portals.

**c. Child Care Resource and Referral Services** – Each CIEBD is entitled to unlimited access to referral services, mapping and reference library materials including telephonic consultation to assess need, financial ability, geographic limitations, facility/provider credentials and licensure and unlimited access to information materials offered through CuraLinc. It is understood that the selection of a facility/provider is the responsibility of the CIEBD. The delivery of the aforementioned materials is to be provided to CIEBD by CuraLinc and/or available through the Program's web or mobile portals.

**d. Elder Care Resource and Referral Services** – Each CIEBD is entitled to unlimited access to referral services, mapping and reference library materials including telephonic consultation to assess need, financial ability, geographic limitations, facility/provider credentials and licensure and unlimited access to information materials offered through CuraLinc. It is understood that the selection of a facility/provider is the responsibility of the CIEBD. The delivery of the aforementioned materials is to be provided to CIEBD by CuraLinc and/or available through the Program's web or mobile portals.

**e. Convenience Resource and Referral Services** – Each CIEBD is entitled to unlimited telephone consultation on enhanced services/convenience services that include, but are not limited to, diet and nutrition, smoking cessation, clubs/associations, kennels/pet care, relocation services, home repair, automobile services, etc. Costs associated with membership and retention of services will be the sole responsibility of the CIEBD.

**9.** Training and Critical Incident Stress Management Services as described below:

**a. Training** – CuraLinc provides a comprehensive array of customized workshops and personal development modules designed to make employees more effective and to amplify the

availability of the Program. CuraLinc will provide onsite or virtual Topical or Benefit Training sessions to CEs, selected from the most current version of CuraLinc's training catalog.

**b. Critical Incident Stress Management** – Incidents such as workplace violence, robbery, a natural disaster, suicide or a workplace accident can leave employees shocked, distracted and unable to perform their job effectively. Even non-violent acts, such as the natural death of an employee, spouse or child, can be temporarily debilitating. CISM services are offered to CEs following these traumatic events.

**i.** **Level I (Referral)**: CuraLinc will provide unlimited telephonic consultation to Company and to CEs, as well as distribution of educational materials and program flyers for all impacted CEs. CEs (and, if applicable, family members) have around-the-clock access to the Program for in-the-moment support, if necessary. ***Level I responses, which do not include onsite resources, are included on an unlimited basis at no additional cost.***

**ii.** **Level II (Onsite Response)**: CuraLinc will provide all services included in a Level I response, plus the coordination and delivery of onsite CISM services in the workplace. The purpose of onsite CISM services is to provide impacted CEs (and, if applicable, family members) with an opportunity to discuss their reactions to the event, to provide education and coping skills for managing reactions, and to assist CIEBDs who need additional services with linkage to the most appropriate resources, including the EAP. Onsite Critical Incident Stress Management may be delivered individually or in a group setting. CuraLinc will provide consultation regarding the most clinically appropriate timing, location and modality of services, based on the nature of the event. A written response plan, which outlines the goals and objectives for the response, as well as the plan for follow-up, is provided for all Level II Onsite Response services.

**c.** CuraLinc will provide Company with a bank of ***one (1) hour*** of Topical or Benefit Training, or Level II CISM services, per calendar year at no additional cost. ***At additional cost to Company and only at Company's request***, additional in-person Topical or Benefit Training, or Level II CISM services, are available for $195.00 per hour.

**i.** Additional fees may apply if a Topical or Benefit Training session is not scheduled with CuraLinc at least 45 days before the event.

**ii.** Company will be responsible for the Allocation Value or cost of a Topical or Benefit Training session, or a Level II CISM response, if a notice to cancel is not provided to CuraLinc within 48 hours of the event.

**iii.** If the number of CEs covered by the Program changes by twenty percent (20%) or more from the Employee Count referenced in Appendix A, CuraLinc reserves the right to adjust the aforementioned bank of hours with thirty (30) days' notice to Company.

**10.** ***At additional cost to Company and only at Company's request***, any additional onsite services will be provided for $195.00 per hour.

## IV. WARRANTIES AND REPRESENTATIONS

CuraLinc represents and warrants that: (i) CuraLinc is and will remain a company duly organized, validly existing and in good standing under the laws of its jurisdiction of organization; (ii) those providing Covered Services on CuraLinc's behalf (including, but not limited to, employees and permitted subcontractors) shall have the proper skill, training and experience to provide Covered Services, and must be subject to binding written confidentiality agreements with CuraLinc under which they shall hold Company's confidential information and CIEBD's Personal Health Information (PHI) in strict confidence; and (iii) CuraLinc will perform all Covered Services with requisite care, skill and diligence, in accordance with all applicable laws, rules, regulations, orders and industry best standards. These warranties are in lieu of all other warranties, including all warranties or merchantability, fitness for particular purpose or other warranties, express or implied.

## V. INDEMNIFICATION

To the greatest extent allowed by the laws of the State of Oklahoma, each party shall defend, indemnify and hold the other party harmless from and against any loss or damage (including reasonable attorneys' fees) to the extent incurred in connection with any actions or claims made or brought by a third party against the indemnified party alleging: (i) negligence, recklessness or willful misconduct on the part of the indemnifying party; (ii) the failure of the indemnifying party to comply with applicable laws, rules or regulations; or (iii) any breach of this Agreement by the indemnifying party.

The indemnified party shall give prompt written notice of any such claim to the indemnifying party, give the indemnifying party the opportunity to solely control, defend and resolve such claim and provide reasonable information and assistance to the defense and resolution such claim. This section shall survive any expiration or termination of this Agreement.

## VI. PAYMENT

**In Consideration** for the above-mentioned services, Company agrees to pay CuraLinc a sum of ***one dollar and one cent ($1.01)*** per Covered Employee per month. The initial payment will be based on the Employee Count referenced in Appendix A. For subsequent payments, Company will provide CuraLinc with an updated Employee Count on a quarterly basis.

If, at any time, the number of Covered Employees eligible for the Program varies from the Employee Count referenced in Appendix A by twenty percent (20%) or more, CuraLinc reserves the right to adjust the aforementioned price for the Program with thirty (30) days' notice to Company. Notwithstanding the foregoing, ***the aforementioned price(s) will be guaranteed to the Company until June 30, 2027.***

The Program will be invoiced on a quarterly basis, thirty (30) days in advance of the first day of the quarter. The fee for the Program shall be calculated based upon the number of Covered Employees designated as eligible as of the start of each period. Payment is due by the first day of the billing period. A finance charge of 2.0%, or the maximum amount permitted by law, of unpaid invoices will be assessed each month for any amounts that are not the subject of a good faith dispute and are unpaid past the due date. If this Agreement terminates for any reason prior to the expiration of a period for which Company has paid the aforementioned fees, then CuraLinc shall refund to Company that portion of the fees that relate to the unexpired portion of the period.

## VII. ADDITIONAL TERMS AND CONDITIONS

1. **Entire Agreement.** This Agreement constitutes the entire agreement of the Parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, oral or written, with respect to the subject matter of this Agreement. No change, modification, addition or amendment of this Agreement shall be enforceable unless in writing and signed by the party against whom enforcement is sought.

2. **Severability.** To the extent that any one or more of the provisions of this Agreement shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained in this Agreement shall not in any way be affected or impaired thereby.

3. **Headings.** The headings and captions of this Agreement have been included solely for convenience of reference and shall in no way define, limit or describe any of the provisions of this Agreement.

4. **Intellectual Property**. The Covered Services and all other materials provided by CuraLinc hereunder, including, but not limited to, all manuals, reports, records, programs, data and other materials, and all intellectual property rights in each of the foregoing, are the exclusive property of CuraLinc and its suppliers. The trademarks, service marks, logos and product and service names of CuraLinc are trademarks of CuraLinc (the "CuraLinc Marks"). Company agrees not to display or use the CuraLinc Marks in any manner inconsistent with the purpose and intent of this Agreement.

5. **Eligibility**. Company agrees that it will not knowingly permit any ineligible party to use the Covered Services, other than users authorized by CuraLinc.

6. **Jurisdiction and Choice of Law**. This Agreement shall be deemed to have been made in and shall be construed pursuant to the laws of the State of Oklahoma without regard to conflicts of laws provisions thereof.

7. **Waiver**. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver of any such provision, or prevent such party thereafter from enforcing such provision or any other provision of this Agreement.

8. **Attorneys' Fees**. If any legal action, arbitration, or any other proceeding is brought for the interpretation or enforcement of this Agreement because of any alleged dispute, breach, default or misrepresentation in connection with any provision of this Agreement, the prevailing party shall be entitled to recover from the other party the prevailing party's reasonable attorneys' and accounting fees and costs incurred in such proceeding, together with any other relief to which the prevailing party may be entitled.

9. **Notice**. Proper notice to each party as often required by this Agreement means delivery by U.S. mail or by facsimile. Delivery is considered to be made on the date that such correspondence is placed in the postbox and addressed to the party on the address set forth on the first page of this Agreement in the case of U.S. Mail, or as of the date of transmission in the case of facsimile.

10. **No Presumption Against Drafting Party**. This Agreement shall not be construed or interpreted for or against either Party because said Party drafted any of its provisions.

11. **Assignability**. This Agreement may be assigned by CuraLinc with written notice to and approval by Company, which consent will not be unreasonably withheld, but in no case shall assignment change the terms of the Agreement. Notwithstanding the foregoing, CuraLinc may assign or transfer any of its rights or delegate any of its duties under this Agreement to any affiliated company, including any parent, subsidiary or company under common ownership, or if it carried out as part of a merger, restructuring, reorganization, or sale or transfer of all or substantially all of CuraLinc's assets. The Agreement shall be binding upon the Company's heirs, successors and assigns.

12. **Confidentiality of Terms**. To the greatest extent allowed by law, the Company shall endeavor not to disclose the contents of this Agreement, nor file it with any court, absent express written consent of CuraLinc. However, CuraLinc recognizes the Company is subject to the Oklahoma Open Records Act and this Agreement may be disclosed in a proper record request by a member of the public or as otherwise required by law.

***IN WITNESS WHEREOF***, the parties hereto have executed this agreement between Company and CuraLinc on the day and year first above written.

| **Stillwater Public Schools** | **CuraLinc, LLC (d.b.a. CuraLinc Healthcare)** |
|---|---|
| By: _____ | By: _____ |
| | Derek Newell |
| Its: | Its: Chief Executive Officer |
| _____ | _5/20/2025_____ |
| *Date* | *Date* |

**APPENDIX A**
**COVERED EMPLOYEE HEADCOUNT**

As of the Effective Date, the number of Covered Employees eligible for the Program (the "Employee Count") is as follows:

United States: 912

**OK-Thrive Memorandum of Understanding**

This memorandum of understanding ("MOU") is between the Oklahoma State University (OSU) College of Education and Human Sciences ("OSU") and Independent School District No. 16 Payne County, Oklahoma (commonly known as "Stillwater Public Schools" ("District") regarding the OK-Thrive Induction Program. OK-Thrive is a program designed to be a bridge between the university and the classroom. The purpose of OK-Thrive is to provide support in clinical application of pedagogical theory to the novice teacher with the purpose of positively impacting teacher efficacy and retention. OK-Thrive will operate by partnering with a recent OSU graduate's district and school to provide an additional layer of induction support for the first three years of the teacher's career. This agreement will be in effect from August 2025 until May 2026. The following points outline the understandings between and the responsibilities of OSU personnel and the participating District as they relate to OK-Thrive.

**Collaboration**

- OK-Thrive will schedule collaboration meetings to be held regularly throughout the year with each participating district.
- Representatives from a participating district and a participating school will be invited to join the OK-Thrive District Collaboration Board.
- The District will be involved in conversations about program expansion, specifically expansion to include additional participating schools in the district.
    - This decision will be based on the number of first-year OSU graduates hired in each school as shown on the new hire spreadsheet provided by the district.
    - Participating schools for the upcoming school year will be decided mid-June and will be based on the new-hire information available at that time.

**Support**

- As an induction support program for OSU graduates, OK-Thrive is intended to supplement, rather than supplant, existing district and school induction efforts. District training and support take precedence over OK-Thrive activities and support. The District is aware of this additional support and approves OK-Thrive on-site access to participating teachers. OSU assures that all OK-Thrive staff will have appropriate background checks on file as required by and in full compliance with Oklahoma law in advance of commencing work under this MOU.

- OSU will provide incentives for teachers who choose to participate in OK-Thrive in various forms. Incentives may include stipends and graduate course credit.

- OK-Thrive will provide support to participating OSU graduates throughout their first three years of teaching in a participating district and school. Support may include OK-Thrive group sessions and workshops (Thrive Sessions), personalized mentoring, and in-class Coaching.

- Once in the program, OK-Thrive teachers will receive 3 years of induction support as long as they remain employed at one of the participating schools in a participating district.

**Information Sharing**

- The District will provide OK-Thrive leadership the names of first-year OSU graduates hired to teach in the district's schools. OSU will provide a District Hiring Spreadsheet to a designated person in human resources in the spring of each year to collect the names.

- The District will provide the following data to a designated member of the OK-Thrive leadership team in order to evaluate the effectiveness of the OK-Thrive program.

    - Human resources data, which is defined as, teacher retention data (whether a teacher remains employed from year to year). Data sets provided will include teacher certificate number as the identifier for teachers who participate in OK-Thrive, OSU prepared non-OK-Thrive teachers, and other induction teachers and will also include overall non-confidential (open/public) School and District data for the purposes of comparison. No other teacher identifiers will be collected.
- OK-Thrive will provide the District with an electronic copy of an OK-Thrive report, which may include:
    - Self-efficacy, job stress, and job satisfaction survey results
    - Summary of program activities for the year
    - Update on program development
    - Program outcomes, including comparisons of retention rates among OK-Thrive teachers to those of induction teachers in the district and state

- The OK-Thrive leadership team will de-identify all data received from the district for the purposes of reporting. When necessary, data will be reported in aggregate to protect the anonymity of OK-Thrive participants, schools, districts, and students.
- It is not the intention of the parties to form a joint venture or partnership.
- This MOU may not be assigned by either party without prior written consent of the other party.
- This is not a third-party beneficiary contract. No person or entity other than the parties signing this MOU shall have any rights hereunder.
- All notices given hereunder shall be in writing by certified mail, return receipt requested, by personal delivery, or by confirmed fax or email.

| **DISTRICT** | **OKLAHOMA STATE UNIVERSITY** |
|---|---|
| By:_____ | By: Jeanette Mendez |
| Date:_____ | Date: 05/15/25 |

# OSAG

Oklahoma School Assurance Group

May 23, 2025

Uwe Gordon
Stillwater School District
314 South Lewis Street
Stillwater, OK 74074

Dear Uwe Gordon and Board of Education:

Your 2025-2026 workers' compensation premium quote from the Oklahoma School Assurance Group (OSAG) is enclosed.

**It is important to review the proposal completely, to familiarize with the member benefits provided by OSAG for your district.** Several important documents are enclosed for your review. Don't hesitate to call our office for assistance with questions about your OSAG quote.

OSAG is the largest provider of workers' compensation services to Oklahoma public schools, proudly saving our members over $109,705,968 since we began in 1994. Our motto is to provide *"the most efficient and economical workers' compensation services to Oklahoma public school districts"*. We strive to uphold this motto and look forward to serving Stillwater School District in 2025-2026.

**Your OSAG policy will automatically renew on 7/1/2025, so no action is due on your part.** If you have any questions regarding your quote material, please contact Victoria Keith or Tom Beckman at 800-699-5905.

Sincerely,

Tina J. Wamsley

Tina J. Wamsley, Chief Operating Officer
Oklahoma School Assurance Group

TJW/ear
enclosure

# OSAG

## Oklahoma School Assurance Group

May 23, 2025

Uwe Gordon
Stillwater School District
314 South Lewis Street
Stillwater, OK 74074

**Re: 2025-2026 OSAG Workers' Compensation Insurance Quote**
*This policy will automatically renew on 7/1/25 – No action required.*

Dear Uwe Gordon,

Thank you for helping to make OSAG the largest provider of workers' compensation to public schools in Oklahoma. Your 2025-2026 OSAG renewal quote is as follows:

| | |
|---|---|
| ***Total 2025-2026 OSAG Workers' Compensation Renewal Premium including Dividend/Credits:*** | **$353,458.00** Non-Auditable |

***Your OSAG policy also contains Employers' Liability Limits of $1,000,000/$1,000,000/$1,000,000***

Active membership in the Oklahoma School Assurance Group provides an array of benefits for your district, including continued membership *performance dividend awards*. The membership dividend is based on an overall favorable group loss ratio.

---

***About the OSAG Proposal:***

*The Membership Dividend is the maximum amount that may be awarded to an active member as a performance dividend. This figure is based on individual district loss performance.

*All members that renew with OSAG have a *Membership Dividend* associated with active membership. ***To receive the Membership Dividend, a member must be active with paid premium.***

***OSAG has awarded $500,000 in Safety Equipment Grants, as well as a $250,000 Shared Premium Credit awarded to all active members in 2024-2025. OSAG grants/credits are predicted to continue in the future for all active members.***

****See enclosed listing of all OSAG member benefits – ALL at NO COST to members!**

P.O. Box 18858, Oklahoma City, Oklahoma 73154
Ph: 800-699-5905 Fax: 405-842-0051 www.okschoolassurancegroup.org

the beckman company

insurance

May 23, 2025

Uwe Gordon
Stillwater School District
314 South Lewis Street
Stillwater, OK 74074

Re: 2025/2026 Workers' Compensation

Dear Uwe Gordon,

We appreciate the opportunity to present your workers' compensation insurance quote for 2025/2026. The Beckman Company has maintained a low profile while putting together some of Oklahoma's most innovative and popular insurance products ever offered. Our quest is to always offer the best insurance coverage at the lowest cost with no future risk to the insured. This is why The Beckman Company now insures more public entities than any other firm in our state!

The Beckman Company has helped create both property and casualty insurance programs for public entities never seen before in Oklahoma or elsewhere. Currently The Beckman Company is the MGA (Managing General Agent) for insurance brokerage for some 500+ public schools, most of Oklahoma's Universities, as well as insuring the City of Edmond and Oklahoma County on all lines of coverage. The Beckman Company helped to create three insurance programs which are all designed to lower costs.

The Beckman Company, which began in 1960, has now grown into one of Oklahoma's largest insurance and brokerage full-service agencies. Our experience is vast and varied encompassing not only public entities but some of Oklahoma's more recognizable names in manufacturers, businesses, and many more. For decades, we've had insureds with billions of dollars in property values located in Oklahoma. We've insured some of Oklahoma's largest public and private institutions for a reason. Service!

Enclosed please find your 2025/2026 quote through the Oklahoma School Assurance Group. Your district has a history with the Oklahoma School Assurance Group, a preferred group specially for Oklahoma school districts. The Beckman Company will serve the best interest of your school district's needs with workers' compensation now and in the future.

If you should have any questions or concerns, please feel free to call.

Appreciate the opportunity,

The Beckman Company
Bill, Bryan, Martin, Tom & Will Beckman

P.O. Box 18858
Oklahoma City, Oklahoma 73154
PH: 405-842-2337 FAX 405-842-0051
WATTS 1-800-699-5905

P.O. Box 429
Muskogee, Oklahoma 74402
PH: 918-683-7844 FAX 918-687-0244
WATTS 1-800-259-4677

OSAG

# Member Benefits of the Oklahoma School Assurance Group

The Oklahoma School Assurance Group (O.S.A.G.) is the largest provider of workers' compensation services to Oklahoma public schools, proudly serving 98% of Oklahoma schools & over 75,000 employees!

The OSAG motto is *"to provide the most efficient and economical workers' compensation services to Oklahoma public schools."*

**Since 1994, member school districts have accumulated a total savings of $109,705,968!**

**OSAG member benefits include the following:**

- *Insurance consulting services covering **MOST** lines of district insurance needs, i.e. workers' compensation, property, liability, etc. **NO COST** for this service.*
- *Training provided at Oklahoma ASBO spring & fall conferences at **NO COST**.*
- *Online safety training video program with 1,000+ videos provided at **NO COST** to membership. Accessible with assigned school-specific username and password. All videos are accessible through the OSAG webpage at www.okschoolassurancegroup.org, 24 hrs/day, 7 days/week.*
- *Monthly newsletter providing current safety training tips, OSAG board correspondence, & notifications of upcoming OSAG events.*
- *Discounted membership with the Oklahoma Safety Council of only $99....just for being a member of OSAG!*
- ***Guaranteed annual premium! One premium quote for one year of coverage with absolutely no additional premium owed due to payroll auditing.***
- *Premiums based on **individual** school district's workers' compensation claim performance and not based on group.*
- ***No risk policy!** OSAG, as well as its members, assume **ZERO** risk or liability for claims made. OSAG is a fully insured program. All OSAG funds belong to OSAG membership.*

***Potential dividend earnings!***

- *Individual district performance dividend used to reduce future premium costs! Since inception, approximately $27,092,033 has been awarded to qualifying members as premium refunds, performance dividends, $500,000 in Safety Equipment Grants, a $250,000 Shared Premium Credit, and upfront premium savings.*

# AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF OKLAHOMA )
) SS
COUNTY OF OKLAHOMA )

Tom Beckman, of lawful age, being first duly sworn, an oath says, that he is the agent authorized by the bidder to submit the attached bid. Affidavit further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any county official or employee as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any county official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Tom Beckman

Subscribed and sworn to before me this 21st day of May, 2025.

ELIZABETH A. RIDENER
NOTARY PUBLIC - STATE OF OKLAHOMA
MY COMMISSION EXPIRES FEB. 07, 2028
COMMISSION # 12001300

Notary Public

My commission expires: 02/07/28
My commission number: 12001300

NOTE:
Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 74 O.S. 1976 85.25. Any bids received without an attached affidavit cannot be received as a valid bid per O.S.

***OSAG's motto is not only "to provide the most efficient & economical workers' compensation services to Oklahoma schools", but to work as a team with our members to protect your district as a whole.***




## ***Protecting Your District***

This time of year poses important decisions to be made by our members……employment contracts, property & casualty insurance, workers' compensation needs. As your workers' compensation provider, we want you to know that we aren't solely concerned about your workers' compensation needs, but your district as a whole. The OSAG Board of Trustees each serve as district superintendents and know firsthand the challenges faced this time of year in making safe, protective decisions for the district.

- Be ***mindful*** of your **OWNERSHIP** of OSAG. No other providers exist like OSAG – ALL benefits are FREE to members; company is fully membership-owned.

- Be ***careful*** not to share your OSAG premium with other vendors. By doing this, short-lived outside quotes that seem more competitive result in substantial higher premiums the following renewal. Not only that but earned *Performance Dividends* are lost in the process that cannot be recaptured should your district join the OSAG family again.

- Be ***thoughtful*** of the membership benefits provided by OSAG. ALL safety training is FREE to members, i.e. online safety video library, onsite safety training, twice-annual training at Oklahoma ASBO, & discounted membership with Oklahoma Safety Council.

Finally, OSAG has provided savings of $109,705,968 to membership since 1994. This savings includes over $27 million dollars in refunds & dividends, premium savings compared to other carriers, equity ownership in OSAG, Safety Equipment Grants & a Shared Premium Credit award.

OSSBA
OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION

Employment Services

April 15, 2025

Stillwater Public Schools
ATTN: Superintendent
314 S. Lewis Street
Stillwater, OK 74074-3515

Dear Superintendent,

OSSBA appreciates the opportunity over the last year to assist your district in unemployment matters through membership in OSSBA Employment Services. It is time for your Board of Education to renew its membership in the Service.

Please find attached your Service Agreement for the 2025-2026 school year. We would like to point out the provision in the Services Agreement that your district grant OSSBA Employment Services Third Party Administrator (TPA) access to the school's EZ Tax Express account so that we can appropriately administer the school's unemployment claims and assist with financial accounting and quarterly contribution reporting. OSSBA Employment Services has always asked our member schools to grant TPA access. We wanted to take this opportunity to remind you about the requirement and emphasis it's importance.

Please complete the Service Agreement and return it to our office at your earliest convenience. Please let us know if you have questions. You can reach Kim Bishop at kimb@ossba.org, Brandon Carey at brandonc@ossba.org or Deisy Escalera at deisye@ossba.org. Or you may reach any of us by phone at 405.528.3571.

Sincerely,

Kim Bishop
OSSBA Employment Services Team

Deisy Escalera

Brandon Carey

**COMPREHENSIVE**
**EMPLOYMENT SERVICE AGREEMENT**

This Service Agreement is made this ___ day of _____, 2025, by and between Stillwater Public Schools (hereafter, "School") and Oklahoma State School Boards Association Employment Services Program (hereafter, "OSSBA").

The Board of Education of the School has voted to join the OSSBA Employment Services Program for the 2025-2026 school year and agrees to pay OSSBA an administrative fee in the amount equal to $7.00 per employee.

**Payment:** During the term of this Service Agreement, not more than once each month, ***an amount will be deducted from the School's OSSBA Employment Services Program*** Account until the total annual administrative fee is paid in full. OSSBA records indicate 1075 school employees, for a total annual administrative fee of $7,525.00.

The administrative fee will be paid in exchange for employment related services provided by OSSBA, including but not limited to:

1) Providing complete legal representation by an Oklahoma licensed attorney in all aspects of the unemployment claims process before the Oklahoma Employment Security Commission (hereafter "OESC");
2) Auditing the payment of all unemployment claims to ensure the minimum is paid and any overpayments are recovered;
3) Providing quarterly reports of unemployment claims and amounts paid by the OESC to Claimants on the School's behalf;
4) Providing prudent management of School funds deposited in the School's OSSBA Employment Services Program Account;
5) Providing up-to-date Legislative and Administrative Law Updates to keep the School informed of changes that affect unemployment claims and costs; and
6) Providing opportunities for employment training and information.

**Information Access:** The School will grant to OSSBA Third Party Administrator (TPA) access rights to the School's EZ Tax Express Account administered by the Oklahoma Employment Security Commission (OESC) in order for OSSBA to appropriately administer School's unemployment claims and assist with financial accounting and quarterly contribution reporting. Further, the School agrees to provide OSSBA with access to other information systems administered by the OESC if access is deemed necessary to process unemployment claims on School's behalf.

**Additional Deposits:** In the event that a payment or deduction from the School's OSSBA Employment Services Program Account would deplete the Account to an amount less than zero (0), the School will be required to make an additional deposit to replenish the Account prior to OSSBA making any payment to the OESC.

**Withdrawal of Funds from OSSBA Employment Services Program Account:** Upon signing an initial Service Agreement, the School will make an initial deposit in order to establish an OSSBA Employment Services Program Account through which the OSSBA will pay any necessary unemployment claim payments and any other necessary payments to the OESC on the School's behalf. The funds in the Account shall at all times remain School funds. Because the funds in the School's OSSBA Employment Services Program Account remain School funds, the School may withdraw any or all funds from the Account upon providing written notice to the OSSBA.

**Term of Agreement:** This Service Agreement will be effective for the 2025-2026 fiscal year which ends on June 30, 2026. This Service Agreement may be renewed for a subsequent fiscal year by the Board of Education of the School taking such necessary action.

**Revision or termination of Agreement:** Either party may revise this Service Agreement with 60 days' written notice to the other party. If either party does not fulfill what it has agreed upon in the above terms, then termination may be made within 30 days' written notice to the other party.

Signed:



Shawn Hime
OSSBA Executive Director

04/17/2025
Date

School Board President or Designee
Stillwater Public Schools 477

Date

# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Dr. Janet Vinson, Assistant Superintendent
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** June 10, 2025

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**AGENDA ITEM:**

**Educational Services FY 2025-2026 Contracts and Agreements:**

1) ACT WorkKeys (Hiring Assessment Services Agreement)
2) Advanced Therapy Solutions (Speech/Occupational Therapy Evaluations Agreement)
3) Alpha Autism Therapy (Behavioral Therapy Services Agreement)
4) Angela Brand, PT (Physical Therapy Services Agreement)
5) ARH Therapy, Inc. (Occupational Therapy Services Agreement)
6) Big Brothers Big Sisters of Oklahoma (Mentoring Services Agreement)
7) Counseling and Behavior Specialists of Oklahoma, LLC (Behavioral Therapy Services Agreement)
8) CREOKS Health Services (Behavioral Consultation Services Agreement)
9) Danielle Torres (Psychology Services Agreement)
10) Evaluation Works, LLC (Psychology Services Agreement)
11) GRAND Mental Health (Counseling Services Agreement)
12) Horizon: Digitally (Supplemental Online AP Courses Agreement)
13) Instructure, Inc. (Learning Management System Agreement)
14) Junior Achievement Finance Park (Financial Literacy Curriculum)
15) Meridian Technology Center (Academic Credit Options Agreement)
16) Meridian Technology Center (Gateway to Technology Program Agreement)
17) Motor Mouth Therapy, LLC (Occupational Therapy Services Agreement)
18) MPower (Vocational Services Agreement)
19) Northeastern State University (Student Internship Affiliation Agreement)
20) Oklahoma Human Services (School Based Specialist Agreement)
21) Oklahoma State University Communications Sciences (Speech Language Services Agreement)
22) Oklahoma State University Department of English (Student Teaching Affiliation Agreement)
23) Oklahoma State University Office of Educator Support (Student Teaching Affiliation Agreement)
24) Oklahoma State University Onsite Concurrent Program (Concurrent Programming Agreement)
25) Oklahoma State University School of Allied Health and Rec. (Student Internship Affiliation Agreement)
26) Oklahoma State University School of Psychology (Student Internship Affiliation Agreement)
27) Our Daily Bread (Lincoln Marketplace Agreement)
28) Payne County Youth Services, Inc. (Mental Health Counseling Services Agreement)
29) Shannan Frohock (Hearing Impaired Students Agreement)
30) Specialty Care Pediatrics (Supplemental Staffing Agreement)
31) Stillwater First United Methodist Church (Early Childhood Services Agreement)
32) The Iowa Tribe of Oklahoma (Mental Health Services Agreement)
33) The Saville Center for Child Advocacy (Physical and Mental Health Services Agreement)
34) The University of Central Oklahoma (Student Teaching Affiliation Agreement)

35) The University of Tulsa (Student Internship Affiliation Agreement)
36) Therapy Specialists (Speech/Language Evaluation Services Agreement)
37) United Community Action Program, Inc. (Special Services Agreement)
38) Western Governors University (Student Teaching Affiliation Agreement)
39) Wings of Hope (Student Enrollment Services Agreement)

**BOARD ACTION REQUESTED:**

Motion to Approve Contracts for 2025-2026.

**BACKGROUND INFORMATION:**

## NEW Contracts & Agreements:

1) Big Brothers Big Sisters of Oklahoma (Mentoring Services Agreement)
2) Horizon: Digitally (Supplemental Online AP Courses Agreement)
3) Junior Achievement Finance Park (Financial Literacy Curriculum)
4) Northeastern State University (Student Teaching Affiliation Agreement)
5) The University of Tulsa (Student Teaching Affiliation Agreement)

**New Contract - Annual Renewal, No Cost to SPS**
1) **Big Brothers Big Sisters** Mentoring Service Agreement
SPS is re-establishing a partnership with Big Brothers Big Sisters (BBBS) through a Memorandum of Understanding (MOU) to provide school-based mentoring for students who would benefit from additional positive adult relationships. Through this program, trained and vetted community volunteers ("Bigs") will meet with matched students ("Littles") on campus during designated times to build supportive, consistent relationships. The program is designed to promote student well-being, improve school engagement, and strengthen academic and social outcomes. The MOU outlines responsibilities around student participation, parental consent, mentor screening and training, scheduling, and data privacy. This partnership aligns with SPS's ongoing efforts to provide wraparound support and promote equity and student connection. This contract is valid from June 10, 2025, through June 30, 2026.

**New Contract - Annual Renewal, No Cost to SPS**
2) **Horizon: Digitally** Supplemental Online AP Courses Agreement
Horizon has a contract with the State of Oklahoma to provide free online access to AP courses and teachers to instruct and grade work for these courses to meet the requirements of legislation. Thus, this MOU with Horizon will not cost the district any money or FTEs and will allow SHS to provide a variety of AP course offerings for students. This contract is valid from July 1, 2025, through June 30, 2026.

**New Contract - Annual Renewal, No Cost to SPS, ROI - Meets Graduation Requirements**
3) **Junior Achievement Finance Park** Financial Literacy Curriculum Agreement
This MOU provides Financial Literacy curriculum via Junior Achievement of Oklahoma. The vendor will provide student workbooks and ready-made 14 lessons that meet the PFL competencies. This contract is valid from July 1, 2025, through June 30, 2026.

**New Contract - Annual Renewal, No Cost to SPS**
4) **Northeastern State University** Student Teaching Affiliation Agreement
This agreement between NSU and Stillwater Public Schools concerns the placement of students enrolled in the programs served by the Teacher Education Program within Stillwater Public Schools to complete their required field / clinical experiences as part of their degree program. The students will be required to submit a cleared background check and complete all district-required training. This contract is valid from July 1, 2025, through June 30, 2026.

**New Contract - Annual Renewal, No Cost to SPS**
5) **The University of Tulsa** Student Internship Affiliation Agreement
The agreement with The University of Tulsa concerns the field clinical experiences for the Department of Communication Sciences & Disorders students within Stillwater Public Schools. The students will be required to submit a cleared background check and complete all district-required training. This contract is valid from July 1, 2025, through June 30, 2026.

## Renewal Contracts & Agreements:

1) ACT WorkKeys (Hiring Assessment Services Agreement)
2) Advanced Therapy Solutions (Speech/Occupational Therapy Evaluations Agreement)
3) Alpha Autism Therapy (Behavioral Therapy Services Agreement)
4) Angela Brand, PT (Physical Therapy Services Agreement)
5) ARH Therapy Inc. (Occupational Therapy Services Agreement)
6) Counseling and Behavior Specialists of Oklahoma, LLC (Behavioral Therapy Services Agreement)
7) CREOKS Health Services (Behavioral Consultation Services Agreement)
8) Danielle Torres (Psychology Services Agreement)
9) Evaluation Works, LLC (Psychology Services Agreement)
10) GRAND Mental Health (Counseling Services Agreement)
11) Instructure, Inc. (Learning Management System Agreement)
12) Meridian Technology Center (Academic Credit Options Agreement)
13) Meridian Technology Center (Gateway to Technology Program Agreement)
14) Motor Mouth Therapy, LLC (Occupational Therapy Services Agreement)
15) MPower (Vocational Services Agreement)
16) Oklahoma Human Services (School Based Services Agreement)
17) Oklahoma State University Communications Sciences (Speech Language Services Agreement)
18) Oklahoma State University Department of English (Student Teaching Affiliation Agreement)
19) Oklahoma State University Office of Educator Support (Student Teaching Affiliation Agreement)
20) Oklahoma State University Onsite Concurrent Program (Concurrent Programming Agreement)
21) Oklahoma State University School of Allied Health and Rec. (Student Internship Affiliation Agreement)
22) Oklahoma State University School of Psychology (Student Internship Affiliation Agreement)
23) Our Daily Bread (Lincoln Marketplace Agreement)
24) Payne County Youth Services, Inc. (Mental Health Counseling Services Agreement)
25) Shannan Frohock (Hearing Impaired Students Agreement)
26) Specialty Care Pediatrics (Supplemental Staffing Agreement)
27) Stillwater First United Methodist Church (Early Childhood Services Agreement)
28) Iowa Tribe of Oklahoma (Mental Health Services Agreement)
29) The Saville Center for Child Advocacy (Physical and Mental Health Services Agreement)
30) The University of Central Oklahoma (Student Teaching Affiliation Agreement)
31) Therapy Specialists (Speech/Language Evaluation Services Agreement)
32) United Community Action Program, Inc. (Special Services Agreement)
33) University of Central Oklahoma (Student Teaching Affiliation Agreement )
34) Western Governors University (Student Teaching Affiliation Agreement)
35) Wings of Hope (Student Enrollment Services Agreement)

**Annual Renewal - Existing Contract, Activity Fund**
1) **ACT WorkKeys** Hiring Assessment Services Agreement
Stillwater Public Schools is committed to the professional development and ongoing certification of its support staff. Stillwater Public Schools is partnering with ACT WorkKeys to serve as a test administration site for potential teacher assistants who are seeking their paraprofessional certification. This partnership will allow Stillwater Public School staff to administer the WorkKeys assessment to potential and current staff so they do not have to seek other outside testing sites. The Stillwater Public Schools administration staff has completed training to be able to administer the WorkKeys assessment. No changes from last year. The term for this contract is July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, Federal Fund**
2) **Advanced Therapy Solutions** Speech-Language Therapy Services
Advanced Therapy Solutions will perform speech/language therapy and/or evaluation services for special education students in the district. They will attend IEP team meetings and work on the development of speech/language goals and services. The evaluations will include eligibility report writing and other related services as requested. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, No Cost to SPS**
3) **Alpha Autism Therapy** Behavioral Therapy Services
Applied Behavioral Analysis Clinic, and this agreement will allow the clinic to provide behavioral support to their clients who are SPS students at no cost to the district. ABA clinics utilize research-based strategies to increase a student's ability to engage in socially appropriate behaviors with peers and staff members and increase opportunities for success in the school setting. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, Federal Fund**
4) **Angela Brand, Thera-Brand Physical Therapy, LLC** Physical Therapy Services Agreement
Angela Brand/Thera-Brand Physical Therapy, LLC agrees to work with Stillwater Public Schools to provide physical therapy for designated students as requested by the terms of the agreement. The PT shall provide such physical therapy services as indicated by the Stillwater Public Schools student's Individualized Education Program or 504 Accommodation Plan. The services shall include, without limitation, providing physical therapy evaluations and treatment as deemed appropriate by PT and the Stillwater Public Schools Special Education Director, recording students' progress, preparing materials and assembling equipment used during treatment if necessary, participation in student-focused and program-focused meetings and completing paperwork as requested including Medicaid documentation forms. Said services will be provided at the rate of $70.00 per hour up to 1400 hours. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, Federal Fund**
5) **ARH Therapy Inc.** Occupational Therapy Services Agreement
ARH Therapy, Inc. agrees to make available to SPS the services of a certified occupational therapist (OTR). The OTR shall provide such occupational therapy services as indicated by the SPS student's IEP or 504 Accommodation Plan as established by the OTR. The OTR services shall include, without limitation, establishing a plan of care, recording the student's progress, preparing materials and assembling equipment used during treatment, participating in student-focused meetings and program-focused meetings, and completing paperwork as determined by SPS. Said services will be provided at the rate of $85.00 per hour. No changes from the previous year. The term for this contract is July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, No Cost to SPS**
6) **Counseling and Behavior Specialists,** Counseling and Behavioral Therapy Services Agreement
CBSO provides Applied Behavioral Therapy for students in Stillwater and surrounding areas. This agreement will allow CBSO staff to visit classrooms in our schools to observe student clients. This observation will allow collaboration between the IEP team and CBSO to ensure the most appropriate behavioral services are implemented in the school setting. CBSO will not bill the district for any observation or collaboration entailed within this agreement. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, No Cost to SPS, ROI - The partnership between SPS and CREOKS provides students with access to licensed behavioral health professionals at no cost to the district. CREOKS clinicians offer trauma-informed therapy, crisis intervention, case management, and family support that reduce absenteeism, behavioral incidents, and time lost to untreated mental health needs. For the first time in district history (2024–25 school year), we are systematically tracking visits and service delivery from our mental health partners. While these agencies provide a critical service, they also bill insurance/Medicaid for services**

**rendered—making it essential that we hold them accountable for the work happening on our campuses. This new level of oversight allows us to ensure quality, share data, and demonstrate the real-time impact of these partnerships for students, families, and schools.**
7) **CREOKS Health Services** Counseling Services Agreement
CREOKS is a key partner in delivering school-based mental health services. This ongoing collaboration supports the district's commitment to student wellness by providing on-site counseling, crisis intervention, case management, and family support services. The continued partnership helps ensure that students have timely access to licensed mental health professionals during the school day, reducing barriers to care and supporting academic and emotional success. The updated MOU reflects current roles, expectations, and compliance with all district policies, legal requirements, and confidentiality standards.SPS recommends approval of this renewed agreement to maintain and strengthen this vital support system for students and families. The term for this contract is July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, General Fund**
8) **Danielle Torres** Psychology Services Agreement
Danielle Torres, a Nationally Board-Certified School Psychologist, will work with SPS to provide evaluation services for students. These evaluations will be used to determine the need for special education and related services for students. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, General Fund**
9) **Evaluation Works, LLC** Psychology Services Agreement
Evaluation Works, LLC provides psychological evaluations, reports, and other related services for the purpose of special education services. Said services will be provided at the agreed-upon rate. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.
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**Annual Renewal - Existing Contract, General Fund**
10) **Golden Oaks** Early Childhood Partnership Agreement
Golden Oaks, LLC, agrees to partner with Stillwater Public Schools for the development of an "intergenerational" early childhood educational program for four-year-old children. Golden Oak's elderly residents are given the opportunity to interact with and participate in limited aspects of the program as classroom volunteers. Golden Oaks will provide the classroom space for the program. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, No Cost to SPS, ROI - GRAND Mental Health delivers Tier 3 behavioral health services to SPS students - focusing on those with the most significant mental health and safety needs. Through embedded therapists and mobile crisis response, GRAND reduces ER visits, stabilizes students on campus, and ensures access to urgent, ongoing care. GRAND also provides wraparound support teams at several school sites, including school-based case managers, therapists, and family navigators. These teams have been instrumental in maintaining support for high-need students - especially important as recent state-level budget cuts have reduced the number of school counselors. SPS is actively working with GRAND to expand and strengthen this model to help fill those critical service gaps. As of the 24–25 school year, SPS began formally tracking all GRAND Mental Health services provided within our schools. This is a major step forward in transparency and accountability. While GRAND bills Medicaid for services rendered, SPS now ensures that time spent in our buildings is aligned with student needs and documented outcomes. This new structure enables us to analyze visit frequency, identify gaps, and ensure that our schools are benefiting from every hour of support delivered.**
11) **GRAND Mental Health Center** Counseling Services Agreement
GRAND Mental Health is a key partner in delivering school-based mental health services. This ongoing collaboration supports the district's commitment to student wellness by providing on-site counseling, crisis intervention, case management, and family support services. The continued partnership helps ensure that students have timely access to licensed mental health professionals during the school day, reducing barriers to care and supporting academic and emotional success. SPS recommends approval of this

renewed agreement to maintain and strengthen this vital support system for students and families. The updated MOU reflects current roles, expectations, and compliance with all district policies, legal requirements, and confidentiality standards. The term for this contract is July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, Year 1 of 3, Bond Fund**
12) **Instructure, Inc.** Learning Management System Agreement
Instructure provides our secondary students learning management system (LMS), Canvas. Canvas is a comprehensive Learning Management System (LMS) that supports teaching and learning in both traditional and digital classrooms. It serves as a central hub where educators can organize and deliver instructional content, manage assignments and assessments, communicate with students and families, and monitor student progress. Canvas enhances instructional consistency across grade levels and supports personalized learning by integrating with tools like Google Workspace, Microsoft Office, and other educational applications. Its user-friendly design and robust analytics also provide administrators with valuable insights into student engagement and academic performance. Widely adopted in K–12 and higher education, Canvas helps districts ensure equitable access to learning resources and supports high-quality instruction aligned with educational goals. The level of purchase support was decreased, and we are transitioning to a 3-year contract with an opt-out option. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, No Cost to SPS**
13) **Meridian Technology Center** Academic Credit Options Agreement
The Memorandum of Understanding with Meridian Technology Center concerns the academic credit options provided at Meridian for Stillwater Public Schools' students. The Oklahoma State Department of Education requires documentation of the local school board's approval for mathematics and science courses to be counted toward the local district's graduation requirements. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, General Fund**
14) **Meridian Technology Center** Gateway to Technology Program Agreement
Stillwater Public Schools will provide the Stillwater Middle School Gateway to Technology Program, and Meridian Technology Center will provide supplemental funding for the program in the sum of $50,000.00. The funding award is for classroom and/or lab costs of the program. The program for 6th - 8th grade students is designed to actively engage learners in hands-on projects and career exploration in an effort to increase student interest in viable careers and continued education and training. This grant will continue on an annual basis as long as adequate funding is available and program evaluations continue to provide positive indicators for continued support. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, Federal Fund**
15) **Motor Mouth Therapy** Occupational Therapy Services Agreement
Motor Mouth Therapy will provide Occupational Therapy services for students at assigned buildings during the 25-26 school year. These services are determined by the IEP team and mandated by law once decided upon. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, Federal Fund**
16) **MPower** Vocational Services Agreement
MPower will provide vocational services for IEP students in the Pathfinder program. These students focus on functional skills. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, General Fund, ROI - Allows for student and family supports to ensure all students have the supports they need to be academically successful.**
17) **Oklahoma Human Services** School-Based Services Agreement

OKDHS will provide School-Based Specialists to be placed within Stillwater Public Schools. Through the partnership, a School-Based Specialist (SBS) is placed within the district with the dedicated purpose of providing a human service connection and support to the children and families served by the school, as well as the school's teachers and administrators. SPS will provide office space and pay 50% of the salary, benefits, and administrative costs. This contract will be officially signed through a secure signature request sent to the President of the Stillwater Public School Board of Education. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, General Fund**
18) **Oklahoma State University Communications Sciences** Speech Language Services Agreement
OSU Communications Sciences will provide speech-language services for the academic school year in accordance with the University calendar. They will provide eligibility and re-evaluations as needed, therapy services, and prepare Special Education paperwork. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, No Cost to SPS**
19) **Oklahoma State University Department of English** Student Teaching Affiliation Agreement
This agreement between OSU and Stillwater Public Schools concerns the placement of students enrolled in the programs served by the Department of English within Stillwater Public Schools to complete their required field / clinical experiences as part of their degree program. The students will be required to submit a cleared background check and complete all district-required training. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, No Cost to SPS**
20) **Oklahoma State University Office of Educator Support** Student Teaching Affiliation Agreement
This agreement between OSU and Stillwater Public Schools concerns the placement of students enrolled in the programs and departments served by the Office of Educator Support within Stillwater Public Schools to complete their required field / clinical experiences as part of their degree program. The students will be required to submit a cleared background check and complete all district-required training. The updated MOU reflects additional course placement requests. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, No Cost to SPS, ROI - Allows students to earn college credit while meeting high school graduation requirements.**
21) **Oklahoma State University Onsite Concurrent Programming** Concurrent Programming Agreement This agreement between OSU Concurrent Programming and Stillwater Public Schools allows for current Stillwater High School juniors and seniors to complete specific OSU courses concurrently onsite at SHS. All instructors will be OSU employees who meet or exceed HLC guidelines. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, No Cost to SPS**
22) **Oklahoma State University School of Allied Health and Recreation** Student Internship Affiliation Agreement
This agreement between OSU's School of Allied Health and Stillwater Public School Athletics' Department concerns the placement of student athletic trainers and strength and conditioning coaching interns within Stillwater Public Schools. The interns will work with SPS' Athletics' Department to provide additional support to our athletic training and coaching staff. The student interns hosted by SPS will be required to submit a cleared background check and complete the required OSHA training set forth by SPS. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, No Cost to SPS**
23) **Oklahoma State University School of Psychology** Student Teaching Affiliation Agreement
This agreement between OSU and Stillwater Public Schools concerns the placement of students enrolled in the programs served by the School of Psychology within Stillwater Public Schools to complete their required field / clinical experiences as part of their degree program. The students will be required to

submit a cleared background check and complete all district-required training. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, No Cost to SPS**
24) **Our Daily Bread** Lincoln Marketplace Agreement
SPS seeks to continue its partnership with Our Daily Bread Food and Resource Center through an MOU for the 2025–2026 school year. This collaboration supports the operation of the Lincoln Academy Marketplace, an on-campus food pantry housed at Lincoln Alternative Academy. The Marketplace provides essential food and resources to students in need, helping address food insecurity and supporting overall student well-being. The MOU outlines the responsibilities of both parties, ensures proper use and access to space, and formalizes procedures related to stocking, data reporting, volunteer support, and compliance with legal and safety requirements. No changes from the previous year. The term for this contract is July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, No Cost to SPS**
25) **Payne County Youth Services, Inc.** Counseling Services Agreement
SPS seeks to renew its existing MOU with Iowa Tribe Behavioral Health, a key partner in delivering school-based mental health services. This ongoing collaboration supports the district's commitment to student wellness by providing on-site counseling, crisis intervention, case management, and family support services. The continued partnership helps ensure that students have timely access to licensed mental health professionals during the school day, reducing barriers to care and supporting academic and emotional success. The updated MOU reflects current roles, expectations, and compliance with all district policies, legal requirements, and confidentiality standards.SPS recommends approval of this renewed agreement to maintain and strengthen this vital support system for students and families. No changes from the previous year. The term for this contract is July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, Federal Fund**
26) **Shannan Frohock** Consultant Services for Hearing Impaired Students Agreement
Shannan Frohock agrees to work with Stillwater Public Schools to provide to Stillwater Public Schools such consulting services as requested during the term of this agreement pertaining to special education services for students categorized as Hearing Impaired. The consultant shall provide such consulting services as indicated by the Stillwater Public Schools students' Individualized Education Program or 504 Accommodation Plan. The services shall include, without limitation, review and study students' educational/confidential records, monitoring equipment, conducting student evaluations, preparing required Individualized Education Program documentation, completing forms and reports in connection with the development of Individualized Education Programs, participation in student-focused and program-focused meetings including Individualized Education Program meetings and other staff meetings and completing documentation forms. Said services will be provided at the rate of $70.00 per hour. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, General Fund**
27) **Specialty Care Pediatrics** Supplemental Staffing Agreement
Specialty Care will provide a personal nurse at one of our elementary school sites for a special education student who has extensive medical needs. This service will not result in an expense for the district, as Specialty Care will bill the student's private benefits. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, General Fund, ROI - Full-time students from the SFUMC ECC program are enrolled in the SPS student information system, and count towards our Average Daily Membership (ADM) for state funding.**
28) **Stillwater First United Methodist Church** Early Childhood Services Agreement
Stillwater First United Methodist Church (SFUMC) and Stillwater Public Schools agree to collaborate regarding the requirements of a public school Pre-Kindergarten program and to facilitate the enrollment of four and five-year-old children residing within the boundaries of Stillwater Public Schools. Stillwater Public Schools will provide certain supplemental instructional materials as it deems appropriate. SFUMC will provide enrollment and reporting required by the State of Oklahoma for pupil accounting purposes or

otherwise. The updated MOU reflects a decrease in the per student amount SPS will pay SFUMC ECC from $1,800 to $1,200, added language to allow SPS to end the contact if the SFUMC teacher and TA have not completed their OSDE certification process in a timely manner, or if SFUMC does not correctly report student attendance in Campus. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, No Cost to SPS**
29) **The Iowa Tribe of Oklahoma** Mental Health Services Agreement
Iowa Tribe Behavioral Health is a key partner in delivering school-based mental health services. This ongoing collaboration supports the district's commitment to student wellness by providing on-site counseling, crisis intervention, case management, and family support services. This agreement supports students of all backgrounds—both Native and non-Native—while also expanding culturally responsive access for Native American students and families. We value the opportunity to provide increased mental health support options for our tribal students through this unique partnership.
The continued partnership helps ensure that students have timely access to licensed mental health professionals during the school day, reducing barriers to care and supporting academic and emotional success. SPS recommends approval of this renewed agreement to maintain and strengthen this vital support system for students and families. The updated MOU reflects current roles, expectations, and compliance with all district policies, legal requirements, and confidentiality standards. The term for this contract is July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, No Cost to SPS**
30) **The Saville Center for Child Advocacy** Physical and Mental Health Services Agreement
SPS seeks to renew its MOU with The Saville Center for Child Advocacy, a longstanding and trusted partner in supporting child safety and well-being. The Saville Center provides trauma-informed services to children who have experienced or are at risk of abuse or neglect, including forensic interviews, victim advocacy, and coordination with investigative agencies. This agreement ensures that SPS and The Saville Center can continue to collaborate efficiently in cases where student safety is a concern, while maintaining compliance with all legal reporting requirements, confidentiality protections, and student support protocols. Through this partnership, school staff are able to make timely and appropriate referrals, ensuring students and families have access to expert services in times of crisis. The Saville Center also supports the district by offering consultation, training, and resources related to child abuse prevention and trauma-informed practices. SPS recommends approval of the renewed MOU to maintain this essential collaboration and ensure comprehensive support for our students' safety, health, and well-being. No changes from the previous year. The term for this contract is July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, Federal Fund**
31) **Therapy Specialists** Speech/Language Evaluation Services Agreement
Therapy Specialists provide special education evaluations for Occupational Therapy and Speech Language when a parent has requested an Independent Educational Evaluation. They may also provide evaluations for the district during the summer months when employees of the district are not on contract. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, No Cost to SPS**
32) **United Community Action Program, Inc.** Special Services Agreement
This agreement will provide screening and assessment for all children enrolled in the Head Start as required by the Head Start Program Performance Standards. A Head Start representative will participate in the LEA referral procedures, multidisciplinary evaluation, IEP development, and implementation of the portions of the IEPs identified for the Head Start Program and the IEP review as appropriate. The Head Start will provide a support system for families and children with disabilities through training, information dissemination, and involvement in the program, as well as collaboration with the LEA and other community services. The LEA special education program and Head Start will determine designated program personnel to be responsible for conducting screening within each program to collaboratively implement the requirements of the IDEA and Head Start Performance Standards. Local implementation may incorporate the coordination of shared staff. Screening will be provided for referrals as determined by both entities. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, No Cost to SPS**
33) **University of Central Oklahoma** Student Teaching Affiliation Agreement
This agreement between UCO and Stillwater Public Schools concerns the placement of students enrolled in the programs served by the Teacher Education Program within Stillwater Public Schools to complete their required field / clinical experiences as part of their degree program. The students will be required to submit a cleared background check and complete all district-required training. No changes from the previous year. This contract is valid from July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, No Cost to SPS**
34) **Western Governors University** Student Teaching Affiliation Agreement
This agreement between Western Governors University and Stillwater Public Schools concerns the placement of students enrolled in their education program within Stillwater Public Schools to complete their required field / clinical experiences as part of their degree program. The students will be required to submit a cleared background check and complete all district-required training. No changes from the previous year. The term for this contract is July 1, 2025, through June 30, 2026.

**Annual Renewal - Existing Contract, No Cost to SPS**
35) **Wings of Hope** Student Enrollment Services Agreement
SPS seeks to renew its partnership with Wings of Hope Family Crisis Services, a local nonprofit agency that provides comprehensive support for individuals and families impacted by domestic violence, dating violence, sexual assault, stalking, and other forms of interpersonal trauma. Through this MOU, SPS and Wings of Hope will collaborate to support students and families in crisis, offer preventive education, and promote healthy relationships through trauma-informed practices and services provided on school campuses and within the community. No changes from the previous year. The term for this contract is July 1, 2025, through June 30, 2026.

**INDEPENDENT CONTRACTOR'S AGREEMENT**
**TO PROVIDE SPEECH PATHOLOGY SERVICES**

THIS AGREEMENT is entered into by and between Independent School District No. 16 of Payne County, Oklahoma, d/b/a Stillwater Public Schools ("District"), and Advanced Therapy Solutions ("Contractor") on this 1st day of July 2025.

## RECITALS

WHEREAS, Contractor desires to perform speech/language therapy and/or evaluation services for the District on the terms and conditions specified in this Agreement.

WHEREAS, Contractor is qualified to perform the services contemplated by this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and the above recitals, the parties agree as follows:

1. **DESCRIPTION OF SERVICES.** Contractor shall provide speech/language evaluation services for the District, which shall include evaluations for the purpose of special education, eligibility report writing, and other related services as requested by the District. Contractor shall provide speech/language therapy services for the District, which shall include participation in the Individualized Education Program (IEP) team meetings, development of speech/language goals and services in the IEPs, completion of required special education documents as directed by the Director of Special Services and outlined in the District Special Services Procedures.

2. **LOCATION OF SERVICES.** Contractor shall primarily perform services at the District. All equipment and materials supplied to Contractor by the District, if any, for the performance of services under this Agreement shall remain property of the District and shall not be removed from the District without prior authorization of the District. Contractor may perform services not involving in-person contact with students, such as writing reports and consulting, from the address listed for Contractor.

3. **TERM.** The term of this Agreement shall begin on July 1, 2025, and shall terminate on June 30th, 2026. However, the District may terminate this Agreement without cause after providing written notice to the Contractor of the intended termination at least thirty (30) calendar days prior to the date of the intended termination. The Contractor shall notify the District, in writing, at least sixty (60) calendar days prior to voluntarily severing or terminating this Agreement. If either party fails to perform in a timely manner or fails to perform in accordance with the provisions of this Agreement, or otherwise breaches its obligations under this Agreement, and fails to cure such breach within ten (10) calendar days after notice from the other party, the other party may terminate this Agreement without further notice or demand.

4. **DUTIES.** Contractor shall report to and coordinate activities with an administrator designated by the Superintendent of the District. The administrator assigned to act in all manners pertaining to this Agreement and to receive notices hereunder, authorize services, accept and approve all reports, drafts, products and invoices is the Director of Special Services. Contractor covenants and agrees to and shall provide services under this Agreement with reasonable diligence and promptness and in accordance with all terms and conditions set forth in this Agreement, in accordance with the policies, rules, and regulations of the District, and in accordance with the highest professional standards in the field.

5. **TIMEKEEPING.** Contractor will maintain an accurate report of time worked and services rendered and submit an itemized invoice for services performed in the previous month to

the District by the third (3rd) day of the current month.

6. **COMPENSATION AND PAYMENT.** Based on the completion of services described above, the Contractor shall receive compensation according to the rate agreement appended to this Agreement. Contractor agrees to submit an itemized bill for services provided for the prior month by the 3rd day of the current month. The District agrees to pay the sum of the monthly bill per the rate set forth in this agreement to the Contractor by the 28th day of the current month.

7. **INDEPENDENT CONTRACTOR.** It is agreed and understood that Contractor is an independent contractor and that the District shall exercise no supervisory authority or control over Contractor or Contractor's employees, if any, in the performance of this Agreement. It is not the intent of the parties to form a joint venture or partnership of any kind. No other compensation will be paid to Contractor except as specified by the terms of this Agreement. Neither Contractor nor Contractor's employees shall be deemed to be agents or employees of the District and any representation to the contrary by Contractor or his employees shall constitute a violation of this Agreement and shall be grounds for immediate termination, notwithstanding the notice provision in Paragraph 3 of this Agreement. Contractor shall comply with all provisions of state, local, and federal laws, regulations, ordinances, and requirements that are applicable to the performance of the services hereunder.

8. **STUDENT RECORDS.** Contractor acknowledges and agrees that all student files and/or records (including, without limitation, any electronic files and/or records and copies of any files and/or records), including, but not limited to, education and counseling records,

created, compiled, supplemented, or modified, by Contractor during the term of this Agreement with respect to students who receive services under this Agreement are and will remain the sole property of the District.

9. **INSURANCE.** Contractor shall obtain and maintain general and professional liability insurance, including malpractice insurance, in an amount of not less than $1,000,000 for each occurrence, at his own expense, and shall provide written proof of such coverage upon request.

10. **LICENSES.** Contractor represents and warrants that he/she is a Licensed Speech Language Pathologist and has all the licenses and credentials required under Oklahoma and federal law to perform the services contemplated by this Agreement. A copy of any such licenses and credentials will be provided to the District upon request. If at any time during the term of this Agreement, any or all of Contractor's applicable licenses or credentials lapse or are removed. Contractor must provide immediate notice to the District and shall not provide or charge for further service.

11. **NOTICES.** Any notices required to be given hereunder shall be deemed sufficient if delivered personally or if sent by U.S. Certified Mail, Return Receipt Requested, to the parties at the address set forth below:

To District: Stillwater Public Schools

Attn: Superintendent

314 South Lewis Street

Stillwater, Oklahoma 74074

To Advanced

Therapy Solutions: Advanced Therapy Solutions/Abby O'Dell

120 N. Perkins Rd, Suite F

Stillwater, OK 74075

12. **ASSIGNMENT.** Neither this Agreement, nor any of the services or work to be performed under this Agreement, may be assigned, in whole or in part, by Contractor without the prior written consent of the District. Contractor represents and warrants that he is a sole practitioner and has no officers, agents, employees or contractors employed or associated with him.

13. **INDEMNIFICATION OF DISTRICT.** Contractor agrees to and shall defend, indemnify, and hold the District, its officers, administrators, board members, employees, agents, assigns, and attorneys harmless from and against any and all liability, loss or expense, including reasonable attorneys' fees, and/or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of Contractor.

14. **SAFETY AND WELFARE.** The District and Contractor agree that student safety is a top priority. Contractor agrees that he will not assign anyone to assist him in performing the duties contemplated by this Agreement. Further, if he seeks and obtains permission to be accompanied by an assistant, he shall not allow anyone on District property, whether as an officer, agent, employee or contractor, who has been convicted of a felony within the past 10 years or at any time has been convicted of, or pled guilty or no contest to a charge involving illegal chemical substances or a sexual offense. Contractor hereby certifies that

he is not currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Offender Registration Act. Contractor shall submit written proof to the District's Department of Special Education and Student Services that he has passed background checks including a nationwide criminal check, multistate sex offender check, OSBI criminal check, and a current drug screening prior to entering upon District property. If, at any time, Contractor demonstrates actions that are inappropriate or create a disruption at any District site, the site principal, Superintendent, or Superintendent's designee may require that he leave District property and not return without specific permission of the District.

15. **ENTIRE AGREEMENT.** This agreement constitutes the entire agreement between the parties and supersedes all prior or contemporaneous oral or written agreement and understandings of the parties with respect to the matters covered by this Agreement. This Agreement may not be amended or modified at any time without prior written consent of both parties.

16. **INVALID PROVISION.** The invalidity or unenforceability of any provision of this Agreement shall not affect any other provision. This Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted.

17. **WAIVER.** The waiver or waivers by the District of any breach or non-performance by Contractor shall not constitute a waiver of any subsequent breach, nor in any way affect the District's ability to enforce each and every provision at any time thereafter.

18. **GOVERNING LAW.** This Agreement shall be governed by, interpreted and construed in accordance with the procedural and substantive laws of Oklahoma.

IN WITNESS WHEREOF, the parties hereto, by the undersigned authorized to bind said parties, agree to the terms and conditions herein.

| | |
|---|---|
| Independent School District No. 16 of Payne County, Oklahoma | Abby O'Dell Advanced Therapy Solutions |
| _____ | Abby O'Dell, MS, CCC-SLP 05/09/2025 |
| President, Board of Education Date | Abby O'Dell Date |

**Advanced Therapy Solutions**
**120 N. Perkins Rd, Suite F**
**Stillwater, OK 74075**
**405-564-2701**

**Services to Stillwater Public School district during the 2025-2026 school year shall be paid according to the following rates:**

- Speech/Language Pathologist holding Oklahoma teacher certification in that subject area and all required SLP credentials: $65 per hour
- Speech/Language Pathologist Assistant holding all required SLPA credentials: $50 per hour
- Speech Sound Production, Language Comprehension and Expression: $225

*All assessments will include a written report.

*Payments/checks are to be made to Advanced Therapy Solutions

**Stillwater Public Schools**

Behavioral Therapy Services Agreement

School Year 2025-2026

This Agreement is entered into on the 1st day of July, 2025 by and between Independent School District No.16 of Payne County, Oklahoma ("District") and Alpha Autism Therapy ("Provider"), together referred to as the Parties.

**RECITALS:**

WHEREAS, the District and Provider desire to enter into a service agreement mutually advantageous to both parties.

WHEREAS, the District agrees to allow access to school-based Applied Behavioral Analysis behavioral therapy services from the Provider for private insurance-eligible students for the 2025-2026 school year at District's elementary and secondary schools.

WHEREAS, Provider desires to provide school-based behavioral therapy services and family support services under the terms and conditions of this Agreement and pursuant to private (non-school) compensation arrangements herein referenced.

NOW, THEREFORE, the parties agree as follows:

1. Provider shall designate Provider Employee(s) to deliver behavioral therapy to students and consultation services to staff at the assigned schools. The Provider Employee will possess licensure as a Board-Certified Behavior Analyst or be under supervision of a Board-Certified Behavior Analyst in preparation for licensure in the State of Oklahoma.
2. The Provider Employee, with parent permission, will provide services to eligible District students, that include Applied Behavioral Analysis Therapy, case management, and (as relevant to services) attendance of student-focused meetings- all of which are subject to the expectations of the Special Services Office and/or the principal of the school to:
    a. Determine specific school based therapeutic needs in collaboration with special education administrators, building level administrators, parent/guardians, provider Board Certified Behavior Analyst, and classroom staff members , to plan appropriate therapies and activities, and assess, modify and improve services provided to each student as dictated by the student's individual needs and consistent with the terms of this Agreement;
    b. Orient, train and consult with professional and nonprofessional staff in treatment techniques that can be used in the classroom;
    c. Provide verbal and/or written reports to the District on a mutually agreeable schedule;
    d. Provide in-service training for staff and families as mutually agreed upon by Parties to this Agreement;

3. In the event that the Provider Employee providing services under this Agreement is not providing services in accordance with the stated direction of the Special Services Office and/or the principal, the designated Provider administrative representative will be contacted. In the event that said issues are not resolved, Provider will, upon written request by the District, immediately remove Provider's Employee from the school. In addition, all issues Provider's Employees have will be managed through Provider and not the District.
4. Provider is an independent contractor and acknowledges and agrees that Provider's Employees are employees of Provider and not the District. Nothing in this Agreement shall be construed to constitute the Provider as an agent or employee of District, nor shall anything contained in this Agreement be construed to constitute the District as an agent of the Provider. All wages, taxes, benefits and other employment-related expenses and duties associated with the Provider 's Employee are the sole responsibility of Provider.
5. Services under this Agreement will extend from July 1, 2025 to June 30, 2026. The Provider Employee will provide services at the assigned school site only during school hours; upon appointment, when the particular school is in session according to the District's 2025-2026 school calendar. Provider must have parent permission to provide services during the school day and Provider is solely responsible for obtaining parent permission in writing.
6. Provider will maintain all records, logs and documentation, including progress notes, prepared by the Provider Employee concerning students in compliance with the Family Educational Rights and Privacy Act {FERPA) and any other applicable state and federal laws regarding the confidentiality of student information.
7. Provider agrees to and shall defend, indemnify and hold the District, its officers, administrators, board members, employees, agents, assigns and attorneys harmless from and against any and all liability, loss or expense, including reasonable attorneys' fees, or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of Provider, its officers, agents, employees, or contractors.
8. Provider agrees that prior to entering into this Agreement, Provider has obtained a Commercial General Liability ("CGL") insurance policy and Professional Liability insurance policy (PL) insuring Provider in an amount not less than $1,000,000.00 for each occurrence, at its own expense, and will provide written proof of such coverage, upon request.
9. Further, Provider affirms that its employees and any subcontractor who will be on District property and acting on behalf of Provider in performance of this Agreement are covered by Workers Compensation Insurance and shall in no event be entitled to any such coverage from the District.
10. Provider Employees will operate in accordance with the applicable federal and state laws and regulations and District policies, rules, regulations and applicable guidance. District special education administrators will supervise the day-to-day provision of these services.

11. The District and Provider agree that student safety is a top priority. In an effort to protect student safety, Provider agrees that it will neither hire nor assign any individual whether as, officer, agent, employee, or contractor, who has been convicted of a felony or who has been convicted of any crime involving moral turpitude. Provider shall submit written proof to the District's Special Services Office that all applicable Provider Employees have passed background checks and had training in universal precautions, CPR and first aid, prior to entering any school to provide services pursuant to this Agreement. The District Special Services Office shall thereafter submit a list of approved Provider Employees who have met these criteria to the assigned school. All Provider Employees must have in their possession, at all times, a current photo ID which identifies them as a staff member
    of Provider. If, at any time, a Provider Employee demonstrates act ions which are inappropriate and create a disruption within the school, the principal may request them to leave and discontinue allowing them to see the student during the school day.
12. Before providing services to a particular student on school property, Provider must provide proof that they have sought and obtained written permission from the student's parent/guardian. Provider Employees may see a student only at the time specified by the principal. Provider shall insure that the Special Services Office has a current list of all students being served by the Provider.
13. A designation of Services by the Provider or a Provider Employee may not be written into a student's IEP or 504 Plan.
14. Provider acknowledges District's COVID-19 requirements for District's staff and for Provider Employees when on District campuses. Provider agrees that its employees; shall not enter any District site without checking their temperature to ensure a temperature below 100.4(F); have not tested positive for COVID-19; and have not, to their knowledge, been exposed to a person with COVID-19. Provider also agrees to adhere to District's mask requirements for individuals present at its sites as well as requirements for physical distancing and disinfection.
15. The Special Services Office will design a program review component with Provider to assess the guidelines and processes related to the delivery of services pursuant to this Agreement.
16. Either Provider or the District may choose to discontinue services during the term of this Agreement for any reason with 30 (thirty) calendar days' written notice. Any such termination of this Agreement by the District may be effectuated by the Superintendent of the District or the Superintendent's designee.
17. No failure or delay in the exercise of any right, remedy, power or privilege hereunder shall operate as a waiver thereof, and no single or partial exercise of any

right, remedy, power or privilege hereunder shall preclude any other or further exercise thereof or the exercise of any other right, remedy, power or privilege. The rights, remedies, powers and privileges herein provided are cumulative and not exclusive of any rights, remedies, powers and privileges provided by law or in equity.

18. Provider, under no circumstances, will bill or attempt to bill the District for any services provided. All Provider compensation will be arranged through the student's private insurance carrier. The district will not bill or attempt to bill provider or private insurance company for any supervision that may be provided by school employed Board Certified Behavior Analyst.
19. THIS CONTRACT IS NOT ASSIGNABLE, AND THE OBLIGATIONS OF THIS CONTRACT MAY NOT BE SUBCONTRACTED OR OTHERWISE DELEGATED TO OTHERS.
20. This Agreement constitutes the entire agreement of the parties with respect to the subject matter, and may be amended only in a writing signed by both Parties.

IN WITNESS WHEREOF, the District and Provider have executed this Agreement on the day and year, first above written.

INDEPENDENT SCHOOL DISTRICT NO. 16
OF PAYNE COUNTY, OKLAHOMA

President, Board of Education

DATE

Alpha Autism, LLC

DATE 04/19/25

**INDEPENDENT CONTRACTOR'S AGREEMENT**
**TO PROVIDE PHYSICAL THERAPY SERVICES**

**School Year 2025-2026**

This Agreement is entered into by and between Independent School District No. 16 of Payne County, Oklahoma, d/b/a Stillwater Public Schools ("District"), and Angela Brand, P.T., d/b/a Thera-Brand Physical Therapy, LLC ("Contractor"), with a notice address of 24051 County Road 80, Perry, OK 73077.

WHEREAS, Contractor desires to perform physical therapy services for students in the District on the terms and conditions specified in this Agreement; and

WHEREAS, Contractor is qualified to perform the services contemplated by this Agreement.

NOW, THEREFORE, in consideration of mutual covenants herein contained, the parties agree as follows:

1. **Term of Agreement.** This agreement will become effective July 1, 2025. This contract will continue in effect until June 30, 2026. Should both parties wish to renew this agreement, a new agreement must be approved by both parties for an additional term.

2. **Services to be performed by Angela Brand, PT.** Contractor agrees to make available to the District the services of a certified physical therapist (PT) and/or the services of a certified physical therapist assistant (PT-A) for up to 1500 hours during the term of the agreement, and such additional time as the parties agree for the compensation set forth herein. The specific starting date for the PT to deliver services will be mutually determined by the Contractor and District.

2.1 **Specific Services.** Contractor agrees to provide physical therapy services for school-aged children.

2.2 **Method of Performing Services.** Contractor will provide a certified physical therapist to perform assessments, evaluations, treatment, documentation, other duties requested by authorized school administration, and attend meetings as necessary. Contractor will provide a certified physical therapist assistant to perform treatment and documentation under the supervision of the Contractor.

2.3 **Medical Records.** Contractor acknowledges and agrees that all patient/student files and medical or education records created, compiled, supplemented or modified by Contractor during the effective period of this Agreement with respect to students of the District (i.e. students to whom Employee has rendered services pursuant to this Agreement) are and will remain the sole property of the District. Patient files, lists, any records of names and addresses, computer files or copies of such items are the property of the District.

**3. Compensation.**

3.1 **Fee per Service.** In consideration of the services to be performed, Contractor agrees to the following fees for services provided:

The rate of $70.00 per hour, billed in quarter-hour increments, for all services provided.

3.2 **Billing.** Contractor agrees to submit an itemized bill for services provided for the prior month by the 3rd day of the current month. The District agrees to pay the sum of the monthly bill per the rate set forth in Section 3.1 to Contractor by the 28th day of the current month.

3.3 **Method of logging time.** Contractor will log time worked via a timesheet, timeclock, or other system designated by the District and submit the documentation concerning time expended and services rendered with the itemized bill submitted each month.

**4. Insurance and Licenses.**

4.1 **Liability Insurance.** Contractor shall obtain and maintain general and professional liability insurance, including malpractice insurance, in the amount of not less than $1,000,000 for each occurrence, at her own expense, and will provide written proof of such coverage upon request.

4.2 **CPR Certification.** Contractor shall, at own expense, maintain during the course of this agreement, current CPR certification for self while engaged in performing services at the school. A copy of current CPR certification will be provided upon request.

4.3 **License.** Contractor shall, at her own expense, maintain current Oklahoma Physical Therapy Licensure during the course of this agreement. A copy of current Oklahoma license will be provided to the District upon request. If at any time during the period of this Agreement, Contractor's licensure lapses or is removed, Contractor must provide immediate notice to the District and shall not provide or charge for further services if her license is impaired in any way.

**5. Covenants and Responsibilities of The District.**

5.1 Nothing herein shall be construed as giving control over, or the right to control, the professional judgment, treatment, or actions of Contractor performing services. The interest and responsibility of the District is to ensure that students are referred to Contractor for physical therapy services and that services rendered by Contractor hereunder are performed in a competent and satisfactory manner. Contractor is not and shall not be an employee, agent, or servant of the District; instead, Contractor is an independent contractor who has agreed to make herself available to provide services to students referred to Contractor by the District.

5.2 In performing services under this Agreement, Contractor covenants and agrees that she (i) must use diligent efforts and professional skills and judgment, (ii) render care to students in accordance with and in a manner consistent with customary and recognized standards of the profession in which she works; and (iii) shall comply with the policies, rules, and regulations of the Board. Nothing in this Agreement shall be construed to constitute the Contractor as an agent or employee of District; nor shall anything contained in this Agreement be construed to constitute District as an agent of Contractor.

5.3 The District shall not disclose information relating to the business, affairs, or operations of Contractor to persons other than governmental authorities without obtaining prior written consent of Contractor, other than as required by law of the State of Oklahoma or other laws of the United States of America or written policies of the District. Likewise, Contractor shall not disclose information relating to the business, affairs, or operation of

District to persons other than governmental authorities without obtaining prior written consent of District, other than as required by law.

5.4 District shall provide or arrange to provide such space, facilities, equipment, administrative personnel, supplies, utilities and administrative services as are reasonably necessary in District's opinion for Contractor to carry out her duties under this Agreement. All equipment and inventory shall remain the property of the District, and shall not be removed from District buildings without authorization of the District. Equipment supplied by the Contractor remains her personal property.

6. **Indemnification of Contractor.** To the extent permitted by law, District indemnifies and holds harmless the Contractor from and against any claim, loss, damage, cost, expense (including reasonable attorneys' fees) or liability arising out of or related to the performance or non-performance by District employees, resulting in claims against Contractor, under this Agreement.

7. **Indemnification of District.** Provider agrees to and shall defend, indemnify and hold the District, its officers, administrators, board members, employees, agents, assigns and attorneys harmless from and against any and all liability, loss or expense, including reasonable attorneys' fees, or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of Provider.

8. **Safety and Welfare.** The District and Provider agree that student safety is a top priority. Provider agrees that when an assistant accompanies her, she shall not allow anyone on District property, whether as an officer, agent, employee, or contractor of Provider, who has been convicted of a felony within the past 10 years or at any time has been convicted of, or pled guilty or no contest to a charge involving illegal chemical substances or a sexual offense. Provider hereby certifies that she is not currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Offender Registration Act. Provider shall submit written proof to the District's Department of Special Education and Student Services that she has passed background checks including a nationwide criminal check, multistate sex offender check, OSBI criminal record check and has obtained a current drug screening prior to entering upon District property. If, at any time, Provider demonstrates actions which are inappropriate or create a disruption within the school, the site principal may require that she leave District property and not return without specific permission of the principal.

9. **COVID-19.** Provider acknowledges District's COVID-19 requirements for individuals on District's campuses and agrees that Provider: shall not enter any District site without checking her temperature to ensure a temperature below 100.4 degrees; has not tested positive for COVID-19; and has not, to her knowledge, been exposed to a person with COVID-19. Provider also agrees to adhere to District's mask requirements for individuals present on its campuses as well as requirements for physical distancing and disinfection.

10. **Termination of Agreement.** Both the Provider and the District may terminate this Agreement for any reason upon thirty (30) days' written notice. Termination of this Agreement

by the District may be effectuated by the Superintendent of the District or the Superintendent's designee.

11. **Assignment and Delegation.** This Agreement is not assignable, and the obligations of this Agreement may not be subcontracted or otherwise delegated to others.

12. **Governing Law.** This Agreement shall be governed by, interpreted and construed in accordance with the procedural and substantive laws of Oklahoma.

13. **Application of Laws.** The parties shall conduct their relationship and perform their duties under this Agreement in full compliance with applicable federal, state, and local laws, regulations and ordinances.

14. **Modification of Agreement.** This Agreement contains the entire understanding of the parties and shall be modified only in writing and signed on behalf of each party.

IN WITNESS WHEREOF, The Stillwater Public Schools and Angela Brand, PT have executed this Agreement on

**Stillwater Public School System**
**By**_____

**President, Board of Education**

**Date:**_____

**Physical Therapist**
**By** Angela Brand PT

**Angela Brand, P.T. d/b/a**
**Thera-Brand Physical Therapy, LLC;**
**Contractor Signature**

**Date:** 6/5/2025

# OCCUPATIONAL THERAPY SERVICES AGREEMENT

School Year 2025-2026

This Occupational Therapy Services Agreement (the "Agreement") dated as of the 10th day of June, 2025, is between Independent School District No. 16 of Payne County, Oklahoma ("Stillwater Schools") with a notice address of 314 S. Lewis, Stillwater, Oklahoma 74074, and. ("CONSULTANT"), with a notice address of ARH Therapy Inc., 22655 Sams Dr., Edmond, OK 73025.

In consideration of the mutual terms, covenants and conditions specified in this Agreement, Stillwater Schools and CONSULTANT agree as follows:

1. **Occupational Therapy Services**. CONSULTANT agrees to make available to Stillwater Schools the services of a certified occupational therapist (OTR) for up to 1280 hours during the term of this Agreement, and such additional time as the parties agree for the compensation set forth herein. The specific starting date for OTR to deliver services will be mutually determined by CONSULTANT and Stillwater Schools.

2. **OTR Duties**. The OTR shall provide such occupational therapy services as indicated by the Stillwater Schools' student's Individualized Education Program or 504 Accommodation Plan as established by the OTR (the "OTR Services"). The OTR Services shall include, without limitation, establishing a plan of care, recording student's progress, preparing materials and assembling equipment used during treatment, participation in student-focused meetings and program-focused meetings, and completing paperwork as determined by Stillwater Public Schools. All equipment and materials to be used in treatment together with documentation forms will be provided by Stillwater Schools.

3. **Certification and Licensure**. CONSULTANT represents and warrants that the OTR Services will be provided only by a certified occupational therapist licensed by the State of Oklahoma. CONSULTANT further warrants that it has conducted sex offender background checks on the OTR and determined that neither has a criminal history.

4. **Supervision**. CONSULTANT acknowledges that any COTA contracted or employed by Stillwater Public Schools will be supervised by the OTR, who will be responsible for evaluating the performance of the COTA. Any change in the designated supervisor for the OTR or COTA will be communicated to Stillwater Schools in writing. The OTR will report directly to and be overseen by the Office of Special Services.

5. **Confidentiality**. CONSULTANT agrees that the OTR shall adhere to all state and federal laws regarding the confidentiality and privacy of the education records and patient healthcare records of students and students with disabilities.

6. **Insurance**. CONSULTANT represents and warrants that the OTR is insured under the CONSULTANT's professional liability policy in a minimum amount of $2,000,000.00 per incident/occurrence and $4,000,000.00 aggregate, and that such insurance covers the OTR when providing the OTR Services and under this agreement. CONSULTANT agrees to maintain the foregoing insurance policy at all times while this Agreement is in effect and agrees to notify Stillwater Schools immediately should the foregoing policy be canceled. CONSULTANT will provide Stillwater Schools with copies of the foregoing insurance policy.

7. **Billing**. CONSULTANT agrees to submit itemized bill for services provided for the prior month by the 3rd day of current month. Stillwater Schools agrees to pay the sum of the monthly bill per the rate set forth in Section 8 to CONSULTANT by the 28th day of the current month. Each invoice shall contain a detailed statement of the OTR Services and performed including dates and times. All travel within district and to locations outside of district boundaries in order to provide agreed upon services, as requested by Stillwater Public Schools. Commute/travel to and from district is not an included service and Stillwater Public Schools will not be responsible for expenses incurred by therapist's commute.

8. **Compensation**. Stillwater Schools agrees to pay CONSULTANT the sum of $85.00 per hour for the OTR Services.

9. **Term and Termination**. This Agreement is effective as of July 1, 2025, and shall continue in effect through June 30, 2026, unless terminated earlier as provided herein. Either party may terminate this Agreement upon fourteen (14) days' written notice.

10. **Independent Contractor Status**. Each party is acting as an independent contractor and no employee or subcontractor of either party shall be deemed to be employee of the other. Neither party undertakes by this Agreement or otherwise, to perform any obligation of the other party, whether regulatory or contractual, or to assume any responsibility for the other party's actions, business or operations. Neither party shall have the authority to bind, commit or incur any liability on behalf of the other party or to otherwise act in any way as an agent or representative of the other party.

11. **Force Majeure**. Neither party shall be responsible for any failure or delay in the performance of any obligations due to any cause beyond its reasonable control, including, but not limited to, any such delay or failure arising from third party labor disputes, third party strikes, other third party labor or industrial disturbances, acts of God, pandemic, floods, lightning, earthquakes, shortages of materials, rationing, utility or communication failures, fire, casualty, war, acts of public enemy, riots, insurrections, embargoes, blockages, actions, restrictions, and new or changed regulations or orders of any governmental authority; provided that the party claiming force majeure event has given the other party reasonably prompt notice of the event.

12. **Notices**. All notices given hereunder shall be in writing and shall be given or sent by (i) certified, first class, U.S. mail to the parties at the addresses herein or at such other

addresses of which either party may give notice; (ii) confirmed facsimile; or (iii) nationally recognized courier service to the parties at the addresses herein or at such other addresses of which either party may give notice.

13. **Miscellaneous**. This agreement embodies the entire agreement and understanding between Stillwater Schools and CONSULTANT relating to the subject matter of this Agreement, and supersedes all previous communications, representations, understandings, and agreements, whether oral or written. This Agreement is to be governed by and construed in accordance with the laws, excluding the conflicts laws, of the State of Oklahoma. This Agreement may be amended only in a writing signed by both parties. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then that provision will be severed from this Agreement and any remaining provisions will continue in full force and effect. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties to this Agreement and their respective successors and permitted assigns. This Agreement may not be assigned by either party without the prior written consent of the other party. No waiver by either party hereto of any breach of any provision herein shall constitute waiver of any other provision nor shall such waiver constitute consent that the breach may continue or that any other breach will be waived. In the event of any suits or actions or other proceedings to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney fees and other costs and expenses incurred therein. The confidentiality provisions of this Agreement shall survive the termination of this Agreement.

INDEPENDENT SCHOOL DISTRICT NO. 16
OF PAYNE COUNTY, OKLAHOMA

By: _____
President, Board of Education

ARH Therapy, Inc.

By: Andrea Hutchings 4/26/2025
Andrea R. Hutchings, OTR/L

MEMORANDUM OF UNDERSTANDING: Big Brothers Big Sisters of Oklahoma
Effective School Year 2025-2026

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into on Jun 10, 2025 by and between Stillwater Public Schools (hereafter "SPS") and Big Brothers Big Sisters of Oklahoma (hereafter "BBBS")

I. **Purpose:** The purpose of this Memorandum of Understanding (MOU) is to establish a collaborative partnership between BBBS and SPS to support the implementation of school-based mentoring programs for SPS students. This partnership is designed to enhance student success through consistent, supportive, and safe mentoring relationships.

II. **Scope of Collaboration:** BBBS will provide structured school-based mentoring services in partnership with SPS. These services include the recruitment, screening, training, and support of volunteer mentors ("Bigs") who are matched with student mentees ("Littles") from SPS. The mentoring sessions will occur on school grounds and during designated times within the regular school day, such as during lunch, recess, or other non-instructional periods. Mentoring sessions will not exceed one (1) hour per week per student.

III. **Responsibilities of Stillwater Public Schools:**

A. SPS agrees to:

1. Support students' participation in BBBSOK programs by permitting mentees to meet with mentors during appropriate times on school grounds.
2. Identify and refer eligible students to BBBSOK based on established criteria and in alignment with the school's student support services.
3. Assist in securing required parental or guardian consent prior to student enrollment in the mentoring program.
4. Facilitate access for BBBSOK staff to relevant school personnel (e.g., teachers, counselors, administrators) for the purposes of program coordination and student support.
5. Provide a safe, private, and consistent meeting space for mentoring sessions within each participating school.

IV. **Responsibilities of Big Brothers Big Sisters of Oklahoma**

A. BBBSOK agrees to:

1. Conduct thorough background checks, reference checks, and interviews for all prospective mentors in accordance with national BBBS standards and child safety protocols.
2. Provide pre-match training for all mentors and ongoing support to mentors, mentees, and families throughout the duration of the match.
3. Assign a designated BBBSOK Program Specialist to each participating school who will serve as the point of contact and oversee program quality and match support.

4. Collaborate with SPS to maintain and strengthen relationships with local businesses and community partners that may serve as a source of volunteers.
5. Communicate regularly with designated SPS staff to review program outcomes, address concerns, and coordinate services.

**V. Mutual Collaboration**

A. Both parties agree to:

1. Work collaboratively to ensure the highest quality of support for participating students.
2. Coordinate efforts to ensure the effectiveness of new mentoring partnerships within SPS and avoid duplication of services.
3. Maintain confidentiality of student and volunteer information in compliance with FERPA, HIPAA (as applicable), and BBBSOK's privacy policies.

**VI. Indemnification:** BBBS agrees to and shall defend, indemnify, and hold harmless the SPS, its officers, administrators, board members, employees, agents, assigns, insurers, and attorneys from and against any and all liabilities, losses, expenses, or claims, including reasonable attorneys' fees, arising out of or resulting from any negligent or intentional acts or omissions of BBBS, its officers, employees, agents, or contractors.

**VII. Term and Termination:** This MOU shall be effective for a period of one (1) year from the date of execution and may be extended upon mutual written agreement of the District and the Provider. The MOU shall be reviewed annually to assess its effectiveness and to make any necessary updates. Either party may terminate this agreement with thirty (30) days' written notice to the other party.

**VIII. Signatures:** By signing below, the parties acknowledge that they have read and understood this MOU and agree to its terms.

Stephanie BBBSOK Area Director

Big Brother Big Sisters of Oklahoma (Signature Name)

INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA President, Board of Education

Name of District signing official (credentials/Title)

**Stillwater Public Schools**

Behavioral Therapy Services Agreement

School Year 2025-2026

This Agreement is entered into on the 1st day of July, 2025 by and between Independent School District No.16 of Payne County, Oklahoma ("District") and Counseling and Behavior Specialist of Oklahoma, LLC ("Provider"), together referred to as the Parties.

**RECITALS:**

WHEREAS, the District and Provider desire to enter into a service agreement mutually advantageous to both parties.

WHEREAS, the District agrees to allow access to school-based Applied Behavioral Analysis behavioral therapy services from the Provider for private insurance-eligible students for the 2025-2026 school year at District's elementary and secondary schools.

WHEREAS, Provider desires to provide school-based behavioral therapy services and family support services under the terms and conditions of this Agreement and pursuant to private (non-school) compensation arrangements herein referenced.

NOW, THEREFORE, the parties agree as follows:

1. Provider shall designate Provider Employee(s) to deliver behavioral therapy to students and consultation services to staff at the assigned schools. The Provider Employee will possess licensure as a Board-Certified Behavior Analyst or be under supervision of a Board-Certified Behavior Analyst in preparation for licensure in the State of Oklahoma.
2. The Provider Employee, with parent permission, will provide services to eligible District students, that include Applied Behavioral Analysis Therapy, case management, and (as relevant to services) attendance of student-focused meetings- all of which are subject to the expectations of the Special Services Office and/or the principal of the school to:
    a. Determine specific school based therapeutic needs in collaboration with special education administrators, building level administrators, parent/guardians, provider Board Certified Behavior Analyst, and classroom staff members , to plan appropriate therapies and activities, and assess, modify and improve services provided to each student as dictated by the student's individual needs and consistent with the terms of this Agreement;
    b. Orient, train and consult with professional and nonprofessional staff in treatment techniques that can be used in the classroom;
    c. Provide verbal and/or written reports to the District on a mutually agreeable schedule;
    d. Provide in-service training for staff and families as mutually agreed upon by Parties to this Agreement;

3. In the event that the Provider Employee providing services under this Agreement is not providing services in accordance with the stated direction of the Special Services Office and/or the principal, the designated Provider administrative representative will be contacted. In the event that said issues are not resolved, Provider will, upon written request by the District, immediately remove Provider's Employee from the school. In addition, all issues Provider's Employees have will be managed through Provider and not the District.
4. Provider is an independent contractor and acknowledges and agrees that Provider's Employees are employees of Provider and not the District. Nothing in this Agreement shall be construed to constitute the Provider as an agent or employee of District, nor shall anything contained in this Agreement be construed to constitute the District as an agent of the Provider. All wages, taxes, benefits and other employment-related expenses and duties associated with the Provider's Employee are the sole responsibility of Provider.
5. Services under this Agreement will extend from July 1, 2025 to June 30, 2026. The Provider Employee will provide services at the assigned school site only during school hours; upon appointment, when the particular school is in session according to the District's 2025-2026 school calendar. Provider must have parent permission to provide services during the school day and Provider is solely responsible for obtaining parent permission in writing.
6. Provider will maintain all records, logs and documentation, including progress notes, prepared by the Provider Employee concerning students in compliance with the Family Educational Rights and Privacy Act {FERPA) and any other applicable state and federal laws regarding the confidentiality of student information.
7. Provider agrees to and shall defend, indemnify and hold the District, its officers, administrators, board members, employees, agents, assigns and attorneys harmless from and against any and all liability, loss or expense, including reasonable attorneys' fees, or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of Provider, its officers, agents, employees, or contractors.
1. The Provider agrees to maintain the confidentiality of students as identified in 20 U.S.C. § 1232g Federal Education Right to Privacy Act (FERPA). Failure to comply, may result in the termination of this agreement as outlined in section 16 of this agreement.
8. Provider agrees that prior to entering into this Agreement, Provider has obtained a Commercial General Liability ("CGL") insurance policy and Professional Liability insurance policy (PL) insuring Provider in an amount not less than $1,000,000.00 for each occurrence, at its own expense, and will provide written proof of such coverage, upon request.
9. Further, Provider affirms that its employees and any subcontractor who will be on District property and acting on behalf of Provider in performance of this Agreement are covered by Workers Compensation Insurance and shall in no event be entitled to any such coverage from the District.

10. Provider Employees will operate in accordance with the applicable federal and state laws and regulations and District policies, rules, regulations and applicable guidance. District special education administrators will supervise the day-to-day provision of these services.
11. The District and Provider agree that student safety is a top priority. In an effort to protect student safety, Provider agrees that it will neither hire nor assign any individual whether as, officer, agent, employee, or contractor, who has been convicted of a felony or who has been convicted of any crime involving moral turpitude. Provider shall submit written proof to the District's Special Services Office that all applicable Provider Employees have passed background checks and had training in universal precautions, CPR and first aid, prior to entering any school to provide services pursuant to this Agreement. The District Special Services Office shall thereafter submit a list of approved Provider Employees who have met these criteria to the assigned school. All Provider Employees must have in their possession, at all times, a current photo ID which identifies them as a staff member
of Provider. If, at any time, a Provider Employee demonstrates act ions which are inappropriate and create a disruption within the school, the principal may request them to leave and discontinue allowing them to see the student during the school day.
12. Before providing services to a particular student on school property, Provider must provide proof that they have sought and obtained written permission from the student's parent/guardian. Provider Employees may see a student only at the time specified by the principal. Provider shall insure that the Special Services Office has a current list of all students being served by the Provider.
13. A designation of Services by the Provider or a Provider Employee may not be written into a student's IEP or 504 Plan.
14. Provider acknowledges District's COVID-19 requirements for District's staff and for Provider Employees when on District campuses. Provider agrees that its employees; shall not enter any District site without checking their temperature to ensure a temperature below 100.4(F); have not tested positive for COVID-19; and have not, to their knowledge, been exposed to a person with COVID-19. Provider also agrees to adhere to District's mask requirements for individuals present at its sites as well as requirements for physical distancing and disinfection.
15. The Special Services Office will design a program review component with Provider to assess the guidelines and processes related to the delivery of services pursuant to this Agreement.
16. Either Provider or the District may choose to discontinue services during the term of this Agreement for any reason with 30 (thirty) calendar days' written notice. Any such termination of this Agreement by the District may be effectuated by the Superintendent of the District or the Superintendent's designee.
17. No failure or delay in the exercise of any right, remedy, power or privilege hereunder

shall operate as a waiver thereof, and no single or partial exercise of any right, remedy, power or privilege hereunder shall preclude any other or further exercise thereof or the exercise of any other right, remedy, power or privilege. The rights, remedies, powers and privileges herein provided are cumulative and not exclusive of any rights, remedies, powers and privileges provided by law or in equity.

18. Provider, under no circumstances, will bill or attempt to bill the District for any services provided. All Provider compensation will be arranged through the student's private insurance carrier. The district will not bill or attempt to bill provider or private insurance company for any supervision that may be provided by school employed Board Certified Behavior Analyst.
19. THIS CONTRACT IS NOT ASSIGNABLE, AND THE OBLIGATIONS OF THIS CONTRACT MAY NOT BE SUBCONTRACTED OR OTHERWISE DELEGATED TO OTHERS.
20. This Agreement constitutes the entire agreement of the parties with respect to the subject matter, and may be amended only in a writing signed by both Parties.

IN WITNESS WHEREOF, the District and Provider have executed this Agreement on the day and year, first above written.

INDEPENDENT SCHOOL DISTRICT NO. 16
OF PAYNE COUNTY, OKLAHOMA

President, Board of Education

DATE

Counseling and Behavioral Specialist of Oklahoma, LLC

Shawna Moore PhD, BCBA
Owner

DATE

MEMORANDUM OF UNDERSTANDING: Mental Health Agency
School Year 2025-2026

THIS MEMORANDUM OF UNDERSTANDING (Agreement) is entered into on the Jun 10, 2025 by and between Independent School District No. 16 of Payne County, Oklahoma, hereinafter referred to as 'School District," and CREOKS Health Services , hereinafter referred to as "Provider."

PREAMBLE

WHEREAS, Provider is engaged in the business of providing individual, family, and/or group mental health counseling for student populations; and

WHEREAS, Provider wishes to have access to the District's facilities in order to provide mental health and/or counseling services for students in the District, who would otherwise seek such services, subject to the terms and conditions contained herein; and

WHEREAS, the District recognizes that offering mental health and/or counseling services on-site provides significant benefits to the students without substantial disruption to the educational process.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. MAINTENANCE OF LICENSURE Provider shall maintain licensure as a licensed mental health professional (LMHP) or under supervision for licensure in the State of Oklahoma. If at any point Provider has allowed their license to lapse, expire, or otherwise become invalid, or if any other actions or omissions of Provider render them unfit or unable to perform the Services, this Agreement shall immediately terminate.
    a. With prior approval from a school site, Case Management Level II and/or additional designated staff may provide services to support students with school-related goals, not to replace LMHP services, during pre-approved times. Without prior approval, care coordination may be terminated by district administration.
    b. Behavioral Support Specialists must be trained by Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) as well as have prior approval from the school site to provide services during school hours. An interview with the school principal(s) and Special Services Director(s) must be completed prior to being placed in a school. Behavioral Support Specialists are only in schools with embedded teams and are intended to be at the school site M-F during the entirety of the school day.
2. BACKGROUND CHECKS Provider will maintain updated contact information of staff who provide services in school sites. Background checks, including a nationwide criminal check, multi-state sex offender check, OSBI criminal record check, and current drug

screen, and staff name/contact information must be provided prior to visiting a school site for the first time. Further, Provider agrees that it will not hire any individual to perform Services on District property pursuant to this Agreement, whether as an officer, agent, employee, or contractor, who has been convicted of a felony within the past 10 years or at any time has been convicted of, or pled guilty or no contest to, a charge involving illegal substances or a sexual offense. Provider hereby certifies that none of its employees working on District property are currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Offender Registration Act.

3. RECORDS Provider will maintain all records, logs and documentation, including progress notes, prepared by the Provider concerning students in compliance with the Family Educational Rights and Privacy Act and any other applicable state and federal laws regarding confidentiality of this information. Further, Provider shall not have access to any pupil records maintained by the District without express written consent in accordance with Board policies and Administrative Regulations. All requests for pupil records must be submitted to the Assistant Superintendent of Educational Services in writing. Provider shall ensure that agency staff complete the School District's Mental Health Provider Log following every session with a student held on school premises; completion of this log is mandatory and must occur daily without exception. This applies to both embedded and visiting services.
4. RELATIONSHIP
    a. Independent Provider. Provider shall perform under this Agreement as an independent Provider, and not as an agent, employee, representative or partner of the District. Neither party shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as otherwise provided herein.
    b. Provider acknowledges that because Provider is not an employee of the District, the District will not pay for any employment-related expenses for Provider or provide Provider with any benefits of employment, such as health or disability insurance, retirement or welfare benefits, and the like.
    c. Non-assignment of Rights or Obligations. Provider shall not assign his/her rights or obligations under this Agreement or any other Agreement entered into between Provider or the District.
    d. Compliance with Board Policies and Administrative Regulations. Provider shall comply with all applicable Board policies and Administrative Regulations, including, but not limited to those, governing his/her presence on school grounds and interactions with staff, students, and community members.
    e. Provider agency staff agree to review, acknowledge, and adhere to all policies, procedures, and expectations outlined in the School District's Mental Health Agency Handbook. Provider further agrees to ensure that all staff assigned to provide services within the School District are provided with a copy of the handbook, and that they review its contents prior to initiating services. Each staff member shall sign and submit the Mental Health Handbook Acknowledgement Form as a condition of providing services on school premises. The School District

shall provide the handbook and acknowledgement form annually, and will notify the Provider of any substantive updates or revisions.

f. Currently enrolled SPS students are the only clients to be seen by the provider at any time on school property.
g. Non-Exclusive Relationship. The District may enter into an Agreement with another individual/entity to provide similar (or the same) services to the students in the District, as those provided by Provider. The District has no obligation to notify Provider, in writing or otherwise, upon entering into such an Agreement with another individual/entity.
h. Schedule and Site Expectations.
    i. The District shall establish the schedule when Provider is permitted to offer the Services at the facility(ies) within the District, in order to avoid interfering with the operations of the District.
    ii. Provider will not be issued any type of key or badge by the District to allow access to a locked area of the school facility, but will be given access to the area of the facility where services are to take place by District personnel.
    iii. Prior to visiting a school for the first time, Provider will contact the SPS counselor for an introduction. Additional agency staff are expected to make contact with the school counselor prior to seeing any student at a school site for the first time.
    iv. Provider may see a student only at the time specified by the principal and/or school counselor. Schedules for the students receiving services will be set accordingly to have the least impact on the student's instructional day. Provider shall provide the District with their schedule within those approved times. In the event that a provider is unable to attend a scheduled session, the provider shall provide a minimum of twenty-four (24) hours' advance notice to the School District, unless prevented by unforeseen or emergent circumstances. Parties shall review appointment adherence and service consistency as a standing item during regularly scheduled coordination meetings. Patterns of missed appointments or service disruption shall be addressed collaboratively to ensure the continued quality and effectiveness of the mental health services provided.
    v. Provider shall take appropriate measures to minimize disruptions in service delivery, including but not limited to:
        1. Timely rescheduling of missed sessions;
        2. Provision of alternative coverage by another qualified provider, where feasible;
        3. Implementation of internal systems to track provider attendance and appointment fulfillment.
    vi. Before providing services to a particular student on school property, Provider must provide proof that they have sought and obtained written permission from the student's parent/guardian (ROI). Students may not

be seen at school without a current ROI on file. Provider is required to upload the ROI within 24 hours of seeing the student for the first time.

vii. Provider shall insure that the District has a current list of all students being served by the Provider. When a new student is going to be seen at school, the agency therapist will communicate with the SPS counselor to arrange details including but not limited to frequency of visits and level of need.

viii. Agency staff will sign in and out upon each visit to a school site and are required to wear a badge at all times.

ix. When requested, Provider will attend monthly Multidisciplinary Team (MDT) meetings to discuss student progress, address concerns, and consider additional services as needed.

x. Provider must have parent permission to provide services during the school day. If the student has counseling as a related service on his/her IEP or the school cannot provide a confidential location for counseling, the Provider may take students off of school property to provide services pursuant to this Agreement. In such a case, Provider must obtain the written permission of the parent(s)/guardian(s) to take the student off of District property to provide counseling services and all counseling services for the student must be held off of District property.

xi. All Providers must have in their possession, at all times, a current photo ID which identifies them as a staff member of Provider.

xii. If, at any time, a Provider demonstrates actions which are inappropriate and create a disruption within the school, the principal may request them to leave and discontinue allowing them to see the student during the school day.

xiii. The District may provide periodic written notice to students and families about the Services offered by Provider and the method to be used to access the Services. If provider intends to share information with the public regarding the Services offered at the District's facility(ies), Provider must submit such information to the District and obtain written approval from the District before publishing/issuing it. Such information must include explicit language stating that the Services are NOT SCHOOL SPONSORED SERVICES.

5. ASSUMPTION OF RISK Provider assumes all risk of property loss or damage and of personal injury or death, other than that caused solely by the gross negligence of the District, or its employees, which may be sustained by Provider or as a result of or arising in connection with performing Services.
6. INSURANCE Provider agrees that prior to entering into this Agreement, Provider has obtained a Commercial General Liability (“CGL”) insurance policy, Professional Liability insurance policy (PL) insuring Provider in an amount not less than $125,000.00 for personal injury to or death of any individual, and $l,000,000.00 in the aggregate for personal injury or death. Provider shall maintain any necessary liability insurance. Provider must add the District as an additional insured party on each policy and maintain

the required insurance policies at all times while this Agreement is in effect. Provider agrees that it will furnish the District with verification of the insurance policies required by this Agreement. If any of the required insurance policies are canceled during this school year, Provider must immediately notify the District and cease providing Services.

7. INDEMNIFICATION Provider agrees to and shall defend, indemnify and hold the District, its officers, administrators, board members, employees, agents, assigns, insurers and attorneys harmless from and against any and all liability, loss or expense, including reasonable attorneys' fees, or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of Provider, its officers, agents, employees, or contractors.
8. TRANSLATION COSTS Provider shall be responsible for costs associated with provision of any required translation services for Limited English Profcicient parents or legal guardians of students receiving Services pursuant to this Agreement.
9. WAIVERS No waiver of any right or remedy with respect to any occurrence or event shall be deemed a waiver of such right or remedy with respect to such occurrence or event in the future. No waiver of any of Provider's obligations under this Agreement shall be effective unless in writing and signed by the District. No failure on the part of either party to exercise, and no delay in the exercising of, any right or remedy shall operate as a waiver thereof; nor shall any single or partial exercise of any right or remedy hereunder preclude any other or future exercise thereof or the exercise of any other right or remedy granted hereby, by any related document or by law.
10. AMENDMENTS This Agreement may not be and shall not be deemed or construed to have been altered, modified, clarified, amended, rescinded, canceled or waived in whole or in part, except by written instrument signed by the parties hereto.
11. SEVERABILITY It is agreed that if any provision, or part of a provision, of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, then the parties shall use their best efforts to replace the invalid or unenforceable provision with a provision that, to the extent permitted by applicable law, achieves the purposes intended under the original provision. The balance of this Agreement shall remain valid, unchanged and in full force and effect.
12. MISCELLANEOUS This Agreement embodies the entire agreement and understanding between District and Provider relating to the subject matter of this Agreement, and supersedes all previous communications, representations, understandings, and agreements, whether oral or written.
13. CHOICE OF LAW AND VENUE This Agreement is to be governed by and construed in accordance with the laws, excluding the conflicts laws, of the State of Oklahoma. Any action to enforce this Agreement shall be brought in the State District Court for Payne County, Oklahoma or the United States District Court for the Western District of Oklahoma. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties to this Agreement and their respective successors and permitted assigns. This Agreement may not be assigned by either party without the prior written consent of the other party. In the event of any suits or action or other proceedings to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney fees and other costs and expenses incurred therein. The

confidentiality provisions of this Agreement shall survive the termination of this Agreement.

14. THIRD PARTY BENEFICIARIES This Agreement is not a third-party beneficiary contract. No person or entity other than the Parties signing this Agreement shall have any rights under this Agreement.
15. TERMINATION This Agreement is effective as of July 1, 2025, and shall continue in effect through June 30, 2026, unless terminated earlier as provided herein. Either party may terminate this Agreement upon fourteen (14) days' written notice with or without cause, with or without a hearing.
16. COMPENSATION ***(ONLY FOR PCYS; remove for other agencies).*** District agrees to pay Provider the sum of $50.00 per hour for individual counseling. Provider agrees to invoice the District monthly for all Services provided. Provider agrees and acknowledges that all required documentation must be submitted to District no later than the 10th day of the month following the month in which the Services were provided and that District has no obligation to forward payment to Provider until District Has been provided with the required documentation



Brandi Smith. Chief Clinical Officer

Provider (Signature Name and Credentials)

INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA President, Board of Education

Name of District signing official (credentials/Title)

**INDEPENDENT CONTRACTOR'S AGREEMENT**
**TO PROVIDE PSYCHOLOGY SERVICES**

THIS AGREEMENT is entered into by and between Independent School District No. 16 of Payne County, Oklahoma, d/b/a Stillwater Public Schools ("District"), and Danielle Torres ("Contractor") on this 1st day of July, 2025.

**RECITALS**

WHEREAS, Contractor desires to perform school psychology services for the District on the terms and conditions specified in this Agreement.

WHEREAS, Contractor is qualified to perform the services contemplated by this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and the above recitals, the parties agree as follows:

1. **DESCRIPTION OF SERVICES.** Contractor shall provide school psychology services for the District, which shall include evaluations for the purpose of special education, eligibility report writing, and other related services as requested by the District.
2. **LOCATION OF SERVICES.** Contractor shall primarily perform services at the District. All equipment and materials supplied to Contractor by the District, if any, for the performance of services under this Agreement shall remain property of the District and shall not be removed from the District without prior authorization of the District. Contractor may perform services not involving in-person contact with students, such as writing reports and consulting, from the address listed for Contractor shall remain his property.
3. **TERM.** The term of this Agreement shall begin on July 1st, 2025, and shall terminate on June 30th, 2026. However, the District may terminate this Agreement without cause after providing written notice to the Contractor of the intended termination at least thirty (30) calendar days prior to the date of the intended termination. The Contractor shall notify the District, in writing, at least sixty (60) calendar days prior to voluntarily severing or terminating this Agreement. If either party fails to perform in a timely manner or fails to

perform in accordance with the provisions of this Agreement, or otherwise breaches its obligations under this Agreement, and fails to cure such breach within ten (10) calendar days after notice from the other party, the other party may terminate this Agreement without further notice or demand.

4. **DUTIES.** Contractor shall report to and coordinate activities with an administrator designated by the Superintendent of the District. The administrator assigned to act in all manners pertaining to this Agreement and to receive notices hereunder, authorize services, accept and approve all reports, drafts, products and invoices is the Director of Special Services. Contractor covenants and agrees to and shall provide services under this Agreement with reasonable diligence and promptness and in accordance with all terms and conditions set forth in this Agreement, in accordance with policies, rules, and regulations of the District, and in accordance with the highest professional standards in the field.
5. **TIMEKEEPING.** Contractor will maintain an accurate report of time worked and services rendered and submit an itemized invoice for services performed in the previous month to the District by the third (3rd) day of the current month.
6. **COMPENSATION AND PAYMENT.** Based on the completion of services described above, the Contractor shall receive compensation according to the rate agreement appended to this Agreement. Contractor agrees to submit an itemized bill for services provided for the prior month by the 3rd day of the current month. The District agrees to pay the sum of the monthly bill per the rate set forth in this agreement to Contractor by the 28th day of the current month.

7. **INDEPENDENT CONTRACTOR.** It is agreed and understood that Contractor is an independent contractor and that the District shall exercise no supervisory authority or control over Contractor or Contractor's employees, if any, in the performance of this Agreement. It is not the intent of the parties to form a joint venture or partnership of any kind. No other compensation will be paid to Contractor except as specified by the terms of this Agreement. Neither Contractor nor Contractor's employees shall be deemed to be agents or employees of the District and any representation to the contrary by Contractor or his employees shall constitute a violation of this Agreement and shall be grounds for immediate termination, notwithstanding the notice provision in Paragraph 3 of this Agreement. Contractor shall comply with all provisions of state, local, and federal laws, regulations, ordinances, and requirements that are applicable to the performance of the services hereunder.
8. **STUDENT RECORDS.** Contractor acknowledges and agrees that all student files and/or records (including, without limitation, any electronic files and/or records and copies of any files and/or records), including, but not limited to, education and counseling records, created, compiled, supplemented, or modified, by Contractor during the term of this Agreement with respect to students who receive services under this Agreement are and will remain the sole property of the District.
9. **INSURANCE.** Contractor shall obtain and maintain general and professional liability insurance, including malpractice insurance, in an amount of not less than $1,000,000 for each occurrence, at his own expense, and shall provide written proof of such coverage upon request.

10. **LICENSES.** Contractor represents and warrants that he is a Nationally Certified School Psychologist and has all the licenses and credentials required under Oklahoma and federal law to perform the services contemplated by this Agreement. A copy of any such licenses and credentials will be provided to the District upon request. If at any time during the term of this Agreement, any or all of Contractor's applicable licenses or credentials lapse or are removed. Contractor must provide immediate notice to the District and shall not provide or charge for further service.
11. **NOTICES.** Any notices required to be given hereunder shall be deemed sufficient if delivered personally or if sent by U.S. Certified Mail, Return Receipt Requested, to the parties at the address set forth below:

    To District: Stillwater Public Schools
    Attn: Superintendent
    314 South Lewis Street
    Stillwater, Oklahoma 74074

    To Danielle Torres: Danielle Torres
    11009 SW 39th Ct
    Mustang, Oklahoma 73064

12. **ASSIGNMENT.** Neither this Agreement, nor any of the services or work to be performed under this Agreement, may be assigned, in whole or in part, by Contractor without the prior written consent of the District. Contractor represents and warrants that he is a sole practitioner and has no officers, agents, employees or contractors employed or associated with him.

13. **INDEMNIFICATION OF DISTRICT.** Contractor agrees to and shall defend, indemnify, and hold the District, its officers, administrators, board members, employees, agents, assigns, and attorneys harmless from and against any and all liability, loss or expense, including reasonable attorneys' fees, and/or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of Contractor.
14. **SAFETY AND WELFARE.** The District and Contractor agree that student safety is a top priority. Contractor agrees that he will not assign anyone to assist him in performing the duties contemplated by this Agreement. Further, if he seeks and obtains permission to be accompanied by an assistant, he shall not allow anyone on District property, whether as an officer, agent, employee or contractor, who has been convicted of a felony within the past 10 years or at any time has been convicted of, or pled guilty or no contest to a charge involving illegal chemical substances or a sexual offense. Contractor hereby certifies that he is not currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Offender Registration Act. Contractor shall submit written proof to the District's Department of Special Education and Student Services that he has passed background checks including a nationwide criminal check, multistate sex offender check, OSBI criminal check, and a current drug screening prior to entering upon District property. If, at any time, Contractor demonstrates actions that are inappropriate or create a disruption at any District site, the site principal, Superintendent, or Superintendent's designee may require that he leave District property and not return without specific permission of the District.

15. **ENTIRE AGREEMENT.** This agreement constitutes the entire agreement between the parties and supersedes all prior or contemporaneous oral or written agreement and understandings of the parties with respect to the matters covered by this Agreement. This Agreement may not be amended or modified at any time without prior written consent of both parties.
16. **INVALID PROVISION.** The invalidity or unenforceability of any provision of this Agreement shall not affect any other provision. This Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted.
17. **WAIVER.** The waiver or waivers by the District of any breach or non-performance by Contractor shall not constitute a waiver of any subsequent breach, nor in any way affect the District's ability to enforce each and every provision at any time thereafter.
18. **GOVERNING LAW.** This Agreement shall be governed by, interpreted and construed in accordance with the procedural and substantive laws of Oklahoma.

IN WITNESS WHEREOF, the parties hereto, by the undersigned authorized to bind said parties, agree to the terms and conditions herein.

| | |
|---|---|
| Independent School District No. 16<br>of Payne County, Oklahoma | Danielle Torres |
| | Danielle Torres 5/14/25 |
| President, Board of Education Date | Danielle Torres Date |

**Danielle Torres**
**11009 SW 39th Ct**
**Mustang, OK 7306**
**405-517-9331**

**Services to Stillwater Public School district during the 2025-2026 school year shall be paid according to the following rates:**

| | |
|---|---|
| Cognitive | $300.00 |
| Achievement | $200.00 |
| Adaptive Measure | $150.00 |
| Psychological/Social Emotional | $300.00 |
| Health/Medical Review | $50.00 |
| Perceptual Processing | $100.00 |
| MEEGS Meetings | $75.00 |
| Mileage: | No charge for mileage |

*All assessments will include a written report and MEEGS paperwork.

*Payments/checks are to be made to Danielle Torres.

**INDEPENDENT CONTRACTOR'S AGREEMENT TO PROVIDE PSYCHOLOGY SERVICES**

THIS AGREEMENT is entered into by and between Independent School District No. 16 of Payne County, Oklahoma, d/b/a Stillwater Public Schools ("District"), and Evaluation Works, LLC ("Contractor") on this 1st day of July 2025.

**RECITALS**

WHEREAS, Contractor desires to perform school psychology services for the District on the terms and conditions specified in this Agreement.

WHEREAS, Contractor is qualified to perform the services contemplated by this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and the above recitals, the parties agree as follows:

l. **DESCRIPTION OF SERVICES.** Contractor shall provide school psychology services for the District, which shall include evaluations for the purpose of special education, eligibility report writing, and other related services as requested by the District.

2. **LOCATION OF SERVICES.** Contractor shall primarily perform services at the District. All equipment and materials supplied to Contractor by the District, if any, for the performance of services under this Agreement shall remain the property of the District and shall not be removed from the District without prior authorization of the District. Contractor may perform services not involving in-person contact with students, such as writing reports and consulting, from the address listed for Contractor in Paragraph 11 below. Any equipment and materials supplied by the Contractor shall remain his property.

3. **TERM.** The term of this Agreement shall begin on July l, 2025 and shall terminate on June 30th, 2026. However, the District may terminate this Agreement without cause after

providing written notice to the Contractor of the intended termination at least thirty (30) calendar days prior to the date of the intended termination. The Contractor shall notify the District, in writing, at least sixty (60) calendar days prior to voluntarily severing or terminating this Agreement. If either party fails to perform in a timely manner or fails to perform in accordance with the provisions of this Agreement, or otherwise breaches its obligations under this Agreement, and fails to cure such breach within ten (10) calendar days after notice from the other party, the other party may terminate this Agreement without further notice or demand.

4. **DUTIES.** Contractor shall report to and coordinate activities with an administrator designated by the Superintendent of the District. The administrator assigned to act in all manners pertaining to this Agreement and to receive notices hereunder, authorize services, accept and approve all reports, drafts, products and invoices is the Director of Special Services. Contractor covenants and agrees to and shall provide services under this Agreement with reasonable diligence and promptness and in accordance with all terms and conditions set forth in this Agreement, in accordance with the policies, rules, and regulations of the District, and in accordance with the highest professional standards in the field.
5. **TIMEKEEPING.** Contractor will maintain an accurate report of time worked and services rendered and submit an itemized invoice for services performed in the previous month to the District by the 3rd day of the current month.
6. **COMPENSATION AND PAYMENT.** Based on the completion of services described above, the Contractor shall receive compensation according to the rate agreement appended to this Agreement.

7. **INDEPENDENT CONTRACTOR.** It is agreed and understood that Contractor is an independent contractor and that the District shall exercise no supervisory authority or control over Contractor or Contractor' s employees, if any, in the performance of this Agreement. It is not the intent of the parties to form a joint venture or partnership of any kind. No other compensation will be paid to the Contractor except as specified by the terms of this Agreement. Neither Contractor nor Contractor' s employees shall be deemed to be agents or employees of the District and any representation to the contrary by Contractor or his employees shall constitute a violation of this Agreement and shall be grounds for immediate termination, notwithstanding the notice provision in Paragraph 3 of this Agreement. Contractor shall comply with all provisions of state, local, and federal laws, regulations, ordinances, and requirements that are applicable to the performance of the services hereunder.
8. **STUDENT RECORDS.** Contractor acknowledges and agrees that all student files and/or records (including, without limitation, any electronic files and/or records and copies of any files and/or records), including, but not limited to, education and counseling records, created, com piled, supplemented, or modified, by Contractor during the term of this Agreement with respect to students who receive services under this Agreement are and will remain the sole property of the District.
9. **INSURANCE.** Contractor shall obtain and maintain general and professional liability insurance, including malpractice insurance, in an amount of not less than $1,000,000 for each occurrence, at his own expense, and shall provide written proof of such coverage upon request.

I0. **LICENSES.** Contractor represents and warrants that he is a Nationally Certified School Psychologist and has all the licenses and credentials required under Oklahoma and federal law to perform the services contemplated by this Agreement. A copy of any such licenses and credentials will be provided to the District upon request. If at any time during the term of this Agreement, any or all of Contractor's applicable licenses or credentials lapse or are removed, Contractor must provide immediate notice to the District and shall not provide or charge for further service.

11. **NOTICES.** Any notices required to be given hereunder shall be deemed sufficient if delivered personally or if sent by U.S. Certified Mail, Return Receipt Requested, to the parties at the address set forth below:

To District: Stillwater Public Schools
Attn: Superintendent
314 Lewis St.
Stillwater, Oklahoma 74074

To Evaluation Works, LLC: Evaluation Works, LLC
Attn: Jose Hernandez
3225 Farmers Market Way
Edmond, Oklahoma 73034

12. **ASSIGNMENT.** Neither this Agreement, nor any of the services or work to be performed under this Agreement, may be assigned, in whole or in part, by Contractor without the prior written consent of the District. Contractor represents and warrants that he is a sole practitioner and has no officers, agents, employees, or contractors employed or associated with him.

13. **INDEMNIFICATION OF DISTRICT.** Contractor agrees to and shall defend, indemnify, and hold the District, its officers, administrators, board members, employees, agents, assigns, and attorneys harmless from and against any and all liability, loss or expense, including reasonable attorneys' fees, and/or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of Contractor.

14. **SAFETY AND WELFARE.** The District and Contractor agree that student safety is a top priority. Contractor agrees that he will not assign anyone to assist him in performing the duties contemplated by this Agreement. Further, if he seeks and obtains permission to be accompanied by an assistant, he shall not allow anyone on District property, whether as an officer, agent, employee, or contractor, who has been convicted of a felony within the past 10 years or at any time has been convicted of, or pled guilty or no contest to a charge involving illegal chemical substances or a sexual offense. Contractor hereby certifies that he is not currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Offender Registration Act. Contractor shall submit written proof to the District' s Department of Special Education and Student Services that he has passed background checks including a nationwide criminal check, multistate sex offender check, OSBI criminal record check, and a current drug screening prior to entering upon District property. If, at any time, Contractor demonstrates actions that are inappropriate or create a disruption at any District site, the site principal, Superintendent, or Superintendent's designee may require that he leave District property and not return without specific permission of the District.

15. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties and supersedes all prior or contemporaneous oral or written agreements and understandings of the parties with respect to the matters covered by this Agreement. This Agreement may not be amended or modified at any time without the prior written consent of both parties.
16. **INVALID PROVISION.** The invalidity or unenforceability of any provision of this Agreement shall not affect any other provision. This Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted.
17. **WAIVER.** The waiver or waivers by the District of any breach or non-performance by Contractor shall not constitute a waiver of any subsequent breach, nor in any way affect the District's ability to enforce each and every provision at any time thereafter.
18. **GOVERNING LAW.** This Agreement shall be governed by, interpreted and construed in accordance with the procedural and substantive laws of Oklahoma.

IN WITNESS WHEREOF, the parties hereto, by the undersigned authorized to bind said parties, agree to the terms and conditions herein.

**Independent School District No. 16 of Payne County, Oklahoma**

_____
President, Board of Education
Date

**Evaluation Works, LLC**



Jose Hernandez Date

# Evaluation Works, LLC

3225 Farmers Market Way Edmond,
OK 73034
405.887.4620
Jose.L.Hernandez@Okstate.edu

## Services to Stillwater Public Schools during the 2025-2026 school year shall be paid according to the following rates:

| Service Description | Rate |
|---|---|
| Evaluation Components for Autism Spectrum Disorders (includes evaluation and report) | $900.00 |
| Evaluation Components for SLD (includes evaluation and report) | $600.00 |
| Bilingual (Spanish-English) SLD evaluation components (includes evaluation and report) | $800.00 |
| Full cognitive and achievement with Dyslexia Profile identification (includes evaluation and report) | $700.00 |
| Evaluation Components for ED, DD, MD, ID, OHI, TBI, VI, HI, DB, OI (includes evaluation and report) | $800.00 |
| Partial Evaluation (cognitive, achievement, functional behavior, psychological/social/emotional, or other component not required for that category) | $250.00/component |
| Functional Behavior Assessment/Behavior Intervention Plan Development | $600.00 |
| Additional Services: IEP meetings, RED, rescheduled meetings, consultations, data entry, observation, and any other additional services not described above | $60.00/hour |

Prices listed are for the testing time and assessment forms only.

Payments for testing are due within 30 days of testing.

Make all checks payable to Evaluation Works

# AGREEMENT

**THIS AGREEMENT**, effective July 1, 2025, is made by and between the **GOLDEN OAKS VILLAGE OF STILLWATER, LLC ("Golden Oaks")** and **STILLWATER PUBLIC SCHOOL DISTRICT OF PAYNE COUNTY, OKLAHOMA ("District")**.

## RECITALS:

A. **WHEREAS**, Golden Oaks maintains a residential care facility for senior citizens located at 5505 W. 19th, in Stillwater, Oklahoma (the "Facility"); and

B. **WHEREAS,** the District operates and maintains early childhood educational programs for four-year-old children; and

C. **WHEREAS**, Golden Oaks and the District wish to partner for the development of an "intergenerational" early childhood educational program (the "Program") whereby Golden Oaks elderly residents are given the opportunity to interact with and participate in limited aspects of the District's Program as classroom volunteers; and

D. **WHEREAS**, Golden Oaks has space in its Facility suitable for housing the Program, which Golden Oaks desires to lease to the District; and

E. **WHEREAS**, the District desires to lease a portion of Golden Oaks Facility for such purposes in accordance with the terms and conditions set forth herein.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Golden Oaks and the District agree as follows:

1. **Term**. The term of this Agreement shall be from the effective date set forth above, through June 30, 2025, unless terminated at an earlier date as provided herein. The term of this Agreement is subject to renewal by mutual agreement of the parties for additional periods of one school calendar year.

2. **Building/Alterations**. Golden Oaks will provide, at its sole cost and expense, all alterations and modifications reasonably necessary to construct a Classroom for development as an early childhood classroom. Golden Oaks agrees to furnish, in or near the Classroom, an age appropriate restroom for access by four-year-old children. All alterations, whether made by Golden Oaks or by the District with the consent of Golden Oaks, shall conform to state and local laws, ordinances and regulations including, without limitation, any local building code and fire prevention code.

3. **Utilities**. Golden Oaks shall provide all utilities or services to the Classroom as may be necessary for the District's permitted purpose. Such utilities shall include water, heat, air

conditioning, sewer and electricity. Golden Oaks shall not be obligated to provide telephone service to the Classroom.

4. **Internet / Wired Network**. Golden Oaks will provide a network connection in the classroom for SPS network equipment and sufficient Internet bandwidth for 25 devices at a minimum bandwidth of 5Mbps download and 3Mbps upload per device. SPS's use of VPN hardware/software and/or remote troubleshooting software will be allowed if needed.

SPS will provide wireless and/or wired network access for their devices utilizing the single wired network connection in the classroom. Wireless access will be provided at 2.4GHz, 5GHz, and/or 6GHz frequencies. Golden Oaks will designate a 2.4GHz wireless channel (1,6, or 11) for sole use by SPS to minimize interference. SPS is not responsible for network design, equipment, troubleshooting, or network segregation outside the designated SPS classroom.

5. **Indemnification and Insurance**. The District, to the extent permitted by law, agrees to save, indemnify and hold harmless from injury or damages that may result to any person or property by or from any act or omission to act by the District or District's agents, employees or invitees from any cause or causes whatsoever from or concerned with the District's use and occupancy of the Classroom under the terms of this Agreement to the extent of the District's maximum liability under the provisions of the Oklahoma Governmental Tort Claims Act.

Golden Oaks agrees to save, indemnify and hold harmless from injury or damage that may result to any person or property by or from any act or omission to act by Golden Oaks or Golden Oaks agents, employees or invitees from any cause or causes whatsoever arising from or concerned with Golden Oaks use, operation and control of its Facility, or from Golden Oaks performance under the terms of this Agreement.

The District shall furnish Golden Oaks, prior to its occupancy of the Classroom, a certificate of public liability insurance naming Golden Oaks as an additional named insured, in the amount of $25,000 for any claim or to any claimant who has more than one claim for loss of property arising out of a single act, accident or occurrence, $125,000 to any claimant for any loss arising out of a single act, accident or occurrence, and $1,000,000 for any number of claims arising out of a single occurrence or accident. The District further agrees to furnish evidence of worker's compensation coverage to the extent required by Oklahoma law. The District's insurance shall be primary over Golden Oaks insurance.

6. **Student Safety**. The District and Golden Oaks agree that student safety is a top priority. In an effort to protect students' safety, Golden Oaks agrees that it will not employ or place any person, whether an employee, volunteer or otherwise in a position where they will have contact with students of the District if that person has been convicted of a felony, is required to be registered as a sex offender, or has been convicted of a crime involving violence or moral turpitude. Prior to commencement of the Program, Golden Oaks shall obtain a criminal arrest record maintained by the Oklahoma State Bureau of Investigation and background check including pre-employment checks with OSCN for pending criminal charges, Oklahoma Department of Corrections for Sexual Crimes and Violent Offenders History, OSDH Nurse Aide

Registry for any allegation of abuse, OIG for medical fraud history, Social Security Business Services for verification of right to work in U.S, two work history references and two personal references. If any of these background checks result in negative outcomes that person will not receive offer of employment at Golden Oaks Village of Stillwater.

7. **No Agency or Joint Venture**. The District and Golden Oaks understand and agree that no staff member or volunteer of Golden Oaks shall in any way or for any purpose be deemed to be an employee or agent of the District. Neither the District nor Golden Oaks nor its employees or agents shall represent themselves in any way as the agents or employees of the other party. Neither the District nor Golden Oaks intend to create nor shall nothing in this Agreement be construed as creating, a joint venture or partnership between the parties with respect to the operation of the Program or otherwise. Subject to the indemnification obligations set forth herein, each party assumes full responsibility for the supervision, daily direction and control, payment of salary, worker's compensation, disability benefits, and like requirements and obligations for its own employees.

8. **Early Termination**. Either party may terminate this Agreement at any time, without cause, upon sixty (60) days' prior written notice to the other party.

9. **Entire Agreement; Amendments**.
The Agreement and Addendum contain the entire understanding of the parties hereto with regard to the subject matter contained herein or therein, and supersedes all prior agreements, understandings or letters of intent between or among any of the parties hereto. This Agreement shall not be amended, modified, extended or supplemented except by a written instrument signed by an authorized representative of each of the parties hereto. This Agreement shall inure to the benefit of and be binding upon the respective successors and assigns of the parties hereto.

10. **Interpretation**. Section headings herein are inserted for convenience of reference only and are not intended to be a part of or to affect the meaning or interpretation of this Agreement. As used herein, the masculine, feminine, or neuter gender, and the singular and plural number or tense, shall be deemed to include the others whenever the context so indicates.

11. **Partial Invalidity**. Wherever possible, each provision hereof shall be interpreted in such manner as to be effective and valid under applicable law, but in case any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such provision shall be ineffective to the extent, but only to the extent, of such invalid, legal or unenforceable provision or provisions or any other provisions hereof, unless such a construction would be unreasonable.

12. **Governing Law.** This Agreement and all rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Oklahoma and the parties agree that venue as to any dispute regarding this agreement shall be Payne County, Oklahoma.

13. **Waiver.** The failure of either party hereto at any time to require performance by

the other party of any provision of this Agreement shall in no way affect the right of such party thereafter to enforce the same, nor shall any waiver of any breach of any provision hereof by the other party be taken or held to be a waiver by such party of any succeeding breach of such provision, or as a waiver of the provision itself.

14. **Attorney fees**. If any action is brought to enforce, or to construe or determine the validity of, any term or provision of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs of the action.

15. **Construction.** This Agreement shall be interpreted fairly, in accordance with the plain meaning of its terms, and there shall be no presumption or inference against the party drafting this Agreement in construing and interpreting the provisions hereof.

**DATED** this ____ day of June 2025.

**GOLDEN OAKS VILLAGE OF STILLWATER, LLC**

**By:** _____
**Name:** Tandie Hastings
**Title:** President

**"GOLDEN OAKS"**

**INDEPENDENT SCHOOL DISTRICT OF PAYNE COUNTY, OKLAHOMA, STILLWATER PUBLIC SCHOOLS**

**By:** _____
**President, Board of Education**

**"DISTRICT"**

MEMORANDUM OF UNDERSTANDING: Mental Health Agency
School Year 2025-2026

THIS MEMORANDUM OF UNDERSTANDING (Agreement) is entered into on the Jun 10, 2025 by and between Independent School District No. 16 of Payne County, Oklahoma, hereinafter referred to as 'School District," and GRAND Mental Health , hereinafter referred to as "Provider."

PREAMBLE

WHEREAS, Provider is engaged in the business of providing individual, family, and/or group mental health counseling for student populations; and

WHEREAS, Provider wishes to have access to the District's facilities in order to provide mental health and/or counseling services for students in the District, who would otherwise seek such services, subject to the terms and conditions contained herein; and

WHEREAS, the District recognizes that offering mental health and/or counseling services on-site provides significant benefits to the students without substantial disruption to the educational process.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. MAINTENANCE OF LICENSURE Provider shall maintain licensure as a licensed mental health professional (LMHP) or under supervision for licensure in the State of Oklahoma. If at any point Provider has allowed their license to lapse, expire, or otherwise become invalid, or if any other actions or omissions of Provider render them unfit or unable to perform the Services, this Agreement shall immediately terminate.
    a. With prior approval from a school site, Case Management Level II and/or additional designated staff may provide services to support students with school-related goals, not to replace LMHP services, during pre-approved times. Without prior approval, care coordination may be terminated by district administration.
    b. Behavioral Support Specialists must be trained by Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) as well as have prior approval from the school site to provide services during school hours. An interview with the school principal(s) and Special Services Director(s) must be completed prior to being placed in a school. Behavioral Support Specialists are only in schools with embedded teams and are intended to be at the school site M-F during the entirety of the school day.
2. BACKGROUND CHECKS Provider will maintain updated contact information of staff who provide services in school sites. Background checks, including a nationwide criminal check, multi-state sex offender check, OSBI criminal record check, and current drug

screen, and staff name/contact information must be provided prior to visiting a school site for the first time. Further, Provider agrees that it will not hire any individual to perform Services on District property pursuant to this Agreement, whether as an officer, agent, employee, or contractor, who has been convicted of a felony within the past 10 years or at any time has been convicted of, or pled guilty or no contest to, a charge involving illegal substances or a sexual offense. Provider hereby certifies that none of its employees working on District property are currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Offender Registration Act.

3. RECORDS Provider will maintain all records, logs and documentation, including progress notes, prepared by the Provider concerning students in compliance with the Family Educational Rights and Privacy Act and any other applicable state and federal laws regarding confidentiality of this information. Further, Provider shall not have access to any pupil records maintained by the District without express written consent in accordance with Board policies and Administrative Regulations. All requests for pupil records must be submitted to the Assistant Superintendent of Educational Services in writing. Provider shall ensure that agency staff complete the School District's Mental Health Provider Log following every session with a student held on school premises; completion of this log is mandatory and must occur daily without exception. This applies to both embedded and visiting services.
4. RELATIONSHIP
    a. Independent Provider. Provider shall perform under this Agreement as an independent Provider, and not as an agent, employee, representative or partner of the District. Neither party shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as otherwise provided herein.
    b. Provider acknowledges that because Provider is not an employee of the District, the District will not pay for any employment-related expenses for Provider or provide Provider with any benefits of employment, such as health or disability insurance, retirement or welfare benefits, and the like.
    c. Non-assignment of Rights or Obligations. Provider shall not assign his/her rights or obligations under this Agreement or any other Agreement entered into between Provider or the District.
    d. Compliance with Board Policies and Administrative Regulations. Provider shall comply with all applicable Board policies and Administrative Regulations, including, but not limited to those, governing his/her presence on school grounds and interactions with staff, students, and community members.
    e. Provider agency staff agree to review, acknowledge, and adhere to all policies, procedures, and expectations outlined in the School District's Mental Health Agency Handbook. Provider further agrees to ensure that all staff assigned to provide services within the School District are provided with a copy of the handbook, and that they review its contents prior to initiating services. Each staff member shall sign and submit the Mental Health Handbook Acknowledgement Form as a condition of providing services on school premises. The School District

shall provide the handbook and acknowledgement form annually, and will notify the Provider of any substantive updates or revisions.

f. Currently enrolled SPS students are the only clients to be seen by the provider at any time on school property.

g. Non-Exclusive Relationship. The District may enter into an Agreement with another individual/entity to provide similar (or the same) services to the students in the District, as those provided by Provider. The District has no obligation to notify Provider, in writing or otherwise, upon entering into such an Agreement with another individual/entity.

h. Schedule and Site Expectations.
    i. The District shall establish the schedule when Provider is permitted to offer the Services at the facility(ies) within the District, in order to avoid interfering with the operations of the District.
    ii. Provider will not be issued any type of key or badge by the District to allow access to a locked area of the school facility, but will be given access to the area of the facility where services are to take place by District personnel.
    iii. Prior to visiting a school for the first time, Provider will contact the SPS counselor for an introduction. Additional agency staff are expected to make contact with the school counselor prior to seeing any student at a school site for the first time.
    iv. Provider may see a student only at the time specified by the principal and/or school counselor. Schedules for the students receiving services will be set accordingly to have the least impact on the student's instructional day. Provider shall provide the District with their schedule within those approved times. In the event that a provider is unable to attend a scheduled session, the provider shall provide a minimum of twenty-four (24) hours' advance notice to the School District, unless prevented by unforeseen or emergent circumstances. Parties shall review appointment adherence and service consistency as a standing item during regularly scheduled coordination meetings. Patterns of missed appointments or service disruption shall be addressed collaboratively to ensure the continued quality and effectiveness of the mental health services provided.
    v. Provider shall take appropriate measures to minimize disruptions in service delivery, including but not limited to:
        1. Timely rescheduling of missed sessions;
        2. Provision of alternative coverage by another qualified provider, where feasible;
        3. Implementation of internal systems to track provider attendance and appointment fulfillment.
    vi. Before providing services to a particular student on school property, Provider must provide proof that they have sought and obtained written permission from the student's parent/guardian (ROI). Students may not

be seen at school without a current ROI on file. Provider is required to upload the ROI within 24 hours of seeing the student for the first time.

vii. Provider shall insure that the District has a current list of all students being served by the Provider. When a new student is going to be seen at school, the agency therapist will communicate with the SPS counselor to arrange details including but not limited to frequency of visits and level of need.

viii. Agency staff will sign in and out upon each visit to a school site and are required to wear a badge at all times.

ix. When requested, Provider will attend monthly Multidisciplinary Team (MDT) meetings to discuss student progress, address concerns, and consider additional services as needed.

x. Provider must have parent permission to provide services during the school day. If the student has counseling as a related service on his/her IEP or the school cannot provide a confidential location for counseling, the Provider may take students off of school property to provide services pursuant to this Agreement. In such a case, Provider must obtain the written permission of the parent(s)/guardian(s) to take the student off of District property to provide counseling services and all counseling services for the student must be held off of District property.

xi. All Providers must have in their possession, at all times, a current photo ID which identifies them as a staff member of Provider.

xii. If, at any time, a Provider demonstrates actions which are inappropriate and create a disruption within the school, the principal may request them to leave and discontinue allowing them to see the student during the school day.

xiii. The District may provide periodic written notice to students and families about the Services offered by Provider and the method to be used to access the Services. If provider intends to share information with the public regarding the Services offered at the District's facility(ies), Provider must submit such information to the District and obtain written approval from the District before publishing/issuing it. Such information must include explicit language stating that the Services are NOT SCHOOL SPONSORED SERVICES.

5. ASSUMPTION OF RISK Provider assumes all risk of property loss or damage and of personal injury or death, other than that caused solely by the gross negligence of the District, or its employees, which may be sustained by Provider or as a result of or arising in connection with performing Services.
6. INSURANCE Provider agrees that prior to entering into this Agreement, Provider has obtained a Commercial General Liability ("CGL") insurance policy, Professional Liability insurance policy (PL) insuring Provider in an amount not less than $125,000.00 for personal injury to or death of any individual, and $l,000,000.00 in the aggregate for personal injury or death. Provider shall maintain any necessary liability insurance. Provider must add the District as an additional insured party on each policy and maintain

the required insurance policies at all times while this Agreement is in effect. Provider agrees that it will furnish the District with verification of the insurance policies required by this Agreement. If any of the required insurance policies are canceled during this school year, Provider must immediately notify the District and cease providing Services.

7. INDEMNIFICATION Provider agrees to and shall defend, indemnify and hold the District, its officers, administrators, board members, employees, agents, assigns, insurers and attorneys harmless from and against any and all liability, loss or expense, including reasonable attorneys' fees, or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of Provider, its officers, agents, employees, or contractors.
8. TRANSLATION COSTS Provider shall be responsible for costs associated with provision of any required translation services for Limited English Profcicient parents or legal guardians of students receiving Services pursuant to this Agreement.
9. WAIVERS No waiver of any right or remedy with respect to any occurrence or event shall be deemed a waiver of such right or remedy with respect to such occurrence or event in the future. No waiver of any of Provider's obligations under this Agreement shall be effective unless in writing and signed by the District. No failure on the part of either party to exercise, and no delay in the exercising of, any right or remedy shall operate as a waiver thereof; nor shall any single or partial exercise of any right or remedy hereunder preclude any other or future exercise thereof or the exercise of any other right or remedy granted hereby, by any related document or by law.
10. AMENDMENTS This Agreement may not be and shall not be deemed or construed to have been altered, modified, clarified, amended, rescinded, canceled or waived in whole or in part, except by written instrument signed by the parties hereto.
11. SEVERABILITY It is agreed that if any provision, or part of a provision, of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, then the parties shall use their best efforts to replace the invalid or unenforceable provision with a provision that, to the extent permitted by applicable law, achieves the purposes intended under the original provision. The balance of this Agreement shall remain valid, unchanged and in full force and effect.
12. MISCELLANEOUS This Agreement embodies the entire agreement and understanding between District and Provider relating to the subject matter of this Agreement, and supersedes all previous communications, representations, understandings, and agreements, whether oral or written.
13. CHOICE OF LAW AND VENUE This Agreement is to be governed by and construed in accordance with the laws, excluding the conflicts laws, of the State of Oklahoma. Any action to enforce this Agreement shall be brought in the State District Court for Payne County, Oklahoma or the United States District Court for the Western District of Oklahoma. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties to this Agreement and their respective successors and permitted assigns. This Agreement may not be assigned by either party without the prior written consent of the other party. In the event of any suits or action or other proceedings to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney fees and other costs and expenses incurred therein. The

confidentiality provisions of this Agreement shall survive the termination of this Agreement.

14. THIRD PARTY BENEFICIARIES This Agreement is not a third-party beneficiary contract. No person or entity other than the Parties signing this Agreement shall have any rights under this Agreement.
15. TERMINATION This Agreement is effective as of July 1, 2025, and shall continue in effect through June 30, 2026, unless terminated earlier as provided herein. Either party may terminate this Agreement upon fourteen (14) days' written notice with or without cause, with or without a hearing.

Luke Carrillo, MHR, LPC

Provider (Signature Name and Credentials)

INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA President, Board of Education

Name of District signing official (credentials/Title)

BOARD OF EDUCATION

JUN 10 2025

MINUTES

**AGREEMENT**
**between**
**_____Stillwater Public____ School District and HORIZON: Digitally Enhanced Campus**

This Agreement is entered into this ___ day of _____, 2025 between ____Stillwater_____ School District ("District"), and Horizon: Digitally Enhanced Campus ("Horizon" by and through the Statewide Charter School Board).

I. INTRODUCTION

The Horizon Consortium is a network of school districts who provide access to digital content and professional development through license agreements sponsored by Horizon.

Title 70, Section 1210.704 of the Oklahoma Statutes mandates the provision of a statewide online learning platform to provide high quality online learning opportunities for Oklahoma students that are aligned with the subject matter standards adopted by the State Board of Education. Additionally, Title 70, Section 3-132.2(E)(1) of the Oklahoma Statutes mandates state negotiation with online vendors to provide a state rate price to school districts for supplemental online courses. Further, Oklahoma Administrative Code 777:15-1-4 requires that the price offered does not exceed the lowest price at which the course is offered by use or sale to any state, public school, or school district in the United States.

II. ROLES AND RESPONSIBILITIES

District agrees to perform the following duties and responsibilities:

a) Student access to curriculum content under the Concurrent License model will be shared by all consortium member schools through a licensing agreement with contracted vendors. Curriculum content under the Student License model is student-specific and linked uniquely to the respective district. District may make a la carte purchases directly from the vendor or through Horizon reimbursement if purchasing through this Agreement.

b) Compliance with all state and federal mandates will be the responsibility of District.

c) District must provide, at its expense, server set up equipment *(if required)* and computers to be used by students when accessing content on-site.

d) District will determine the individual students, their ages, and curriculum needs in providing access to virtual online content.

e) District will participate in Professional Development and training required to ensure fidelity of program delivery. The training is provided to District by Horizon and online vendors at no cost.
District will ensure participation by appropriate personnel. Horizon assumes no responsibility for the use of software access as applied by District.

f) District is responsible for transcription of the online course credits for its students. Horizon is not responsible for awarding credits.

g) Horizon recommends that assessments be conducted in a proctored setting. h) District will

provide a primary and billing point-of-contact for communications with Horizon.

VII. DISPUTE RESOLUTION

Any claims, disputes, or litigation arising from the Agreement shall be governed by the laws of the State of Oklahoma. Venue for any action shall be in the District Court for Oklahoma County, Oklahoma.

VIII. AMENDMENTS

Any change to this Agreement must be approved in writing by both parties.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have caused this Agreement to be executed as of the day and year first set forth above.

Print Name Title
**Horizon: Digitally Enhanced Campus**

**DISTRICT**

Signature DATE

Signature

INSTRUCTURE

Instructure, Inc.
6330 South 3000 East, Suite 700
Salt Lake City, UT 84121
United States

Order Form

**Order:** Q-456026-2
**Date:** 2025-05-22
**Order Valid Through:** 2025-07-31

## Order Form for Stillwater Public Schools

### Bill to Information

**Entity Name:** Stillwater Public Schools
**Address:** 314 S Lewis St
**City:** Stillwater
**State/Province:** Oklahoma
**Zip/Postal Code:** 74074
**Country:** United States

### Billing Contact

**Name:**

**Email:**

**Phone:**

### Ship to Information

**Entity Name:** Stillwater Public Schools
**Address:** 314 S Lewis St
**City:** Stillwater
**State/Province:** Oklahoma
**Zip/Postal Code:** 74074
**Country:** United States

### Shipping Contact

**Name:** Emily Harris

**Email:** emharris@stillwaterschools.com

**Phone:** +1 405 533 6300

### Billing Information

**Billing Frequency:** Annual Upfront

**Billing Frequency Term:** Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.
**Payment Terms:** Net 30

Year 1

| Ref | Description | Start Date | End Date | Invoice | Metric | Qty | Price | Amount |
|---|---|---|---|---|---|---|---|---|
| S4 | 24x7 Support | 2025-07-01 | 2026-06-30 | Recurring | 20% of Subscription (Minimums Apply) | 1 | USD 5,977.60 | USD 5,977.60 |
| S3 | Training Portal Essential - Core On-Demand Content | 2025-07-01 | 2026-06-30 | Recurring | Per Each | 3,200 | USD 2,589.40 | USD 2,589.40 |
| S2 | Canvas Studio Cloud Subscription | 2025-07-01 | 2026-06-30 | Recurring | User | 3,200 | USD 16,288.00 | USD 16,288.00 |
| S1 | Canvas LMS Cloud Subscription | 2025-07-01 | 2026-06-30 | Recurring | User | 3,200 | USD 29,888.00 | USD 29,888.00 |

Year 2

| Ref | Description | Start Date | End Date | Invoice | Metric | Qty | Price | Amount |
|---|---|---|---|---|---|---|---|---|
| S4 | 24x7 Support | 2026-07-01 | 2027-06-30 | Recurring | 20% of Subscription (Minimums Apply) | 1 | USD 6,278.40 | USD 6,278.40 |
| S3 | Training Portal Essential - Core On-Demand Content | 2026-07-01 | 2027-06-30 | Recurring | Per Each | 3,200 | USD 2,718.87 | USD 2,718.87 |
| S2 | Canvas Studio Cloud Subscription | 2026-07-01 | 2027-06-30 | Recurring | User | 3,200 | USD 17,088.00 | USD 17,088.00 |
| S1 | Canvas LMS Cloud Subscription | 2026-07-01 | 2027-06-30 | Recurring | User | 3,200 | USD 31,392.00 | USD 31,392.00 |

Year 3

| Ref | Description | Start Date | End Date | Invoice | Metric | Qty | Price | Amount |
|---|---|---|---|---|---|---|---|---|

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| S4 | 24x7 Support | 2027-07-01 | 2028-06-30 | Recurring | 20% of Subscription (Minimums Apply) | 1 | USD 6,592.00 | USD 6,592.00 |
| S3 | Training Portal Essential - Core On-Demand Content | 2027-07-01 | 2028-06-30 | Recurring | Per Each | 3,200 | USD 2,854.81 | USD 2,854.81 |
| S2 | Canvas Studio Cloud Subscription | 2027-07-01 | 2028-06-30 | Recurring | User | 3,200 | USD 17,952.00 | USD 17,952.00 |
| S1 | Canvas LMS Cloud Subscription | 2027-07-01 | 2028-06-30 | Recurring | User | 3,200 | USD 32,960.00 | USD 32,960.00 |

Billing Summary

| Segment | Recurring | Non-Recurring | Total |
|---|---|---|---|
| Year 1 | USD 54,743.00 | USD 0.00 | USD 54,743.00 |
| Year 2 | USD 57,477.27 | USD 0.00 | USD 57,477.27 |
| Year 3 | USD 60,358.81 | USD 0.00 | USD 60,358.81 |
| **Total** | **USD 172,579.08** | **USD 0.00** | **USD 172,579.08** |

| Products | Description | Qty |
|---|---|---|
| 24x7 Support | 24x7 support per year (20% of subscription - minimums apply) | 1.00 |
| Training Portal Essential - Core On-Demand Content | Unlimited access to core on-demand training content for teachers and admins through the Training Portal. | 3,200.00 |
| Canvas LMS Cloud Subscription | Canvas LMS - K-12 Subscription (by user) | 3,200.00 |

**Quote Special Terms**

Recurring items on this Order Form (other than any 3rd Party Products) shall automatically renew for succeeding terms of 12-month duration at an annual price increase of **5%** unless either party gives the other party 60 days' written notice of its intent not to renew prior to the expiration of the then-current term.

The services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related services prior to the first year Start Date at its sole discretion.

**User Clause:** User Metric reflects the maximum number of individuals authorized by the Customer to access and/or use the Service and Customer has paid for such access and/or use.

**User Typical Use Clause:** In the event Customer enables access to the Service to more Users over a given contract year than are allocated to such contract year as set forth above, then Instructure reserves the right, in its sole discretion, to invoice the Customer for such additional number of Users. In addition, the User fees set forth above are based on the assumption that Customer's Users will use the Service commensurate with the average usage patterns of users across Instructure's user base in the aggregate (such average usage being referred to herein as "Typical Use") and do not account for usage of the Service by Customer's Users beyond such Typical Use. To the extent the Users' usage of the Service, in the aggregate, exceeds the Typical Use at any given time, Instructure reserves the right, in its sole discretion, to increase the fees by an amount proportional to such excess usage. In the event Instructure increases the fees pursuant to this paragraph, Instructure shall send an invoice to Customer for the applicable increase along with documentation evidencing the additional usage of or additional Users who have access to the Service giving rise to such fee increase. Any invoice sent pursuant to the foregoing shall be due and payable within 30 days of receipt.

**Payment Terms - Renewal Order Form:** In the event that Customer fails to execute this Order Form prior to the Start Date listed above, all fees shall become due payable upon Customer's receipt of an invoice.

**Annual Opt-Out:** Each party has the option to cancel remaining subsequent years listed on the Order Form after each year by providing written notification to the other party no later than 60 days prior to the end of the current year. Any prepaid amounts to Instructure will not be refunded.

**Non-Recurring Expiration:** Unless otherwise stated in an applicable Statement of Work or this Order Form, Non-Recurring Products and 3rd Party Products must be completed within 12 months beginning on the later of the last date of signature or the Initial Start Date specified in this Order Form.

**Product Special Terms**

Instructure's support terms are available as follows: https://www.instructure.com/canvas/support-terms

**Terms and Conditions**

**Governing Terms:** This Order Form shall be governed by the Master Terms and Conditions which can be found here: https://www.instructure.com/policies/mastertermsconditions

**Data Processing Addendum:** The data processing addendum between the parties is available at: https://www.instructure.com/policies/data-processing-addendum

**Conflict Clause:** In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

**Product Supplement Terms:** Product Specific Supplements which can be found here: https://www.instructure.com/policies/product-supplements, govern the use of the applicable product and/or feature offerings listed in this Order Form and/or utilized by Customer, and are incorporated into the Master Terms and Conditions.

| PURCHASE ORDER INFORMATION | TAX INFORMATION |
|---|---|
| Is a Purchase Order required for the purchase or payment of the products on this order form?<br><br>Please Enter (Yes or No): | Check here if your company is exempt from US state sales tax: |

By executing this Order Form, each party agrees to be legally bound by this Order Form.

| **Stillwater Public Schools** | |
|---|---|
| Signature: | |
| Name: | |
| Title: | |
| Date: | |

| **Instructure, Inc. (USA/CAN)** | |
|---|---|
| Signature: | Jeffrey Ebert |
| Name: | Jeff Ebert |
| Title: | Director, Deal Desk & Pricing |
| Date: | 5/22/2025 |

| If Yes, please enter PO Number: | *Please email all US state sales tax exemption certifications to ar@instructure.com* |
|---|---|

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

BOARD OF EDUCATION

JUN 10 2025

MINUTES

Junior Achievement™

# JA Finance Park®

Junior Achievement of Oklahoma

## *2025-2026 Memorandum of Understanding*

**Between Junior Achievement of Oklahoma, Inc. and:**

**School District:** **Stillwater Public Schools/Stillwater High School**

**School &/or Grade:** **10th-12 grades**

**School Administrator: Ashley Moore, Director of Secondary**

**The goal of this *Memorandum of Understanding* (MOU) is to insure a successful partnership between Junior Achievement of Oklahoma (JA) and (STILLWATER HIGH SCHOOL) in the execution of JA Finance Park for all 10th grade students, approximately 500 students, for the 2025-2026 school year. This MOU is designed to outline the responsibility of each partner to ensure maximum benefit to students as well as accountability to the generous donors providing funding for this program to occur.**

### Terms:

### JA Responsibilities:

- Secure funding to provide JA Finance Park (JAFP) classroom curriculum and simulation, focused on financial literacy, for effective student impact and graduation requirements for all 10th grade students enrolled in Personal Financial Literacy during the **2025-2026 school year**.
- Students will participate in the JAFP Virtual Simulation to fulfill curriculum requirements.
- Provide necessary training to teachers and JA volunteers required to deliver JAFP programming.
- Provide program resources to educators and printed student workbooks for all students.
- Provide JAFP curriculum alignments to Oklahoma State Standards and Personal Financial Literacy Requirements, as requested.
- Provide one (1) on-site date for JAFP teacher training (if needed). Provide webinar training for those teachers not able to attend.
- Promote partnership with **Stillwater High School** to increase awareness of the successful partnership between each school, area business volunteers, and Junior Achievement
- Communicate with schools and/or district to ensure a successful collaboration and JAFP program delivery.

### Stillwater High School Responsibilities:

- Convey Junior Achievement partnership and JA funding investment to all school staff participating.
- Virtual Simulation Only-Provide volunteers to teach a minimum of three extension activity lessons or volunteer during the virtual simulation to all classes using Virtual Simulation delivery. Volunteers must meet or exceed JA screening requirements and complete all JA of Oklahoma's forms.
- Communicate any changes in school staff (LOA, etc.) or student participation as they occur.
- Adhere to JA program guidelines for JA Finance Park.

**Junior Achievement of Oklahoma, Inc.**

**Tulsa** – Jon Harris JHarris@jaok.org | **OKC** –Sandra Brown SBrown@jaok.org

3947 S. 103 E. Ave., Tulsa, OK 74146 | PO Box 57437, Oklahoma City, OK 73157 | www.jaok.org

Junior Achievement

# JA Finance Park®

Junior Achievement™ of Oklahoma

- Follow federal and other applicable copyright, trademark and trade secret laws with respect to the JAFP curriculum and related materials. By signing below, **Stillwater High School** and its representatives, including teachers and volunteers, acknowledge the copyrighted nature of the JAFP curriculum, and specifically agree that there shall be no copying, or scanning, or storage, use or dissemination by any other means (in electronic format or otherwise) of JA Finance Park materials without the advance written consent of JA.
- Communicate any changes, issues, or volunteer concerns related to JA Finance Park to JA in a timely manner (problems connecting with JA volunteer, delay of scheduling, etc.).

This MOU will begin *July 1, **2025*** and extend through *June 30, **2026***.

Shannan Beeler

Date: 4/16/25 / Date:

**Shannan Beeler, JA of Oklahoma** **Superintendent, Tyler Bridges**

**Junior Achievement of Oklahoma, Inc.**
**Tulsa** – Jon Harris JHarris@jaok.org | **OKC** –Sandra Brown SBrown@jaok.org
3947 S. 103 E. Ave., Tulsa, OK 74146 | PO Box 57437, Oklahoma City, OK 73157 | www.jaok.org

BOARD OF EDUCATION

JUN 10 2025

MINUTES

# Memorandum of Understanding for Academic Credit Options SY25-26

The Stillwater Public Schools Board of Education has approved the transcription of mathematics, science, and computer science credit options taught at Meridian Technology Center for credit toward completion of requirements for an Oklahoma High School Diploma. The Oklahoma Department of Career and Technology Education and the Oklahoma State Department of Education set guidelines for courses that may be used at the technology center for public school academic credit. Meridian Technology Center follows those guidelines as set forth by both agencies and the State Department of Education. The approval to utilize the academic credit options at Meridian Technology Center for high school graduation credit was approved by the Board of Education on:

_____ and will be in effect from July 1, 2025 through June 30, 2026.

MTC Superintendent, Doug Major

4-17-25

Date

SPS Board President or Designee

6/10/25

Date

BOARD OF EDUCATION

JUN 10 2025

MINUTES

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**Meridian Technology Center**

**and**

**Stillwater Public Schools**

| | |
|---|---|
| **Purpose:** | The purpose of this Memorandum of Understanding is to outline an agreement in which **Meridian Technology Center** has agreed to provide **Stillwater Public Schools** the sum of $50,000.00 to supplement funding for two Stillwater Middle School Gateway To Technology Programs ($25,000.00 each). The funding award is for classroom and/or lab costs of the program listed above and may not be expended for any other purpose. |
| **Agreement Period:** | The term of this Agreement is from July 1, 2025, through June 30, 2026. |
| **Payment Terms:** | **Meridian Technology Center** will disburse funds on or before February 1, 2026. |
| **Facilities:** | Classes will be conducted in facilities provided by **Stillwater Public Schools** and located at Stillwater Middle School. |
| **Program Materials And Equipment:** | Program instructional materials and supplies for the classes identified will be provided by **Stillwater Public Schools. Meridian Technology Center** agrees to provide additional resources in the form of materials, instructional support, technology and equipment. |
| **Project Description:** | **Stillwater Middle School will provide the following program for the 2025-2026 School Year:**<br><br>**The SMS Gateway To Technology program for 6th and 7th grade students is designed to actively engage learners in hands-on projects and career exploration/preparation in an effort to increase student interest in viable careers and continued education and training to support their career goals.** |

**Meridian Technology Center** will be responsible for the following:

1. Provide instructional support in the form of career specialists, guest speakers, special activities, etc.
2. Provide Student Service, Recruitment and Marketing services as needed.
3. Provide in-kind support services such as technical, facilities, etc.
4. Provide loaned and/or surplus items for program use.
5. Provide funding award to supplement the program listed above.

**Stillwater Public Schools** will be responsible for the following:

1. Provide qualified and certified administrative and instructional staff members to deliver the program listed above.
2. Provide facilities for the above listed program.
3. Provide utilities, maintenance, and custodial support for the above listed program.
4. Assist **Meridian Technology Center** in the evaluation of the project's objectives, Stillwater Public Schools agrees to cooperate with MTC to develop a mutually agreeable evaluation plan. Stillwater Public Schools agree to provide MTC narrative and financial reports, as requested, on the use of the funds.

It is understood that the **SMS Gateway To Technology Program** receives its primary funding from the **Stillwater Public Schools**. This additional grant award from **Meridian Technology Center** will continue on an annual basis as long as adequate funding is available and program evaluations continue to provide positive indicators for continued support. This agreement can be modified or cancelled by either or both parties if funding should change materially or become non-existent. It is agreed that this grant award will be based upon an annual agreement signed by the superintendent of both schools.

**Signatures:**

Roberta Douglas — 6-10-25

**Board President, Stillwater Public Schools** — **Date**

Douglas R. Major — 4-17-25

**Douglas R. Major, Ed.D.**
**Superintendent, Meridian Technology Center** — **Date**

# OCCUPATIONAL THERAPY ASSISTANT SERVICES AGREEMENT

School Year 2025-2026

This Occupational Therapy Assistant Services Agreement (the "Agreement") dated as of the 1st day of July, 2025, is between Independent School District No. 16 of Payne County, Oklahoma ("Stillwater Schools") with a notice address of 314 S. Lewis, Stillwater, Oklahoma 74074, and. ("CONSULTANT"), with a notice address of Motor Mouth Therapy, LLC, 4245 S. 188th E. Ave, Tulsa, OK 74134.

In consideration of the mutual terms, covenants and conditions specified in this Agreement, Stillwater Schools and CONSULTANT agree as follows:

1. **Occupational Therapy Assistant Services**. CONSULTANT agrees to make available to Stillwater Schools certified occupational therapy assistant (COTA) services for up to 900 hours during the term of this Agreement, and such additional time as the parties agree for the compensation set forth herein. The specific starting date for COTA to deliver services will be mutually determined by CONSULTANT and Stillwater Schools.

2. **COTA Duties**. The COTA shall provide such occupational therapy services as indicated by the Stillwater Schools' student's Individualized Education Program or 504 Accommodation Plan as established by the supervising Occupational Therapist (OTR). The COTA Services shall include, without limitation, collaborating with the supervising OTR in establishing a plan of care, recording student's progress, preparing materials and assembling equipment used during treatment, participation in student-focused meetings and program-focused meetings as directed by the supervising OTR, and completing paperwork as determined by Stillwater Public Schools. All equipment and materials to be used in treatment together with documentation forms will be provided by Stillwater Schools.

3. **Certification and Licensure**. CONSULTANT represents and warrants that the COTA Services will be provided only by a certified occupational therapy assistant licensed by the State of Oklahoma. CONSULTANT further warrants that it has conducted sex offender background checks on the OTR and determined that neither has a criminal history.

4. **Supervision**. CONSULTANT acknowledges that any COTA contracted or employed by Stillwater Public Schools will be supervised by an OTR, who will be responsible for evaluating the performance of the COTA. The supervising OTR will be provided by Stillwater Public Schools. The OTR will report directly to and be overseen by the Office of Special Services.

5. **Confidentiality**. CONSULTANT agrees that the COTA shall adhere to all state and federal laws regarding the confidentiality and privacy of the education records and patient healthcare records of students and students with disabilities.

6. **Insurance**. CONSULTANT represents and warrants that the COTA is insured under the CONSULTANT's professional liability policy in a minimum amount of $2,000,000.00 per incident/occurrence and $4,000,000.00 aggregate, and that such insurance covers the COTA when providing the COTA Services and under this agreement. CONSULTANT agrees to maintain the foregoing insurance policy at all times while this Agreement is in effect and agrees to notify Stillwater Schools immediately should the foregoing policy be canceled. CONSULTANT will provide Stillwater Schools with copies of the foregoing insurance policy.

7. **Billing**. CONSULTANT agrees to submit itemized bill for services provided for the prior month by the 3rd day of current month. Stillwater Schools agrees to pay the sum of the monthly bill per the rate set forth in Section 8 to CONSULTANT by the 28th day of the current month. Each invoice shall contain a detailed statement of the COTA Services provided will include dates and times. Commute/travel to and from district is not an included service and Stillwater Public Schools will not be responsible for expenses incurred by therapist's commute.

8. **Compensation**. Stillwater Schools agrees to pay CONSULTANT the sum of $60.00 per hour for the COTA Services.

9. **Term and Termination**. This Agreement is effective as of July 1, 2025, and shall continue in effect through June 30, 2026, unless terminated earlier as provided herein. Either party may terminate this Agreement upon fourteen (14) days' written notice.

10. **Independent Contractor Status**. Each party is acting as an independent contractor and no employee or subcontractor of either party shall be deemed to be employee of the other. Neither party undertakes by this Agreement or otherwise, to perform any obligation of the other party, whether regulatory or contractual, or to assume any responsibility for the other party's actions, business or operations. Neither party shall have the authority to bind, commit or incur any liability on behalf of the other party or to otherwise act in any way as an agent or representative of the other party.

11. **Force Majeure**. Neither party shall be responsible for any failure or delay in the performance of any obligations due to any cause beyond its reasonable control, including, but not limited to, any such delay or failure arising from third party labor disputes, third party strikes, other third party labor or industrial disturbances, acts of God, pandemic, floods, lightning, earthquakes, shortages of materials, rationing, utility or communication failures, fire, casualty, war, acts of public enemy, riots, insurrections, embargoes, blockages, actions, restrictions, and new or changed regulations or orders of any governmental authority; provided that the party claiming force majeure event has given the other party reasonably prompt notice of the event.

12. **Notices**. All notices given hereunder shall be in writing and shall be given or sent by (i) certified, first class, U.S. mail to the parties at the addresses herein or at such other addresses of which either party may give notice; (ii) confirmed facsimile; or (iii)

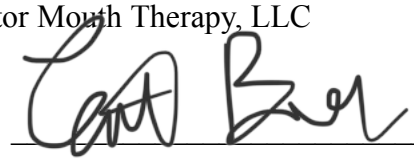
nationally recognized courier service to the parties at the addresses herein or at such other addresses of which either party may give notice.

13. **Miscellaneous**. This agreement embodies the entire agreement and understanding between Stillwater Schools and CONSULTANT relating to the subject matter of this Agreement, and supersedes all previous communications, representations, understandings, and agreements, whether oral or written. This Agreement is to be governed by and construed in accordance with the laws, excluding the conflicts laws, of the State of Oklahoma. This Agreement may be amended only in a writing signed by both parties. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then that provision will be severed from this
Agreement and any remaining provisions will continue in full force and effect. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties to this Agreement and their respective successors and permitted assigns. This Agreement may not be assigned by either party without the prior written consent of the other party. No waiver by either party hereto of any breach of any provision herein shall constitute waiver of any other provision nor shall such waiver constitute consent that the breach may continue or that any other breach will be waived. In the event of any suits or actions or other proceedings to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney fees and other costs and expenses incurred therein. The confidentiality provisions of this Agreement shall survive the termination of this Agreement.

INDEPENDENT SCHOOL DISTRICT NO. 16
OF PAYNE COUNTY, OKLAHOMA

By: _____
President, Board of Education

Motor Mouth Therapy, LLC

By: 

# SCHOOL YEAR SERVICES AGREEMENT
# Between MPower and
# Independent School District No. 16 of Payne County, Oklahoma, commonly known as Stillwater Public Schools ("SPS")

**PURPOSE AND SCOPE**

The purpose of this Services Agreement is to clearly identify the roles and responsibilities of each party as they relate to the provision of unpaid work experiences/training to SPS special education students.

**TERM**

This Agreement commences on July 1, 2025 and shall end on June 30, 2026. After the initial period, the Agreement may be extended on an annual basis, with the term beginning on July 1 and ending on June 30, upon mutual and written ratification of the both parties.

**MPOWER'S RESPONSIBILITIES UNDER THIS AGREEMENT**

MPower shall:

- Provide unpaid supervised work experiences/training to eligible SPS Special Education students, including:
    - Work experiences on the Production Floor learning to complete contract joins in a sheltered setting, while developing work related skills and behaviors.
    - The opportunity to work in the community on a supervised work crew at various businesses in the Stillwater community, when deemed appropriate and as jobs are available.

**SPS's RESPONSIBILITIES UNDER THIS AGREEMENT**

SPS shall:

- Provide a paraprofessional to attend MPower with SPS students.
- Compensate MPower at a rate of $4.00 per hour, per student.

**STUDENT ELIGIBILITY**

A student's eligibility to participate under this Agreement will be determined by SPS personnel, in conjunction with guidelines and criteria for particular jobs as communicated by MPower.

**ASSIGNMENT**

The rights and obligations of MPower and SPS may not be assigned or transferred to any other person, firm, or corporation without prior written consent.

**NOTICES**

All notices given hereunder shall be in writing and shall be given or sent by certified mail, first class, U.S. mail to the parties at the addresses herein:

Attn: Austin Hula, Director of Special Services
314 South Lewis
Stillwater, Oklahoma 74074

Attn: Amy Spiva, Director of MPower
316 South Stallard
Stillwater, Oklahoma 74074

**HOLD HARMLESS**

It is understood that neither party hereto is the agent of the other and neither is liable for the wrongful acts, negligence, or employees of the other. Each party shall be responsible for its negligent acts or omissions and those of its officers, employees, agents, or students (if applicable), to the extent allowed by law.

**NON-DISCRIMINATION**

The Parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 and the regulations related thereto. The Parties will not discriminate against any individual because of race, religion, creed, color, sex, sexual orientation, genetic information, gender identity or expression, age, disability, protected veteran status, national origin, or other protected category. This section shall not apply to discrimination in employment on the basis of religion that is specifically exempt under the Civil Rights Act of 1964 (42 U.S.C. § 2000e).

**SAFETY**

MPower, by executing this Agreement, hereby declares that no employee working with students under this Agreement is currently registered or required to register under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Crime Offenders Registration Act.

**CONFIDENTIALITY OF RECORDS**

The Parties agree to abide by all legal requirements with respect to the confidentiality and disclosure of personally identifiable information and education records as required by law, including, but not limited to, the Family Educational Rights and Privacy Act of 1974, applicable regulations, and state law protecting privacy rights in education and juvenile records.

**RELATIONSHIP OF PARTIES**

This Agreement does not create a partnership, agency, joint venture, employment, or third-party beneficiary contract. Neither party to this Agreement is a principal, partner, co-venturer, franchisee, or employee of the other, and neither party to this Agreement will make any representation contrary to any person or take any action which would imply otherwise.

**INSURANCE REQUIREMENTS**

Each party shall purchase at its own cost and maintain insurance policies, or be self-insured, in support of their obligations.

**CHOICE OF LAW AND VENUE**

This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma. Jurisdiction and venue for any dispute concerning this Agreement shall be the District Court of Payne County, State of Oklahoma, or the United States District Court for the Western District of Oklahoma.

**TERMINATION OF AGREEMENT**

Either party, upon thirty (30) days written notice to the other party, may terminate this Agreement.

| STILLWATER PUBLIC SCHOOLS | MPOWER |
| --- | --- |
| _____ | _____ |
| President, Board of Education | Amy Spiva, Executive Director |
| _____ | 4/17/25 |
| Date | Date |

AGREEMENT
Between
NORTHEASTERN STATE UNIVERSITY
Acting for and on behalf of its
TEACHER EDUCATION PROGRAM
And
Independent School District No. 16 of Payne County, Stillwater Public Schools
For
TEACHER CANDIDATE INTERNSHIP AGREEMENT

THIS AGREEMENT is made and entered into this 1st day of July, by and between the NORTHEASTERN STATE UNIVERSITY, acting for and on behalf of its Northeastern State University Teacher Education Program, and Stillwater Public Schools of Stillwater in Payne, OKLAHOMA (hereinafter, "Stillwater Public Schools").

WITNESSETH:

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

SECTION 2: School District agrees to accept for assignment to cooperating teachers in the public schools a certain number of students enrolled in the Northeastern State University' s (hereinafter, "NSU") Teacher Education Program. School District further agrees the cooperating teacher will give direct supervision to the student teacher assigned and will work with a faculty member assigned by NSU in directing and evaluating the student teacher experience. School District further agrees to provide student teacher supervision, instruction, mentoring or assistance, as needed by various staff members to enhance and develop the student teacher's ability to effectively educate children in an urban educational environment including, but not limited to, identifying and serving children with disabilities, serving children from diverse socio-economical populations, and serving children with foreign language barriers.

SECTION 3: All arrangements for the placement or removal of student teachers will be coordinated through School District's building administrators and NSU's College of Education Director of Clinical Education. If a student teacher fails to comply with the requirements of this Agreement or to perform to School District's satisfaction, NSU will be contacted and so informed. If such issues are not resolved to School District's satisfaction, then NSU will, upon written or verbal request by School District's building administrator, immediately remove that student teacher from the school.

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

SECTION 5: It is not the intention of the parties to form a joint venture or partnership. This Agreement shall not be construed to create an employment or agency relationship between NSU and School District or any of their respective employees, student teachers or agents. School District and NSU shall, at all times, act and function pursuant to this Agreement and hold themselves out as independent contractors.

SECTION 6: School District and NSU agree that student safety is a top priority. In an effort to protect the students' safety, NSU agrees that it will not place any individual on School District property, whether as a student teacher, officer, agent, employee or contractor if that person has been convicted of a felony or has been convicted of any crime involving moral turpitude. NSU hereby certifies that none of its student teachers and none of its employees working on School District property are currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders' Registration Act. NSU shall submit written proof to School District that all student teachers and faculty supervisors coming on to School District property have passed background checks prior to their entering on School District property. All NSU employees and student teachers must have in their possession, at all times, a current photo ID which identifies them as a student teacher or employee of NSU and, if required by School District, a School District photo ID authorizing access to a specific School District site. If at any time a student teacher or NSU employee demonstrates actions which are inappropriate or create a disruption within a school, the building administrator may require that such person leave School District property and not return without specific permission of the building administrator, School District, and NSU Director of Clinical Education.

SECTION 7: Neither School District, nor its employees, shall receive compensation from NSU for services performed under this Agreement in support of NSU's Teacher Education Program. NSU may, however, with School District 's consent, may provide cooperating teachers a tuition waiver to enroll in a NSU course upon completion of their supervision of a student teacher.

SECTION 8: All notices to be made under this Agreement shall be made in writing and delivered by personal delivery by commercial delivery service, or by certified United States mail, return receipt requested, to the following addresses:

If to NSU: Northeastern State University
Attn: Associate Dean of the College of Education
600 N. Grand Ave.
Tahlequah, OK 74464

If to School District: 314 S Lewis St, Stillwater, OK 74074

SECTION 9: This Agreement sets forth the entire agreement between the parties as to the subject matter hereof, and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written.

SECTION 10: This Agreement is valid for a period of one (1) years beginning July 1, 2025

and ending June 30, 2026. Either party may terminate this Agreement, without cause, upon sixty (60) days' written notice. Student teachers enrolled in NSU's Teacher Education Program and assigned to a School District site at the time such notice is given will be afforded the opportunity to complete their assignment notwithstanding such early termination.

SECTION 11: NSU, as a component of the Regional University System of Oklahoma, is an agency of the State of Oklahoma. Accordingly, NSU does not have the authority to enter into agreements to waive, compromise, concede, surrender or relinquish the rights, privileges, immunities or remedies of the State of Oklahoma, nor agree to lesser or greater standards of care than would apply in the absence of a special provision; nor agree to modify any applicable statutes of limitations; nor agree to alter the commencement of a statute of limitation; nor agree to insure, indemnify or hold harmless; nor agree to waive subrogation rights; nor agree to shift the burden of proof; nor agree to less than 45 days from receipt of invoice in which to make payment; nor to agree not to enforce any of the rights, privileges, immunities or remedies as provided by law. NSU, as an entity of the State of Oklahoma, does not have the authority to enter into agreements which are contrary to any Federal laws, the Oklahoma Constitution, or Oklahoma Statutes, all as interpreted by the courts and the Oklahoma Attorney General. Nothing contained within this Agreement shall be interpreted in such a way that NSU acted contrary to or outside of its authority to act as an entity of the State of Oklahoma.

IN WITNESS WHEREOF, NSU and School District have executed this Agreement as of the day and year first written above.

NORTHEASTERN STATE UNIVERSITY,
TEACHER EDUCATION PROGRAM



_____
Rodney Hanley, President

_____5/19/2025_____
Date

IN WITNESS WHEREOF, NSU and School District have executed this Agreement as of the day and year first written above.

Stillwater Public Schools

By (Signature): _____

Date: _____

Name: Roberta Douglas

Title: President - Stillwater Public School Board of Education

**SCHOOL-BASED FAMILY SERVICES PROGRAM**
**DHS FAMILY SPECIALIST AGREEMENT**

This Agreement is effective July 1, 2025 through June 30 ,2026, and between Oklahoma Human Services ("OKDHS") and Stillwater Public Schools ("School District" or "Contractor") located at 314 S Lewis, Stillwater, Oklahoma 74074 (collectively "the Parties"). This Agreement includes the following attachment:

Attachment A: OKDHS Information Security Requirements

## I. AGREEMENT PURPOSE

The purpose of this Agreement is to describe the responsibilities of each party in the development, implementation, and operation of the School-Based Family Services Program ("SBFSP").

## II. BACKGROUND

OKDHS is committed to providing a support system for families that identifies and addresses barriers to their overall well-being. A critical part of this support system is our DHS Family Specialists ("DHSFS") which provides direct and indirect services to students, families, and school personnel and enhances the school district's ability to meet its academic mission—especially where home, school, and community collaboration is key to achieving student and family success.

## III. PROGRAM PURPOSE

The SBFSP offers funding to establish or expand a school district's pipeline of services to meet student/family needs. The DHS Family Specialists (DHSFS) will coordinate academic, social, and health services through local partnerships among public elementary and secondary schools and community-based organizations, nonprofit organizations, and other public or private entities.

## IV. SCOPE OF WORK

OKDHS will provide an employee to function as the DHSFS, who will provide outreach services at Stillwater School District for the 2025/2026 school year.

The DHSFS is a full-time OKDHS employee who serves as a liaison between the school and OKDHS, providing preventative services, assisting with benefits applications, and crisis intervention. The DHSFS is embedded in the school to ensure families can access safety net, work supports, family strengthening, and other services. The DHSFS may help maintain a positive collaboration with school personnel and OKDHS to communicate and support the needs of students and families when obstacles hinder the success of the student and the family. Identified duties of

the DHSFS include, but are not limited to, those identified in Section V.

## V. DHSFS JOB DUTIES

The DHSFS job duties include the following:

1. Participate in school events such as enrollment, open houses, or community resource events to assist students and families have current and available information regarding services provided.
2. Identifies students and families that may be eligible for SoonerSelect, SNAP or TANF - this could be grandparents/relatives raising grandchildren AND parents who are low-income families. Assisting them with enrollment/re-enrollment and related education and information, including providers, services covered and Primary Care Physician enrollment.
3. Provide support in obtaining community resources such as mental health services, transportation needs, housing needs, and food insecurity needs.
4. Identify at-risk children through inner-school referral system, with an emphasis on child safety, child well-being and parental/family protective factors.
5. Assist students and families in securing resources and services for identified transportation, housing, personal care and/or other needs required to ensure child safety and family protective factors are met.
6. When necessary, assist school faculty, staff, and administration in making Child Welfare referrals which could include gathering supporting documentation, providing education and information about the referral process, or making the referral directly when there is a child safety concern.
7. Act as a liaison to OKDHS which could include gathering information, setting up interviews, providing and/or facilitating school in-service presentations and training on OKDHS services.
8. Serve as a connection to OKDHS and act as a liaison to assist the school with the provision of social services within the community.
9. Provide support and assistance to development of or coordination of resources or school-based programs, projects and partnerships that assist schools with meeting social service needs of students and families.
10. Provide follow-up and ongoing support for families to ensure that needs continue to be met, satisfaction with services, and identify any new or existing barriers to services.

## VI. OKDHS RESPONSIBILITIES

OKDHS assumes the following responsibilities:

1. Provide an employee, hereinafter referred to as a DHSFS to be placed in school(s) designated by the district.
2. Provide the same benefits to the DHSFS including but not limited to; workers compensation, state holidays and leave as listed for the DHSFS qualifications and tenure.
3. DHSFS will retain the same rights and privileges, and the same obligations set forth in OKDHS policy. The DHSFS will maintain office hours similar to the school staff members and shall be no less and no more than 40 hours per week.
4. Shall at all times supervise the DHSFS, OKDHS will advise the district of the supervisor's name and contact information. OKDHS shall appraise the DHSFS's performance.
5. The DHSFS will request leave in advance except in the event of an emergency and OKDHS will notify the district.
6. Will bill the district quarterly for no more than 50% of the DHSFS's salary, benefits, and administrative costs.
7. The DHSFS will adhere to OKDHS's and school district confidentiality requirements, and the school district's dress code and standards of conduct.
8. Will be responsible for maintenance and support for computers, equipment, and cell phones and retain ownership thereof.
9. Provide onboarding, shadowing as well as any OKDHS required training.
10. Provide appropriate information and support to assist the DHSFS in assessing and developing a care support plan for a student/family including but not limited to, review and appropriate communication of OKDHS Programs to determine services in place or needed.
11. Provide ongoing monitoring and consultation to School Administration on compliance with duties performed by the DHSFS.
12. Provide ongoing communication with the school district's staff both formally and informally, to ensure, to the best of OKDHS ability, that the DHSFS are aligned with the School(s) and District's mission and objectives and are adequately meeting students' needs.
13. If the School District deems that Distance Learning is necessary for health and safety reasons. OKDHS will continue to honor all responsibilities of this Agreement specifically assigned to OKDHS.

## VII. SCHOOL DISTRICT RESPONSIBILITIES

School District assumes the following responsibilities:

1. Provide secure physical office space conducive for confidential nature of school-based services and case management.
2. Advise the DHSFS and his/her supervisor of all rules and regulations applicable to the DHSFS's job duties.
3. Shall pay OKDHS up to 50% of the DHSFS's salary, benefits, and administrative costs within forty-five (45) days of receiving a proper invoice from OKDHS.
4. Assign a school employee to act as a liaison between the district and OKDHS for periodic review of the program and services provided.
5. Provide broadband connectivity for the DHSFS through its existing network.
6. Supply OKDHS with any program data necessary for administration of the School Based Family Services Program (SBFSP), as allowed by state and federal law.
7. If the School District deems that Distance Learning is necessary for reasons of health and safety, it will continue to pay for the DHSFS at the agreed upon rate.

## VIII. DATA

OKDHS and the School District may share program data in accordance with state and federals laws, ensuring the protection of confidentiality and privacy rights of individuals involved. This collaboration aims to provide necessary support and services to families in need while maintaining the highest standards of data security and compliance.

1. Examples of data that may be shared are student enrollment information, academic records, attendance records, disciplinary records, health information and contact information for parents or guardians.
2. SBFS will receive the following access to perform School-Based Family Services duties:
    a. OKDHS email address
    b. OKDHS KIDS
    c. OKDHS software documentation platform; CCM-SAMS
    d. IMS
    e. OnBase
    f. Janus

## IX. TERMINATION

Termination for Convenience

OKDHS shall terminate the Agreement in whole or in part for convenience when it is in OKDHS's best interest. OKDHS shall terminate the Agreement by delivering to the School District a Notice of Termination for Convenience, specifying the terms and effective date of Agreement termination. The termination date shall be a minimum of 30 calendar days from the date OKDHS issues the Notice of Termination for Convenience.

Notice of termination shall be in writing and electronic notification (e.g., email) shall be sufficient, and delivery is effected when the email enters the recipient's mail server

When the Agreement is terminated, OKDHS is liable only for products and/or services delivered and accepted and for costs and expenses, exclusive of profit, reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the School District.

Termination for Cause

The School District may terminate the Agreement for default or other just cause with a 30 calendar day written request. OKDHS may terminate the Agreement for default or other just cause upon written notification to the School District.

Notice of termination shall be in writing and electronic notification (e.g., email) shall be sufficient, and delivery is effected when the email enters the recipient's mail server

When the Agreement is terminated, OKDHS is liable only for payment for products and/or services delivered and accepted.

## X. COST

OKDHS agrees to invoice School District no more than 50% of the costs associated with the DHSFS position, which includes salary, benefits, leave, tax withholding, FICA, longevity pay, work cell phone, travel, and administration costs totaling $73,732.00, with the suggested salary being $39,571.00 gross annually.

## XI. POINTS OF CONTACT AND REPRESENTATION

School District and OKDHS agree to assign the following employees the primary responsibility for administrative activities related to this Agreement:

| | |
|---|---|
| Monica Brumnett | OKDHS Program Administrator |
| Heather Cristiano | OKDHS Field Manager |
| Frank Sanchez | OKDHS Supervisor |
| Position 1 | OKDHS DHSFS |
| Tyler Bridges | School District Superintendent |
| Beth McBee | School District School Supervisor Liaison |

### SIGNATURES

The undersigned represent and warrant that they are authorized, as representatives of the party on whose behalf they are signing, to sign this Agreement and to bind their respective party thereto.

| **OKLAHOMA HUMAN SERVICES:** | **SCHOOL DISTRICT:** |
|---|---|
| **Authorized Signature** | **Authorized Signature** |
| **Printed Name** | **Printed Name** |
| **Title** | **Title** |
| **Date** | **Date** |

**STILLWATER PUBLIC SCHOOLS AND**
**OKLAHOMA STATE UNIVERSITY**
**COMMUNICATIONS SCIENCES**
**AGREEMENT**
**2025-2026**

THIS AGREEMENT ("Agreement") is entered into by and between Independent School District No. 16 of Payne County, Oklahoma, hereinafter referred to as the "District," AND Oklahoma State University, hereinafter referred to as the "University" AND the Communication Sciences and Disorder Department in the College of Arts and Sciences hereinafter referred to as the "Program."

RECITALS

A. WHEREAS, the University has the capability of providing speech/language services to school aged children, and

B. WHEREAS, the District has the need to provide speech/language services to its students, and

C. WHEREAS, for the purpose of furthering the following objectives of the parties hereto, the District will establish a contractual arrangement with the Program and the University for the Program to provide speech/language services for the District for the 2025-2026 school year.

D. NOW, THEREFORE, in consideration of the mutual benefits the parties agree as follows:

1. General Information:

a. Graduate students from the Program under the supervision of a University licensed, certified clinical supervisor from the Program will provide speech-language services for the academic school year. Services will be provided in accordance with the University calendar with services commencing one (1) week after the start of University classes and ending one week prior to end of University classes in fall and spring semesters. No services shall be provided during the summer or during scheduled university holidays and/or breaks.

b. The District will provide funds for the establishment and on-going operation of the speech-language services as specified in the Responsibilities of the District below.

c. The District will provide classrooms or other suitable space and a paraprofessional as specified for teletherapy in the Responsibilities of the District below.

d. The Program will provide up to three (3) graduate students and one clinical supervisor for the on-going provision of screening, diagnostic, and intervention services provided in the District during the regular schedule of the University.

e. It is agreed by all parties that there shall be no discrimination on the basis of race, color, ethnicity, national origin, sex, sexual orientation, gender identity, gender expression, genetic information, age, religion, disability, political affiliation, or status as a veteran in any of its policies, practices, or procedures.

2. Responsibility of the Program:

a. The Program shall assign to the District only those students who have satisfactorily completed the prerequisite courses as outlined in the curriculum.

b. The Program shall assign to the District a licensed and certified clinical supervisor.

c. The Program has designated the Clinic Coordinator of the OSU Speech-Language-Hearing Clinic as coordinator of the Stillwater Public Schools Service Program and as liaison between the District and the Program.

d. The Program shall:

- Conduct assessment of all referrals and re-evaluations (as needed) and attend the resulting eligibility and annual review meetings.
- Provide services to students at Stillwater Christian School and Covenant Community School
- Supervise the graduate students providing the teletherapy for each individual and/or group session.
- Prepare progress reports according to the District's timeline.
- Prepare IEPs and Special Education paperwork according to the District's timeline.
- Provide on-going consultation with the classroom teachers for input into making services educationally relevant.
- If teletherapy is provided, purchase two to three Zoom HIPAA compliant accounts to conduct teletherapy sessions with the District.
- If teletherapy is provided, provide initial and on-going training of the paraprofessional/teaching assistant assigned by the District to the project.

di. The Program shall enforce rules, regulations, policies, and procedures governing staff (graduate students and clinical supervisor), clients and services that are mutually agreed upon between the Program and the District.

dii. The Program shall provide speech and language diagnostic and therapy services for a caseload of up to 50 children at a time at the rate of $1500.00 per child per year plus $2000.00 per year for related expenses payable in three installments by the District. An increase of the caseload beyond a total of 50 children will require a renegotiation of the Agreement.

diii. The Program shall conduct records review of current graduate students.

div. The Program shall provide records of all graduate students' and clinical supervisor's background checks to the District at least five business days prior to the performance of services under this Agreement. The Program is solely responsible for gaining any required consents necessary to provide such information. The graduate students, supervisors, and/or the Program, at the Program's sole

discretion, shall be responsible for any costs related to the required background checks. In no case will the District be liable for any costs related to such background checks.

i. The Program and University shall maintain general and professional liability insurance in amounts sufficient to cover its responsibilities under this Agreement. Insurance shall be in an amount of not less than $1,000,000 per occurrence and $3,000,000 in the aggregate. The Program and University agree to provide proof of insurance upon request.

3. Responsibility of the District:

a. The District shall provide $1500.00 per child to provide speech and language diagnostic and therapy services for a caseload of up to 50 students, plus $2000.00 for related expenses per year payable to the OSU Department of Communication Sciences and Disorders in three (3) installments. University will invoice the District in October, January and April for the Program services. Checks will be made payable to OSU Department of Communication Sciences and Disorders and sent to 042 Social Sciences and Humanities, Stillwater, OK 74078 Attn: SLP School Contracts. Payment will be made within thirty (30) days of a receipt of invoice from the Department of Communication Sciences and Disorders.

b. The District shall provide $1500.00 per child per year (prorated) for each additional child over the 50 child caseload payable to the OSU Speech-Language-Hearing Clinic within 30 days of the initiation of therapy services for the additional student(s). The maximum number of additional children that can be served under this provision is 50. An increase of the caseload beyond a total of 50 children will require a renegotiation of the Agreement.

c. The District shall provide classrooms or other suitable space agreed upon by the Program & the District for the provision of up to two (2) therapy sessions, occurring at one time, twice weekly unless otherwise decided due to the safety of those involved.

d. If teletherapy is provided, the District shall provide a paraprofessional responsible for connecting to the internet Zoom platform and transporting children to and from the speech therapy sessions and assisting during the sessions if needed.

e. If teletherapy is provided, the District will provide two (2) computers equipped with a web camera and connected to high speed internet for Zoom therapy sessions. University shall provide the appropriate log-in information and details in order for the District to access the HIPAA compliant Zoom therapy sessions.

f. The District shall provide assessment instruments and office supplies as ordinarily and necessarily used in speech and language diagnostic services to graduate students and clinical supervisor performing services under this Agreement, with the prior approval of authorized District personnel, for the provision of speech and language diagnostic services.

4. Responsibility of the Program to assure supervisor and students comply with the following:

a. Follow the administrative policies, standards and practices of the University handbook and/or student manual.

b. Follow the guidelines and principles of the Code of Ethics of the American Speech-Language-Hearing Association.

c. Pursuant to Health Insurance Portability and Accountability Act ("HIPAA") and Family Educational Rights and Privacy Act (“FERPA”) guidelines, maintain the confidential nature of all information which may come to them, individually or collectively, with respect to the client and the client's records.

d. Maintain adequate professional liability insurance covering participation in the Program and performance of services under this Agreement in an amount of not less than $1,000,000 per occurrence and $3,000,000 in the aggregate. The scope and coverage of the insurance shall survive the termination of the clinical supervisors and students' participation in the Program and performance of services under this Agreement. Upon the request of the District, the Program shall provide proof of insurance for each participating supervisor and student to the District. e. Complete background checks required under Oklahoma law prior to performing any services. under this Agreement, including, but not limited to, an Oklahoma state fingerprint-based criminal history records search through the Oklahoma State Bureau of Investigation, which shall include a search of the Oklahoma Sex Offenders and Mary Rippy Violent Crime Offenders Registries.

5. Terms of Agreement:

a. The term of this Agreement shall be from **July 1, 2025** to **June 30, 2026.** Either party may terminate the Agreement upon thirty (30) days written notice to the other party. Either party may terminate this Agreement immediately upon written notice in the event of material breach of this Agreement.

b. It is understood and agreed that the parties to this Agreement may revise or modify this Agreement by written amendment when both parties agree to such amendment.

c. The parties agree that each will be responsible for their own gross negligence and intentional acts and omissions, with the University's and the District's liability governed by the Oklahoma Governmental Tort Claims Act.

d. This Agreement and any disputes arising under it shall be governed by the laws of the State of Oklahoma, without regard to its choice of law provisions. The validity, construction, and enforcement of this Agreement shall also be governed by the laws of the State of Oklahoma, without regard to its choice of law provisions. The parties agree that any legal action relating to this Agreement shall be filed in a court of competent jurisdiction in the State of Oklahoma, to which jurisdiction and venue the parties expressly agree.

e. As applicable, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. seq.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The parties represent that all services are provided without discrimination on the basis of race, color, religion, national origin, disability, political beliefs, sex, sexual orientation, gender identity, gender expression, genetic information, or veteran's status; they do not maintain nor provide for their employees any segregated facilities, nor will the parties permit their employees to perform their services at any location where segregated facilities are maintained. In addition, the parties agree to comply with the applicable provisions of Section.

f. The parties agree that the graduate students and clinical supervisor are not employees of the District,

and to the extent the graduate students are considered employees of University and/or the Program, University and/or the Program shall be responsible for payment of any and all wages, salaries, benefits, applicable insurance, and payroll taxes related to said graduate students. The District shall have no obligation whatsoever to compensate the graduate students and clinical supervisor for any services provided under this Agreement, provide any insurance for the graduate students and clinical supervisor, including workers' compensation insurance, or to be otherwise financially responsible to, or for, the clinical supervisor and/or graduate students.

g. Any and all notices, consents, or other communications by one party intended for the other shall be deemed to have been properly given if in writing and deposited in the United States first class mails, postpaid, or emailed to the addresses set forth below for the contact of each party, provided if communication is sent by email, delivery is complete upon confirmation of receipt. by the receiving party.

h. This Agreement comprises the entire agreement and understanding between the parties relating to the subject matter of this Agreement and supersedes all previous communications, representations, understandings, and agreements, whether oral or written.

i. This Agreement may be amended only in a writing signed by both parties. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then that provision will be severed from this Agreement and any remaining provisions will continue in full force and effect. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties to this Agreement and their respective successors and permitted assigns.

j. This Agreement may not be assigned by either party without the prior written consent of the other party. No waiver by either party hereto of any breach of any provision herein shall constitute waiver of any other provision nor shall such waiver constitute consent that the breach may continue or that any other breach will be waived.

k. No right or remedy conferred in this Agreement upon or reserved to the District is intended to be exclusive of any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the District or the Program to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

l. In no event will this Agreement be construed as establishing a partnership, joint venture or similar relationship between the parties, and nothing contained in this Agreement will be construed to authorize either party to act as agent to the other.

The individuals whose names and titles appear below are authorized to approve and sign this Agreement on behalf of the parties.

DISTRICT
Independent School District No. 16
of Payne County, Oklahoma
314 Lewis Ave.
Stillwater, OK 74074

UNIVERSITY/PROGRAM
Oklahoma State University
203 Whitehurst Hall
Stillwater, OK 74078

Julie Swaringim-Griffin on behalf of

President, Board of Education

Kenneth W. Sewell
Vice President for Research

Date

05/08/2025

Date

OSU Administrative Contact:
Ramitha Raja
Grants & Contracts Coordinator
OSU College of Arts and Sciences
(405) 744-6035
ramitha@okstate.edu

OSU Technical Contact
Kristi Carpenter, Clinic Coordinator
Communication Sciences & Disorders
(405) 744-8939
kristi.carpenter@okstate.edu

# OSU Communication Sciences FY26

Final Audit Report 2025-05-08

| | |
|---|---|
| Created: | 2025-05-08 |
| By: | Ramitha Raja (ramitha@okstate.edu) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAGO0V6eq8Jfvo_26Xd0Ryog-xXv12C5Uf |

## "OSU Communication Sciences FY26" History

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Document emailed to Julie Swaringim-Griffin (julie.swaringim@okstate.edu) for signature
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Document e-signed by Julie Swaringim-Griffin (julie.swaringim@okstate.edu)
Signature Date: 2025-05-08 - 9:42:03 PM GMT - Time Source: server- IP address: 139.78.244.144

Agreement completed.
2025-05-08 - 9:42:03 PM GMT

Adobe Acrobat Sign

# Educational Affiliation Agreement

## Between

## Independent School District No. 16 of Payne County, Oklahoma D/B/A Stillwater Public Schools

## And

## Oklahoma State University Department of English

THIS AGREEMENT is entered into this 1st day of July 2025, by and between STILLWATER PUBLIC SCHOOLS, INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA, hereinafter referred to as the Facility, and OKLAHOMA STATE UNIVERSITY, on behalf of its DEPARTMENT OF ENGLISH, hereinafter referred to as the College.

WHEREAS, the College desires to secure fieldwork/observational experience for its students and the Facility is capable of providing this experience to support this internship/student teaching/ student observation program and maintains facilities suitable to provide desired experience for students of the College.

THEREFORE, The PARTIES AGREE TO THE FOLLOWING:

A. RESPONSIBILITIES OF THE COLLEGE:

1. The College will instruct its students to abide by all policies, procedures and rules of the Facility. In matters relating to pupil activities, students will take direction from authorized Facility personnel.

2. The College agrees to provide a verifiable Oklahoma State Bureau of Investigation (OSBI) background check that has been completed within one academic year, or have the Facility complete a background check at the cost of $22.00 for students. The completion of the OSBI name check will not necessarily require Facility to accept the candidate in a field experience/internship.

3. All student participants must be mutually acceptable to both parties and either party may withdraw a student from the program if they believe it is not in the best interest of the student or the program to continue.

4. The College, as an agency of the State of Oklahoma, is self-insured. Liability coverage is provided under the Oklahoma Governmental Tort Claims Act, Title 51 Oklahoma Statutes, Section 151 et seq. The College shall be liable only to the limits contained therein. The College will not be responsible for maintaining coverage for any liability arising from the acts and/or omissions of the employees, representatives or agents of the Facility.

4. The College understands and agrees that its personnel, faculty and students are not eligible for coverage under any of Facility's benefit plans or programs of whatever kind or nature, including without limitation, Facility's workers' compensation insurance and unemployment compensation insurance. The College shall provide workers' compensation and unemployment compensation coverage as required by applicable law.
5. Both parties understand and acknowledge that the College's students shall not be considered employees of either College or Facility.

B. RESPONSIBILITIES OF THE FACILITY:

1. The Facility will provide qualified personnel for the guidance of students who are placed with the Facility for programs and provide direct guidance, supervision and involvement for those students. If necessary and able, the Facility will have field experiences through virtual tools and/or videos.

2. The Facility will provide Occupational Safety and Health Administration (OSHA) training. This training must be completed prior to the on site experience.

3. The Facility will provide appropriate and adequate facilities for learning purposes including sufficient space for teaching purposes and conferences with students.

4. The Facility will provide instructional materials, library facilities, and other training aids as needed to the faculty/liaison and student of the College for training purposes. The Facility will inform the College of any change in policy, rules or regulations which will affect the students or faculty of the College.

5. The Facility will maintain adequate insurance to provide coverage for the liabilities arising from the acts and/or omissions of employees, representatives or agents of the Facility who are participating in the internship program with the College.

C. DURATION

1. The effective date of this agreement is July 1st, 2025 until June 30th, 2026. It shall continue in force until canceled by written notice by either party to the other, no less than one semester in advance of the desired date of termination.

D. NON-DISCRIMINATION

1. During the period of this agreement, the College agrees to comply with TITLE VII of the Civil Rights Act of 1964, TITLE IX of the Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973 and both parties agree not to discriminate against any person on the basis of race, color, sex, religion, national origin, age or disability. Executive Order 11246 and Executive Order 75-5 are both incorporated herein by reference and applicable to this agreement.

E. ANNUAL REVIEW

1. This agreement will be reviewed annually. It may be altered or modified in writing by mutual written consent of the Facility and the College.

**COLLEGE**
Oklahoma State University, Department of English



Signature

Dr. Jeff Menne
Department Head, Department of English

Contact Address / Phone / Email:
Program of TESOL and Linguistics
211C Morrill Hall
Stillwater, OK 74078
405-744-5487
michael.amory@okstate.edu
405-744-9471
carol.moder@okstate.edu

**FACILITY**
Stillwater Public Schools Independent School District No. 16 of Payne County, Oklahoma

Signature

Roberta Douglas
President
Stillwater Public Schools Board of Education

Contact Address / Phone / Email:
Director of Federal and OSU Programs
314 S. Lewis
Stillwater, OK 74074
405-707-5026
emcbee@stillwaterschools.com

AGREEMENT

between

OKLAHOMA STATE UNIVERSITY

OFFICE OF EDUCATOR SUPPORT

and

Independent School district No. 16 of Payne County, Oklahoma, d/b/a/ Stillwater Public Schools

for

FIELD CLINICAL EXPERIENCES

This AGREEMENT made and entered into this day of July 1, 2025, by and between the Oklahoma State University Office of Educator Support, party of the first part, hereinafter referred to as "OSU OES," and Stillwater Public Schools, party of the second part, hereinafter referred to as "SPS." Oklahoma State University students participating in an approved OSU OES field or clinical experience course will be referred to as OSU OES candidates.

SECTION 1 SPS agrees to provide the authorization, supervision, and instruction of OSU OES candidates completing the field and clinical experiences component of the teacher preparation program. This would include activities such as a) observation, b) teacher job-shadowing, c) student teaching, d) advanced certification internships/practicum, and e) other activities as approved by both the OSU OES and SPS. OSU OES requires all candidates to have a cleared Oklahoma State Bureau of Investigation (OSBI) name check prior to being placed in any field experience or clinical practice. OSU OES will not place a candidate without a clear OSBI check, but the completion of a cleared OSBI name check will not necessarily require SPS to accept that OSU OES candidate in a field or clinical experience. All placements should be mutually acceptable to both parties and either party may withdraw a candidate from the program if they believe it is not in the best interest of the candidate, faculty member, or the program to continue. Procedures for problem solving are detailed in the Handbook for Cooperating Teachers, Supervisors, and Principals. The OSU OES will provide the appropriate forms, collect the fees, and provide the information to SPS. The completed OSBI report will be valid for up to four (4) years while the candidate is enrolled at OSU.

SECTION 2 SPS agrees to accept OSU OES candidates for assignment in the public schools with cooperating teachers, administrators, and other related teaching personnel. SPS further agrees the cooperating certified staff will give direct supervision to the OSU OES candidates assigned and will work with a faculty member assigned by the OSU OES in directing and evaluating the field or clinical experience.

SECTION 3 The OSU OES agrees to award *Certificates of Professional Development* (CPD) for SPS certified staff who supervise OSU OES candidates. Each cooperating certified staff member who singly supervises a student teacher for 12 weeks will receive a three hour CPD. For each 360 hours of clinical observations, a one hour CPD will be awarded to SPS. This certificate provides a tuition waiver for the continuing professional development of the certified staff member. Cooperating teachers must complete an online evaluation of candidate performance prior to the last day of the semester serving as a cooperating teacher; failure to do so will result in no CPD being issued for that cooperating teacher. The cooperating certified staff member of record can transfer the certificate to another SPS certified or non-certified contracted staff member seeking educator certification with the approval of the superintendent. Certificates cannot be sold. If a certified staff member chooses not to redeem the certificate, it must be redeemed by another member of the SPS staff following all OSU OES and district procedures. The donating certified

staff member (or superintendent approved district administrator with documentation of donation), the certificate recipient and the superintendent must sign the certificate in order to complete the transfer. Certificates must be used during the semester in which course work is completed and will expire after 18 months. Lost CPDs cannot be replaced. No more than 6 hours of certificates may be redeemed by any one person during a semester or summer session. Certificates can only be used to pay for resident, correspondence or extension courses.

SECTION 4 The OSU OES agrees to provide or arrange for non-credit staff development training related to supervision for those teachers desiring to serve as supervisors of teacher candidates and other clinical experiences. All instructors (tenure-track faculty, adjunct faculty, visiting faculty, and graduate teaching assistants or associates) are required to complete FERPA training. As part of our national accreditation, we are required to teach and assess the professional dispositions of our candidates throughout their coursework. Remediation is provided for any candidate receiving a low score on any element in each course. The elements in this assessment include ethics, professionalism, commitment to education, respect for diversity, work ethic, communication, learner attributes, cooperative/collaborative nature, and flexibility.

All OSU candidates are protected under FERPA. Mentor teachers with concerns about a candidate should communicate with their own administrator/principal and/or Dr. Kathy Thomas, Clinical Education Manager, OSU OES.

SECTION 5 All field experience requests will be initially processed for each course and each semester through the OSU OES Field and Clinical Experiences office. Requests will be processed through the SPS online portal by OSU OES and will be given to the designated SPS district personnel for further processing and site placement.

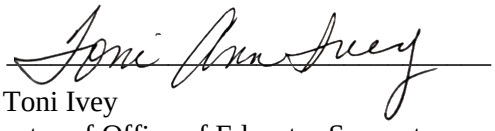
SECTION 6 The OSU OES agrees to provide SPS a report of the year's activities with field and clinical experiences including the schools involved, the various experiences and activities that occurred and the number of CPDs and hours awarded to SPS teachers and the district.

SECTION 7 All other addendums previously agreed to by both parties remain in effect. Courses that require student placement (all types listed in section 1) will be annually provided to SPS with any changes in field experience or clinical practice description (see addendum).

SECTION 8 All OSU employees are covered by professional insurance for their actions performed within the scope of their employment but the university is prohibited from indemnifying a third party (candidates). Therefore, OSU advises all candidates to purchase professional liability insurance through a professional organization. Candidates placed in SPS for clinical practice will be advised that they must show proof of liability insurance when requested. OSU will not be responsible for maintaining coverage for any liability arising from the acts and/or omissions of the employees, representatives or agents of Stillwater Public Schools.

SPS will maintain adequate insurance to provide coverage for the liabilities arising from the acts and/or omissions of employees, representatives or agents of SPS who are participating in the internship program with OSU. SPS will not be responsible for maintaining coverage for any liability arising from the acts and/or omissions of the candidates, employees, representatives or agents of Oklahoma State University. Worker's compensation coverage is not provided to the OSU candidate by Stillwater Public Schools.

SECTION 9 This AGREEMENT is for a period of one (1) year beginning July 1, 2025, and ending June 30, 2026, and may be renewed by memorandum of agreement between the two parties.

By: 

Dr. Toni Ivey
Director of Office of Educator Support
College of Education and Human Sciences
Date: __03-31-2025_____

By: _____

President of the Stillwater School Board
Stillwater Public Schools
Date_____

*Addendum*

**ExCEL Field Experience, Elementary Education**

Oklahoma State University provides senior undergraduate elementary education teacher candidates the option of participating in 1) All-day Monday field placements (8 hrs per week) or 2) ExCEL field placements (200 hrs per week). This addendum is to address the ExCEL field placements.

**History of the Program:** ExCEL (Excellence in Collaborative, Experiential Learning) began in 2000, an initiative of a faculty team acting on a strong belief in the importance of experiential learning for pre-service teachers and the power of strong school university partnerships in realizing OSU's Land Grant mission.

**Design of the Program:** ExCEL is an alternatively structured placement option for Elementary Education majors in their senior year. ExCEL employs a mentoring triad, an SPS classroom mentor and an OSU faculty mentor for each student, and a gradual release model. ExCEL participants are in the mentor's classroom two and a half days a week—two full days (7:30 am – 3:30 pm), and a three-hour block on a third day. During the ExCEL semester, candidates take 15 hours of university coursework including science, social studies, intermediate math methods, classroom management, and teaching diverse language learners. Students and mentor teachers who have a successful ExCEL experience may continue to work together in the Elementary Education internship.

Core features of ExCEL include:

- Cohort placements at schools
- OSU faculty who serve as site coordinators/cohort leaders, observing candidates in place and meeting regularly with cohort groups for responsive teaching
- A co-teaching model paired with gradual release. ExCEL is not an observation but a fully engaged internship experience.
- A Teacher Development Project (TDP) that supports candidates in thoughtful reflection toward growing a philosophy of teaching and reflective practice.
- A capstone celebration for mentoring faculty, families, and friends.

**Role of the ExCEL Director:** The ExCEL Director facilitates with OES in recruitment, interviews, placements, and orientation as well as communication with school partners. The director also leads an orientation for students, mentor support and training (usually August), handbook updates and distribution, syllabus, schedule, work with principals and OES to address any changes in placements due to teacher reassignments or resignations. The director coordinates with the OES and Elementary Education area coordinator to provide additional support for candidates.

**Role/Duties of the ExCEL Site Coordinator/Cohort Leader:** Site coordinators observe and interact with candidates at the school and check in with mentors and administrators on a regular basis to provide any needed support or guidance to ensure candidates are contributing in a positive manner and growing steadily. Site coordinators are responsible for informing the ExCEL director of any concerns and seeking support early, including attendance, dispositions, skills, etc.

**Role/Duties of the ExCEL Mentor Teacher:** ExCEL mentor teachers serve as models for exceptional teaching and actively guide and support candidates. Mentors who encounter difficulties with a candidate should contact their 1) site faculty supervisor for ExCEL, 2) ExCEL coordinator, and then 3) the OES if problems persist.

**Role/Duties of OSU Elementary Education Program:** The area coordinator of the Elementary Education program schedules the courses all teacher candidates complete in the major as well as ensures curricular alignment within and among sections of courses to ensure competency mastery and accreditation and certification requirements.

**Role/Duties of OSU Office of Educator Support:** The OES conducts interviews with teacher candidates and consults with the ExCEL Director about specific placements, making every effort to make sure the number of candidates at each site is equitable taking into consideration the number of qualified mentors at requested grade levels.. The OES collects lists of willing mentors from site principals, submits placement requests to the administration office, communicates via email with the teacher candidates regarding their placement information and GCN training, and provides background checks to SPS. The OES provides mentor teachers with mentor training and co-teaching materials and coordinates with the ExCEL Director and Area Coordinator to support candidates who need Plans of Expectations or Plans of Improvement.

**Role of Stillwater Public Schools:** The placement process is a true partnership between OES and the school sites per our accreditation requirements. SPS principals provide a list of willing mentors with a minimum of three years' classroom experience who they believe will make excellent mentors. SPS provides opportunities for teacher candidates to lead learners through best-practices instruction in reading, writing, literacy, mathematics, science, and social studies. Additionally, SPS ensures OES policies concerning classroom substitutes are followed. Mentor Handbook | Oklahoma State University.

| Course | Experience | Program | Level | Semester | Time Required | OSBI RQ | May be placed in SPS? | OSHA RQ |
|---|---|---|---|---|---|---|---|---|
| AGED4200 | Internship | Agricultural | 7-12 | Fall/Spring | 12 weeks | Yes | Yes | Yes |
| AGED3101 | Field Exp | Agricultural | 7-12 | Fall/Spring | TBD | Yes | Yes | No |
| CIED2453 | Field Exp | Elementary | 1-5 | Fall | 24 hours | Yes | Yes | No |
| CIED3622 | Field Exp | Elementary | 6-8 | Fall/Spring | 24 hours | Yes | Yes | No |
| CIED4373 | Field Exp | Elementary | 1-5 | Fall/Spring | 96 hours | Yes | Yes | No |
| CIED4450 | Internship | Elementary | 1-8 | Fall/Spring | 16 weeks | Yes | Yes | Yes |
| CIED5450 | Internship | Elementary | 1-8 | Fall/Spring | 16 weeks | Yes | Yes | Yes |
| CIED5213 | Field Exp | Elementary | 1-5 | Fall/Spring | 24 hours | Yes | Yes | No |
| CIED5310 | Field Exp | Elementary | 1-8 | Fall/Spring | 80 hours | Yes | Yes | No |
| CIED5463 | Clinical | Reading Specialist | K-8 | Fall/Spring | 10 hours | Yes | No | No |
| CIED4724 | Field Exp | Secondary | K-12 | Fall/Spring | 42 hours | Yes | Yes | No |
| CIED3313 | Field Exp | Secondary | 8-12 | Fall/Spring | 60 hours | Yes | Yes | No |
| CIED4720 | Internship | Secondary | K-12 | Fall/Spring | 16 weeks | Yes | Yes | Yes |
| CPSY5593 | Practicum | Counseling | P-12 | Summer | 40 hours | Yes | Yes | Yes |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| CPSY5683 | Internship 1 | Counseling | P-12 | Fall/Spring | 120 hours | Yes | Yes | Yes |
| CPSY5693 | Internship 2 | Counseling | P-12 | Fall/Spring | 120 hours | Yes | Yes | Yes |
| HDFS3202 | Field Exp | Early Childhood | P-3 | Fall/Spring | 2 days/wk for Sem. | Yes | Yes | No |
| HDFS4313 | Field Exp | Early Childhood | P-3 | Fall/Spring | 2 days/wk for Sem. | Yes | Yes | No |
| HDFS4339 | Internship | Early Childhood | P-3 | Fall/spring | 14 weeks | Yes | Yes | Yes |
| SPSY5110 | Practicum | School Psychology | K-12 | Fall/Spring | 120 hours | Yes | Yes | No |
| HDFS4520 | Internship | Family & Consumer Sciences | Sr. | Fall/Spring | 12 weeks | Yes | Yes | Yes |
| MUSI 2722 | Field Exp | Music | K-12 | Fall/Spring | 20 hours | Yes | Yes | No |
| MUSI3732 | Field Exp | Music | K-12 | Fall/Spring | 20 hours | Yes | Yes | No |
| MUSI3832 | Field Exp | Music | K-12 | Fall/Spring | 20 hours | Yes | Yes | No |
| MUSI3852 | Field Exp | Music | K-12 | Fall/Spring | 20 hours | Yes | Yes | No |
| MUSI 4940 | Internship | Music | K-12 | Fall/Spring | 14 weeks | Yes | Yes | Yes |
| SMED1012 | Field Exp | OSUTeach | K-12 | Fall/Spring | 5 hours | Yes | Yes | No |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| SMED4023 | Field Exp | OSUTeach | 6-12 | Fall/Spring | 42 hours | Yes | Yes | No |
| SMED4013 | Field Exp | OSUTeach | 6-12 | Fall/Spring | 26 hours | Yes | Yes | No |
| SMED4720 | Internship | OSUTeach | 6-12 | Fall/Spring | 16 weeks | Yes | Yes | Yes |

## Memorandum of Understanding

## Oklahoma State University and Stillwater Public Schools

## Academic Year 2025-2026

**Purpose:** This Memorandum of Understanding is an agreement between Oklahoma State University and Stillwater Public Schools for the purpose of increasing access for concurrent students by offering collegiate courses in the high school setting. This MOU does not replace or restrict previously existing methods of course delivery for concurrent students, such as taking courses on the OSU campus or online. The agreement is valid for Academic Year 2025 - 2026.

**Course Offering:** HIST 1493 American History Since 1865, PSYC 1113 Introductory Psychology, ENGL 2513 Intro to Creative Writing, and SPCH 2713 Introduction to Speech Communication.

**Instructors:** Instructors will be OSU employees, chosen by the offering department, and supervised by the offering department. Instructors chosen will meet or exceed HLC guidelines. Selection will be pending the instructor's ability to furnish appropriate documentation in accordance with federal and state labor laws contingent upon the results of background screening as required by OSU, while also meeting the background and hiring standards of the partnering school district.

**Date and Time:** The dates and times of the course will vary depending on mutual agreements between the offering department and school district. All courses offered will meet the requirement of three (3) classroom hours of instruction per week. The start date for the course will be determined by both parties, aligning as closely to the OSU semester as is possible. A slightly delayed start date is allowed if the semester total for instructional hours is met. However, a course may not extend beyond the last week of classes according to the OSU academic calendar.

**Site Requirements:** The course will be offered to a minimum of fifteen students. If the course does not meet the 15-student threshold, the course may not be offered that semester. Course sections may be added to accommodate high student interest, pending departmental approval. OSU will initiate contact with and manage the addition of any outside school district that joins the course using approved technology at the partnering school, pending mutual agreement between the partnering school and OSU.

**Student Requirements:** Students must meet the requirements for admission and be formally admitted taking part in the course. Concurrent students are considered students at Oklahoma State University and must abide by the Student Code of Conduct as specified in the student handbook at studentconduct.okstate.edu and the Academic Integrity policy at academicintegrity.okstate.edu. Additionally, students must meet all additional requirements specified in the course syllabus, determined, and provided by the department.

**Cost:** Oklahoma resident Junior and Senior students are eligible for a tuition waiver, and there are no college or university fees for these courses. Juniors are eligible for up to nine hours and seniors up to eighteen hours. Students who are Oklahoma residents will be able to take the courses for only the price of the book or eBook program used by the course. Nonresident students will be charged the non-resident tuition rate. The undergraduate nonresident tuition rate is $697.90 per credit hour.

President, Stillwater Public Schools Board of Education — Date

Provost, Oklahoma State University — 5/19/25 — Date

Coordinator, OSU Concurrent Programming — 5/14/25 — Date

SCHOOL OF
Allied Health
CENTER FOR HEALTH SCIENCES

**Athletic Training**
1111 West 17th Street
Tulsa, Oklahoma 74107
918-561-1457
https://health.okstate.edu/athletic-training

# UNIFORM CLINICAL AFFILIATION AGREEMENT

WHEREAS, **Oklahoma State University Center for Health Sciences - Department of Athletic Training**, hereinafter referred to as "College," and **INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA d/b/a STILLWATER PUBLIC SCHOOLS** hereinafter referred to as "Clinical Facility", hereby form an affiliation for the Development of teaching programs in health care.

**WITNESSETH:**

WHEREAS, the parties named above are desirous of entering into this Agreement in order to set out their respective rights and duties hereunder; and,

WHEREAS, the goal of this Affiliation Agreement is to provide a learning experience for Athletic Training students in said Clinical Facility which the parties feel is essential to the education of the students; and,

WHEREAS, College, by association with Clinical Facility, will gain additional clinical facilities for teaching purposes and such affiliation will provide didactic resources to its Athletic Training students; and,

WHEREAS, it is the desire of said Clinical Facility and College to have teaching programs that are mutually coordinated and mutually beneficial; and,

WHEREAS, Clinical Facility and College wish to operate in a close affiliation and maintain high standards in health care and education as outlined by the various accrediting bodies of all parties; and,

WHEREAS, it is the desire of all parties to use Clinical Facility; and,

WHEREAS, Clinical Facility and College desire continuity of programs;

NOW, THEREFORE, the parties agree as follows:

1) College agrees to certify Athletic Training students of said College for clinical training at such reasonable times and in reasonable numbers as shall be mutually approved, providing professional and academic information (which shall be confidential in nature) about the assigned Athletic Training students as may be reasonably required by the Clinical Facility

2) All Athletic Training students who receive a portion of their education at the Clinical Facility will be directly supervised by the designated Clinical Faculty, or his/her designee, who shall be affiliated with the College and approved by the Clinical Facility Administrator.

3) Athletic Training students are not to be deemed employees of the Clinical Facility, nor should the facility pay them any compensation. Further, it is understood that the Athletic Training student will not be entitled to any employee benefits. The complete responsibility and control over the academic-related actions or non-actions of the Athletic Training students, performing hereunder, shall be with the College, the College's Clinical Faculty, and the attending supervisor(s).

4) Clinical Faculty or Clinical Facility may request College to withdraw any Athletic Training student whose conduct or practice is not in accordance with the requisite standard of care and College agrees to review and honor all such legitimate requests. The College, furthermore, may withdraw any Athletic Training student whose progress, conduct, or performance in practice does not meet its standards for continuation of the program.

5) College faculty members without staff appointment may observe and evaluate said Athletic Training students, but shall not supervise them.

6) College may assist Clinical Facility in rendering a service to the community; or in enlarging its scientific activities, if desired and approved by the Clinical Facility Administrator.

7) College retains exclusive power of appointment of its faculty.

8) Nothing in this Agreement shall be construed to limit the authority of the College over the education of its Athletic Training students, establishment of its curricula, or other operations and functions of the College, which remain the sole responsibility of the College.

9) All patients participating in the teaching program will be determined by the medical staff of said Clinical Facility. It is the responsibility of the Clinical Faculty, designated by the

College and/or the attending supervisor(s), to ensure that informed patient consent has been given by each individual patient participating in the teaching program.

10) Athletic Training students serving clerkships in the Clinical Facility shall be responsibly involved in patient management and allowed to participate in patient care from admission to discharge and aftercare, subject to limitations provided by law and restrictions imposed by the attending physician(s). The Clinical Facility shall provide adequate facilities for Athletic Training students to make this program effective.

11) Athletic Training students from the College assigned to Clinical Facility shall be covered by professional liability insurance in accordance with the college or University's prevailing policies. College shall provide evidence of this coverage at the request of Clinical Facility

12) The Clinical Facility will maintain continual evaluation of the quality of patient care to ensure that it meets professional standards.

13) The Clinical Facility and said College recognize the legal requirements involved in the area of civil rights and will not discriminate because of race, creed, color, sex, age, or national origin.

14) Other terms and conditions:

- Athletic Training students will be required to complete all state-required OSHA trainings.
- Athletic Training students will be required to have a cleared background checks on file with the Clinical Facility.

15) This Agreement shall be in effect the day and year hereinafter written and shall continue in full force until June 30, 2025 and thereafter from year to year. Either party may terminate this Agreement, without further cost or liability of any kind or nature, by submitting written notice to the other, 90 days prior to the date that termination is required.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers, effective the 30th day of June , 2026.

**INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA d/b/a STILLWATER PUBLIC SCHOOLS**

By: _____

Title: School Board President of Stillwater Public Schools

Date: _____

**OKLAHOMA STATE UNIVERSITY CENTER FOR HEALTH SCIENCES COLLEGE OF OSTEOPATHIC MEDICINE**

By: _____

Title: Jeffrey S. Stroup, Pharm.D., BCPS, FCCP
Provost of OSU CHS

Date: _____

# Educational Affiliation Agreement

## Between

## Independent School District No. 16 of Payne County, Oklahoma D/B/A Stillwater Public Schools

## And

## Oklahoma State University School of Psychology

THIS AGREEMENT is entered into this 1st day of July 2025, by and between STILLWATER PUBLIC SCHOOLS, INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA, hereinafter referred to as the Facility, and OKLAHOMA STATE UNIVERSITY, on behalf of its SCHOOL OF PSYCHOLOGY, hereinafter referred to as the College.

WHEREAS, the College desires to secure fieldwork/observational experience for its students and the Facility is capable of providing this experience to support this internship/student teaching/ student observation program and maintains facilities suitable to provide desired experience for students of the College.

THEREFORE, The PARTIES AGREE TO THE FOLLOWING:

A. RESPONSIBILITIES OF THE COLLEGE:

1. The College will instruct its students to abide by all policies, procedures and rules of the Facility. In matters relating to pupil activities, students will take direction from authorized Facility personnel.

2. The College agrees to provide a verifiable Oklahoma State Bureau of Investigation (OSBI) background check that has been completed within one academic year, or have the Facility complete a background check at the cost of $22.00 for students. The completion of the OSBI name check will not necessarily require Facility to accept the candidate in a field experience/internship.

3. All student participants must be mutually acceptable to both parties and either party may withdraw a student from the program if they believe it is not in the best interest of the student or the program to continue.

4. The College, as an agency of the State of Oklahoma, is self-insured. Liability coverage is provided under the Oklahoma Governmental Tort Claims Act, Title 51 Oklahoma Statutes, Section 151 et seq. The College shall be liable only to the limits contained therein. The College will not be responsible for maintaining coverage for any liability arising from the acts and/or omissions of the employees, representatives or agents of the Facility.

4. The College understands and agrees that its personnel, faculty and students are not eligible for coverage under any of Facility's benefit plans or programs of whatever kind or nature, including without limitation, Facility's workers' compensation insurance and unemployment compensation insurance. The College shall provide workers' compensation and unemployment compensation coverage as required by applicable law.
5. Both parties understand and acknowledge that the College's students shall not be considered employees of either College or Facility.

B. RESPONSIBILITIES OF THE FACILITY:

1. The Facility will provide qualified personnel for the guidance of students who are placed with the Facility for programs and provide direct guidance, supervision and involvement for those students. If necessary and able, the Facility will have field experiences through virtual tools and/or videos.

2. The Facility will provide Occupational Safety and Health Administration (OSHA) training. This training must be completed prior to the on site experience.

3. The Facility will provide appropriate and adequate facilities for learning purposes including sufficient space for teaching purposes and conferences with students.

4. The Facility will provide instructional materials, library facilities, and other training aids as needed to the faculty/liaison and student of the College for training purposes. The Facility will inform the College of any change in policy, rules or regulations which will affect the students or faculty of the College.

5. The Facility will maintain adequate insurance to provide coverage for the liabilities arising from the acts and/or omissions of employees, representatives or agents of the Facility who are participating in the internship program with the College.

C. DURATION

1. The effective date of this agreement is July 1st, 2025 until June 30th, 2026. It shall continue in force until canceled by written notice by either party to the other, no less than one semester in advance of the desired date of termination.

D. NON-DISCRIMINATION

1. During the period of this agreement, the College agrees to comply with TITLE VII of the Civil Rights Act of 1964, TITLE IX of the Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973 and both parties agree not to discriminate against any person on the basis of race, color, sex, religion, national origin, age or disability. Executive Order 11246 and Executive Order 75-5 are both incorporated herein by reference and applicable to this agreement.

E. ANNUAL REVIEW

1. This agreement will be reviewed annually. It may be altered or modified in writing by mutual written consent of the Facility and the College.

**COLLEGE**
Oklahoma State University, School of Psychology



Signature

Dr. Gary Duhon
Program Coordinator, School of Psychology

Contact Address / Phone / Email:
Program Coordinator
School of Psychology
423 Willard Hall
Stillwater, OK 74078
405-744-9436
gary.duhon@okstate.edu

**FACILITY**
Stillwater Public Schools Independent School District No. 16 of Payne County, Oklahoma

_____

Signature

Roberta Douglas
President
Stillwater Public Schools Board of Education

Contact Address / Phone / Email:
Director of Federal and OSU Programs
314 S. Lewis
Stillwater, OK 74074
405-707-5026
emcbee@stillwaterschools.com
All placements request must be submitted to the above contact.

MEMORANDUM OF UNDERSTANDING: Our Daily Bread Food & Resource Center
Effective School Year 2025-2026

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into on Jun 10, 2025 by and between Independent School District No. 16 of Payne County, Oklahoma, commonly known as Stillwater Public Schools (hereafter "SPS") and Our Daily Bread Food & Resource Center (hereafter "ODB")

I. **Purpose:** The purpose of this Memorandum of Understanding ("Agreement") is to set forth the mutual understanding between Stillwater Public Schools (the "District") and Our Daily Bread Food and Resource Center ("Our Daily Bread") regarding the maintenance and operation of the Lincoln Academy Marketplace, an on-campus food pantry located at Lincoln Alternative Academy, 215 E. 12th Ave., Stillwater, Oklahoma (collectively referred to as the "Parties").

II. **Terms of Agreement**

A. Location & Facilities: The Lincoln Academy Marketplace shall be located in a mutually agreed-upon space within Lincoln Alternative Academy. Our Daily Bread shall not be charged rent or utilities for use of this space. Should relocation be necessary, a new space will be selected by mutual agreement of the Parties.

B. Supply & Stocking: ODB shall provide all necessary food and supplies to be distributed to guests and shall maintain primary responsibility for ensuring the Marketplace is adequately stocked on a weekly basis. The type and quantity of food and supplies will be mutually agreed upon by designated representatives of both Parties.

C. Supplemental Contributions: The District may provide supplemental food or supplies through donations, food drives, or purchases. These contributions shall be added at the discretion of Our Daily Bread's designee.

D. Access and Use: The Lincoln Academy Marketplace shall serve all enrolled students of Lincoln Academy exclusively.

E. Hours of Operation: Operating hours shall be jointly established by the District and the Executive Director of Our Daily Bread (or their designees).

F. Data Collection and Reporting: Our Daily Bread shall manage and oversee guest data collection in a manner mutually agreed upon by both Parties. Usage reports will be provided up to monthly upon the District's request.

G. Volunteers: Our Daily Bread shall determine volunteer needs and oversee all training. The District may assist with recruiting volunteers as needed.

H. Marketing and Branding: All marketing materials for the Lincoln Academy Marketplace shall include the official wordmarks of both the District and Our Daily Bread.

I. Signage and Décor: All signage and décor within the Marketplace shall be approved jointly by the Executive Director of Our Daily Bread (or designee) and the District.

J. Facility Access: Our Daily Bread shall have reasonable access to the Lincoln Academy facility for the purposes of restocking, at times agreed upon by both Parties.

K. Non-Discrimination: The Parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and related regulations. The Parties will not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, veteran status, or any other protected category, except where religious exemptions under federal law apply.

L. Student Safety: ODB affirms that no employee, volunteer, or representative with a felony conviction in the past ten (10) years, or any conviction or plea of guilty/no contest related to illegal substances or sexual offenses, will be permitted on District property or in contact with students. Our Daily Bread certifies compliance with the Oklahoma Sex Offenders Registration Act and the Mary Rippy Violent Offender Registration Act.

M. Confidentiality and Student Records: Our Daily Bread agrees to comply with all federal and state laws regarding the confidentiality and disclosure of personally identifiable student information, including the Family Educational Rights and Privacy Act (FERPA) and applicable state laws.

N. Independent Status: Nothing in this Agreement shall be construed as creating a partnership, joint venture, or agency relationship between the Parties.

O. Third-Party Rights: This Agreement does not create any rights in or for any third party.

P. Assignment: Neither this Agreement nor any rights or obligations under it may be transferred or assigned without the prior written consent of the other Party.

Q. Notices: All notices shall be made in writing and sent by certified U.S. mail (return receipt requested), personal delivery, confirmed email, or recognized courier.

**III. Indemnification:** ODB agrees to and shall defend, indemnify, and hold harmless the SPS, its officers, administrators, board members, employees, agents, assigns, insurers, and attorneys from and against any and all liabilities, losses, expenses, or claims, including reasonable attorneys' fees, arising out of or resulting from any negligent or intentional acts or omissions of ODB, its officers, employees, agents, or contractors.

**IV. Term and Termination:** This MOU shall be effective for a period of one (1) year from the date of execution and may be extended upon mutual written agreement of the District and the Provider. The MOU shall be reviewed annually to assess its effectiveness and to make any necessary updates. Either party may terminate this agreement with thirty (30) days' written notice to the other party.

**V. Signatures:** By signing below, the parties acknowledge that they have read and understood this MOU and agree to its terms.

Rachael Condley

Rachael Condley (May 28, 2025 16:00 CDT)

Our Daily Bread Food & Resource Center (Signature Name)

INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA President, Board of Education

Name of District signing official (credentials/Title)

# Our Daily Bread Signed Contract FY26

Final Audit Report 2025-05-28

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| Created: | 2025-05-28 |
| By: | Melissa Tuck (assistantdirector@ourdailybreadstillwater.org) |
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## "Our Daily Bread Signed Contract FY26" History

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MEMORANDUM OF UNDERSTANDING: Mental Health Agency
School Year 2025-2026

THIS MEMORANDUM OF UNDERSTANDING (Agreement) is entered into on the Jun 10, 2025 by and between Independent School District No. 16 of Payne County, Oklahoma, hereinafter referred to as 'School District," and Payne County Youth Services , hereinafter referred to as "Provider."

PREAMBLE

WHEREAS, Provider is engaged in the business of providing individual, family, and/or group mental health counseling for student populations; and

WHEREAS, Provider operates a residential facility for individuals within the Oklahoma Department of Human Services (DHS) custody who are defined as neglected or abandoned; and

WHEREAS, Provider wishes to have access to the District's facilities in order to provide mental health and/or counseling services for students in the District, who would otherwise seek such services, subject to the terms and conditions contained herein; and

WHEREAS, the District recognizes that offering mental health and/or counseling services on-site provides significant benefits to the students without substantial disruption to the educational process.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. MAINTENANCE OF LICENSURE Provider shall maintain licensure as a licensed mental health professional (LMHP) or under supervision for licensure in the State of Oklahoma. If at any point Provider has allowed their license to lapse, expire, or otherwise become invalid, or if any other actions or omissions of Provider render them unfit or unable to perform the Services, this Agreement shall immediately terminate.
    a. With prior approval from a school site, additional designated staff may provide services to support students with school-related goals, not to replace LMHP services, during pre-approved times.
2. BACKGROUND CHECKS Provider will maintain updated contact information of staff who provide services in school sites. Background checks, including a nationwide criminal check, and staff name/contact information must be provided prior to visiting a school site for the first time. Further, Provider agrees that it will not hire any individual to perform Services on District property pursuant to this Agreement, whether as an officer, agent, employee, or contractor, who has been convicted of a felony within the past 10 years or at any time has been convicted of, or pled guilty or no contest to, a charge involving illegal substances or a sexual offense. Provider hereby certifies that none of its

employees working on District property are currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Offender Registration Act.

3. RECORDS Provider will maintain all records, logs and documentation, including progress notes, prepared by the Provider concerning students in compliance with the Family Educational Rights and Privacy Act and any other applicable state and federal laws regarding confidentiality of this information. Further, Provider shall not have access to any pupil records maintained by the District without express written consent in accordance with Board policies and Administrative Regulations. All requests for pupil records must be submitted to the Assistant Superintendent of Educational Services in writing. Provider shall ensure that agency staff complete the School District's Mental Health Provider Log following every session with a student held on school premises; completion of this log is mandatory and must occur daily without exception.
4. RELATIONSHIP
    a. Independent Provider. Provider shall perform under this Agreement as an independent Provider, and not as an agent, employee, representative or partner of the District. Neither party shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as otherwise provided herein.
    b. Provider acknowledges that because Provider is not an employee of the District, the District will not pay for any employment-related expenses for Provider or provide Provider with any benefits of employment, such as health or disability insurance, retirement or welfare benefits, and the like.
    c. Non-assignment of Rights or Obligations. Provider shall not assign his/her rights or obligations under this Agreement or any other Agreement entered into between Provider or the District.
    d. Compliance with Board Policies and Administrative Regulations. Provider shall comply with all applicable Board policies and Administrative Regulations, including, but not limited to those, governing his/her presence on school grounds and interactions with staff, students, and community members.
    e. Provider agency staff agree to review, acknowledge, and adhere to all policies, procedures, and expectations outlined in the School District's Mental Health Agency Handbook. Provider further agrees to ensure that all staff assigned to provide services within the School District are provided with a copy of the handbook, and that they review its contents prior to initiating services. Each staff member shall sign and submit the Mental Health Handbook Acknowledgement Form as a condition of providing services on school premises. The School District shall provide the handbook and acknowledgement form annually, and will notify the Provider of any substantive updates or revisions.
    f. Currently enrolled SPS students are the only clients to be seen by the provider at any time on school property.
    g. Non-Exclusive Relationship. The District may enter into an Agreement with another individual/entity to provide similar (or the same) services to the students in the District, as those provided by Provider. The District has no obligation to

notify Provider, in writing or otherwise, upon entering into such an Agreement with another individual/entity.

h. Schedule and Site Expectations.
    i. The District shall establish the schedule when Provider is permitted to offer the Services at the facility(ies) within the District, in order to avoid interfering with the operations of the District.
    ii. Provider will not be issued any type of key or badge by the District to allow access to a locked area of the school facility, but will be given access to the area of the facility where services are to take place by District personnel.
    iii. Prior to visiting a school for the first time, Provider will contact the SPS counselor for an introduction. Additional agency staff are expected to make contact with the school counselor prior to seeing any student at a school site for the first time.
    iv. On-Site Support at Stillwater Junior High School (Fridays): PCYS agrees to provide all-day, on-site support every Friday at Stillwater Junior High School through a licensed counselor or a counselor operating under appropriate clinical supervision. This embedded provider will be available to meet with students, consult with school staff, and support ongoing mental health coordination efforts.
    v. Provider may see a student only at the time specified by the principal and/or school counselor. Schedules for the students receiving services will be set accordingly to have the least impact on the student's instructional day. Provider shall provide the District with their schedule within those approved times. In the event that a provider is unable to attend a scheduled session, the provider shall provide a minimum of twenty-four (24) hours' advance notice to the School District, unless prevented by unforeseen or emergent circumstances. Parties shall review appointment adherence and service consistency as a standing item during regularly scheduled coordination meetings. Patterns of missed appointments or service disruption shall be addressed collaboratively to ensure the continued quality and effectiveness of the mental health services provided.
    vi. Provider shall take appropriate measures to minimize disruptions in service delivery, including but not limited to:
        1. Timely rescheduling of missed sessions;
        2. Provision of alternative coverage by another qualified provider, where feasible;
        3. Implementation of internal systems to track provider attendance and appointment fulfillment.
    vii. Before providing services to a particular student on school property, Provider must provide proof that they have sought and obtained written permission from the student's parent/guardian (ROI). Students may not

be seen at school without a current ROI on file. Provider is required to upload the ROI within 24 hours of seeing the student for the first time.

viii. Provider shall insure that the District has a current list of all students being served by the Provider. When a new student is going to be seen at school, the agency therapist will communicate with the SPS counselor to arrange details including but not limited to frequency of visits and level of need.

ix. Agency staff will sign in and out upon each visit to a school site and are required to wear a badge at all times.

x. In-Person Crisis Evaluations (District-Wide): PCYS will make reasonable efforts to provide in-person mental health crisis evaluations during the school day, Monday through Friday, in response to emergent student needs across the School District. For students not currently affiliated with a mental health agency, PCYS is designated as the primary point of contact for initial crisis response, as capacity permits.

xi. When requested, Provider will attend monthly Multidisciplinary Team (MDT) meetings to discuss student progress, address concerns, and consider additional services as needed.

xii. Provider must have parent permission to provide services during the school day. If the student has counseling as a related service on his/her IEP or the school cannot provide a confidential location for counseling, the Provider may take students off of school property to provide services pursuant to this Agreement. In such a case, Provider must obtain the written permission of the parent(s)/guardian(s) to take the student off of District property to provide counseling services and all counseling services for the student must be held off of District property.

xiii. All Providers must have in their possession, at all times, a current photo ID which identifies them as a staff member of Provider.

xiv. If, at any time, a Provider demonstrates actions which are inappropriate and create a disruption within the school, the principal may request them to leave and discontinue allowing them to see the student during the school day.

xv. The District may provide periodic written notice to students and families about the Services offered by Provider and the method to be used to access the Services. If provider intends to share information with the public regarding the Services offered at the District's facility(ies), Provider must submit such information to the District and obtain written approval from the District before publishing/issuing it. Such information must include explicit language stating that the Services are NOT SCHOOL SPONSORED SERVICES.

5. ASSUMPTION OF RISK Provider assumes all risk of property loss or damage and of personal injury or death, other than that caused solely by the gross negligence of the District, or its employees, which may be sustained by Provider or as a result of or arising in connection with performing Services.

administer these funds for the Provider following all state and federal policies and procedures. The federal funds must be used to provide residents at the residential facility with comparable services to those provided to Title I schools within the School District's legal bounds. All allowable expenditures will only be used for the educational betterment of residents of the residential facility.

14. CHOICE OF LAW AND VENUE This Agreement is to be governed by and construed in accordance with the laws, excluding the conflicts laws, of the State of Oklahoma. Any action to enforce this Agreement shall be brought in the State District Court for Payne County, Oklahoma or the United States District Court for the Western District of Oklahoma. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties to this Agreement and their respective successors and permitted assigns. This Agreement may not be assigned by either party without the prior written consent of the other party. In the event of any suits or action or other proceedings to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney fees and other costs and expenses incurred therein. The confidentiality provisions of this Agreement shall survive the termination of this Agreement.
15. THIRD PARTY BENEFICIARIES This Agreement is not a third-party beneficiary contract. No person or entity other than the Parties signing this Agreement shall have any rights under this Agreement.
16. TERMINATION This Agreement is effective as of July 1, 2025, and shall continue in effect through June 30, 2026, unless terminated earlier as provided herein. Either party may terminate this Agreement upon fourteen (14) days' written notice with or without cause, with or without a hearing.
17. COMPENSATION. District agrees to pay Provider the sum of $50.00 per hour for individual crisis counseling. Provider agrees to invoice the District monthly for all Services provided. Provider agrees and acknowledges that all required documentation must be submitted to District no later than the 10th day of the month following the month in which the Services were provided and that District has no obligation to forward payment to Provider until District Has been provided with the required documentation

Janet Fuoty, NCC, MS, LPC, Executive Director

Provider (Signature Name and Credentials)

INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA President, Board of Education

Name of District signing official (credentials/Title)

6. INSURANCE Provider agrees that prior to entering into this Agreement, Provider has obtained a Commercial General Liability ("CGL") insurance policy, Professional Liability insurance policy (PL) insuring Provider in an amount not less than $125,000.00 for personal injury to or death of any individual, and $l,000,000.00 in the aggregate for personal injury or death. Provider shall maintain any necessary liability insurance. Provider must add the District as an additional insured party on each policy and maintain the required insurance policies at all times while this Agreement is in effect. Provider agrees that it will furnish the District with verification of the insurance policies required by this Agreement. If any of the required insurance policies are canceled during this school year, Provider must immediately notify the District and cease providing Services.
7. INDEMNIFICATION Provider agrees to and shall defend, indemnify and hold the District, its officers, administrators, board members, employees, agents, assigns, insurers and attorneys harmless from and against any and all liability, loss or expense, including reasonable attorneys' fees, or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of Provider, its officers, agents, employees, or contractors.
8. TRANSLATION COSTS Provider shall be responsible for costs associated with provision of any required translation services for Limited English Profcicient parents or legal guardians of students receiving Services pursuant to this Agreement.
9. WAIVERS No waiver of any right or remedy with respect to any occurrence or event shall be deemed a waiver of such right or remedy with respect to such occurrence or event in the future. No waiver of any of Provider's obligations under this Agreement shall be effective unless in writing and signed by the District. No failure on the part of either party to exercise, and no delay in the exercising of, any right or remedy shall operate as a waiver thereof; nor shall any single or partial exercise of any right or remedy hereunder preclude any other or future exercise thereof or the exercise of any other right or remedy granted hereby, by any related document or by law.
10. AMENDMENTS This Agreement may not be and shall not be deemed or construed to have been altered, modified, clarified, amended, rescinded, canceled or waived in whole or in part, except by written instrument signed by the parties hereto.
11. SEVERABILITY It is agreed that if any provision, or part of a provision, of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, then the parties shall use their best efforts to replace the invalid or unenforceable provision with a provision that, to the extent permitted by applicable law, achieves the purposes intended under the original provision. The balance of this Agreement shall remain valid, unchanged and in full force and effect.
12. MISCELLANEOUS This Agreement embodies the entire agreement and understanding between District and Provider relating to the subject matter of this Agreement, and supersedes all previous communications, representations, understandings, and agreements, whether oral or written.
13. RESIDENTIAL FACILITY Whereas the Provider may qualify to receive federal funding through Title I, Part A - Neglected as part of the Elementary and Secondary Education Act (ESEA) for neglected and abandoned children residing within their residential facility for at least 1 overnight stay during the month of October. The School District will

# CONSULTANT SERVICES FOR HEARING IMPAIRED STUDENTS AGREEMENT

School Year 2025-2026

This Consultant Services for Hearing Impaired Students Agreement (the "Agreement") dated as of the 1st day of July, 2025, is between Independent School District No. 16 of Payne County, Oklahoma ("Stillwater Schools") with a notice address of 314 S. Lewis, Stillwater, Oklahoma 74074, and Shannan Frohock ("Consultant"), with a notice address of 24 Yellow Brick Drive, Stillwater, Oklahoma 74074.

In consideration of the mutual terms, covenants and conditions specified in this Agreement, Stillwater Schools and CONSULTANT agree as follows:

1. **Consulting Services**. CONSULTANT agrees to provide to Stillwater Schools such consulting services as requested during the term of this Agreement pertaining to special education services for Stillwater Schools' students categorized as Hearing Impaired.

2. **CONSULTANT's Duties**. CONSULTANT shall provide such consulting services and other services as indicated by the Stillwater Schools' student's Individualized Education Program or 504 Accommodation Plan (the "Services"). The Services provided by the CONSULTANT shall include, without limitation, review and study of the student's educational/confidential records, monitoring equipment, conducting student evaluations, preparing required Individualized Education Program documentation, completing forms and reports in conjunction with the development of Individualized Education Programs, participation in student-focused meetings and program-focused meetings including Individualized Education Program meetings and other staffings. The specific starting date for CONSULTANT's delivery of Services will be mutually determined by CONSULTANT and Stillwater Schools.

3. **Certification and Licensure**. CONSULTANT represents and warrants that CONSULTANT is a certified deaf educator licensed by the State of Oklahoma and certified by the Oklahoma Department of Education. CONSULTANT shall notify Stillwater Schools immediately if, for any reason, CONSULTANT's Oklahoma teacher's license is suspended or if CONSULTANT's certification is not renewed upon expiration.

4. **Confidentiality**. CONSULTANT agrees to adhere to all state and federal laws regarding the confidentiality and privacy of the education records and patient healthcare records of students and students with disabilities.

5. **Insurance**. CONSULTANT represents and warrants that CONSULTANT is insured under a professional liability policy in a minimum amount of $1,000,000.00 per incident/occurrence and $3,000,000.00 aggregate, and that such insurance covers CONSULTANT when CONSULTANT is providing services as consultant in the area of services to hearing impaired students on the premises of Stillwater Schools.

CONSULTANT agrees to maintain this insurance policy at all times while this Agreement is in effect and agrees to notify Stillwater Schools immediately should the forgoing policy be changed. CONSULTANT will provide Stillwater Schools with a copy of the foregoing insurance policy.

6. **Indemnification**. In addition to the requirement of paragraph 5 and not in lieu thereof, CONSULTANT agrees to indemnify and hold Stillwater Schools and its agents, employees and officers harmless (including defense costs) against any claim, demand or action against Stillwater Schools arising from services provided by CONSULTANT.

7. **Worker's Compensation**. CONSULTANT certifies that, by law, CONSULTANT is not required to carry Workers Compensation Insurance and shall in no event be entitled to such coverage from Stillwater Schools.

8. **OSHA and Background Checks**. CONSULTANT represents and warrants that CONSULTANT has received training in the prevention of exposure to bloodborne pathogens and other potentially infectious materials in accordance with the OSHA Standard on Bloodborne Pathogens ("OSHA training") and agrees to provide Stillwater Schools with written verification of same. If CONSULTANT has not received OSHA training, CONSULTANT agrees to attend a one-hour OSHA training course provided by Stillwater Schools at no cost to CONSULTANT no later than October 1, 2025. CONSULTANT further represents and warrants that Consultant has not been convicted of a felony, a sex offense subject to the Sex Offenders Registration Act in Oklahoma or the sex offender registration provisions of another state or federal law. CONSULTANT agrees to provide Stillwater Schools with written consent for Stillwater Schools to conduct such background checks and criminal history investigations as Stillwater Schools may request from time to time during the term of this Agreement.

9. **Compensation**. Stillwater Schools agrees to pay CONSULTANT the sum of $70.00 per hour for the Services which is inclusive of travel and other work-related expenses. CONSULTANT will work 10-20 hours per week. Additional hours may be negotiated according to the needs of Stillwater Schools. CONSULTANT agrees to invoice Stillwater Schools monthly for all Services provided. CONSULTANT agrees and acknowledges that all required documentation must be submitted to Stillwater Schools **no later than the 3rd day of the month following the month in which the Services were provided** and that Stillwater Schools has no obligation to forward payment to CONSULTANT until Stillwater Schools has been provided the required documentation. CONSULTANT acknowledges that all revenue provided to CONSULTANT pursuant to this Agreement constitutes "net earnings from self-employment" as the term is defined in Section 1402(a) of the Internal Revenue Code of 1986, as amended, and that Stillwater Schools shall have no obligation to CONSULTANT as an employer for withholding and remitting taxes, insurance, FICA, etc.

10. **Term and Termination**. This Agreement is effective as of July 1, 2025, and shall continue in effect through June 30, 2026, unless terminated earlier as provided herein. Either party may terminate this Agreement upon fourteen (14) days' written notice.

11. **Independent Contractor Status**. Each party is acting as an independent contractor and no employee or subcontractor of either party shall be deemed to be an employee of the other. Neither party undertakes by this Agreement or otherwise, to perform any obligation of the other party, whether regulatory or contractual, or to assume any responsibility for the other party's actions, business or operations. Neither party shall have the authority to bind, commit or incur any liability on behalf of the other party or to otherwise act in any way as an agent or representative of the other party.

12. **Force Majeure**. Neither party shall be responsible for any failure or delay in the performance of any obligations due to any cause beyond its reasonable control, including, but not limited to, any such delay or failure arising from third party labor disputes, third party strikes, other third party labor or industrial disturbances, acts of God, pandemic, floods, lightning, earthquakes, shortages of materials, rationing, utility or communication failures, fire, casualty, war, acts of public enemy, riots, insurrections, embargoes, blockages, actions, restrictions, and new or changed regulations or orders of any governmental authority; provided that the party claiming force majeure event has given the other party reasonably prompt notice of the event.

13. **Notices**. All notices given hereunder shall be in writing and shall be given or sent by (i) certified, first class, U.S. mail to the parties at the addresses herein or at such other addresses of which either party may give notice; (ii) confirmed facsimile; or (iii) nationally recognized courier service to the parties at the addresses herein or at such other addresses of which either party may give notice.

14. **Miscellaneous**. This agreement embodies the entire agreement and understanding between Stillwater Schools and CONSULTANT relating to the subject matter of this Agreement, and supersedes all previous communications, representations, understandings, and agreements, whether oral or written. This Agreement is to be governed by and construed in accordance with the laws, excluding the conflicts laws, of the State of Oklahoma. This Agreement may be amended only in a writing signed by both parties. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then that provision will be severed from this Agreement and any remaining provisions will continue in full force and effect. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties to this Agreement and their respective successors and permitted assigns. This Agreement may not be assigned by either party without the prior written consent of the other party. No waiver by either party hereto of any breach of any provision herein shall constitute waiver of any other provision nor shall such waiver constitute consent that the breach may continue or that any other breach will be waived. In the event of any suits or actions or other proceedings to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney fees and other costs and expenses incurred therein. The

confidentiality provisions of this Agreement shall survive the termination of this Agreement.

INDEPENDENT SCHOOL DISTRICT NO. 16
OF PAYNE COUNTY, OKLAHOMA

By: _____
President, Board of Education

Date: _____

Shannan Frohock
SHANNAN FROHOCK

Date: 5.7.2025

**Stillwater Public Schools Supplemental Staffing Agreement**
**School Year 2025-2006**

This Supplemental Staffing Agreement ("Agreement") is entered on the 1st day of July 2025 (the Effective Date") by and between independent **School District No. 16 of Payne County, Oklahoma** ("Stillwater Schools") with a notice address of 314 S. Lewis, Stillwater, Oklahoma 74074, and Specialty Care Pediatrics (the "Agency"), collectively referred to as the Parties. The purpose of this Agreement is to ensure the provision of nursing services to those students mutually agreed upon by the Parties each day school is in session.

**Term and Termination of Agreement**

This Agreement shall commence on the Effective Date and shall automatically terminate on June 30, 2026. Either Party may cancel this Agreement by giving the other Party 14 days written notice. Amendments to this Agreement require the written consent of both Parties.

**Description of Services**

The Agency shall, upon request of the Facility, supply qualified health care personnel licensed by the State of Oklahoma to the Facility for supplemental staffing. The Agency shall be responsible for the screening of all nursing personnel supplied pursuant to this Agreement and to confirm the qualifications and competence of the personnel assigned. The Agency shall determine the screening process. However, the Agency agrees that all personnel sent to the Facility shall meet no less than the qualifications below.

**Agency Personnel Requirements**

- TB screening
- Hepatitis screening
- Valid driver's license
- Knowledge of universal precautions to prevent the transmission of bloodborne pathogens from exposure to blood and other potentially infectious materials
- Must satisfactorily pass competency evaluation
- Ability to read and write English
- Present in a professional manner
- Emotional maturity and ability to deal effectively with the demands of the job
- Adhere to the Facility's dress code
- OK Screen (Oklahoma National Background Check Program)
- Copy of current nursing license
- CPR certified

The Agency staff rendering services to the Facility shall read and sign a confidentiality statement prior to reporting to work. The Agency's employees are required to be familiar with and act in compliance with the Facility's policies and procedures.

**Liability Insurance**

The Agency shall obtain and maintain general and professional liability insurance, including malpractice insurance, in the amount of not less than $1,000,000 for each occurrence, at its own expense, and will provide written proof of such coverage to the Facility upon request.

**Agency-Independent Contractor**

The Agency acknowledges and agrees that it is an independent contractor, and all Agency personnel who perform services at the Facility shall be deemed employees of the Agency and not the Facility. Nothing in this Agreement shall be construed to constitute the Agency as an agent or employee of the Facility, nor shall anything contained in this Agreement. The Facility shall have no control or direction over the methods by which the Agency shall perform services and functions under this Agreement. The Agency shall withhold from compensation payable to its personnel, Federal income tax, FICA, and any other amounts required by law to be withheld by employers.

**Indemnification**

The Agency agrees to indemnify, defend, and hold harmless the Facility from all liability, claims, demands, costs, or judgments arising out of injury and damages caused (a) to the Agency's personnel or (b) by the Agency's employees and negligence and/or intentional acts unless liability is caused by or arises from the negligence or intentional acts or omissions of the Facility's agents, employees, officers or partners.

The Facility agrees to notify the Agency within five working days of any claim made against it based on negligence and/or intentional acts of the Agency's agents, employees, officers, or partners. To the extent permitted by law, the Facility agrees to indemnify and hold harmless the Agency from all claims, suits, demands, costs, or judgments arising out of negligence and/or acts of the Facility's employees, agents, officers or partners.

The Facility, upon request, will supply to the Agency evidence of premise liability coverage. The Agency will furnish evidence of Workers' Compensation insurance for its employees, agents, officers or partners.

**Recruitment of Agency and Facility Personnel**

Recognizing the special nature of the relationship existing between each Party and that the recruiting and training of personnel by each Party is a costly and time-consuming endeavor, each Party agrees that it will not actively recruit each other's personnel. If such practice occurs, this would constitute a breach of this Agreement, and the Agreement will be terminated immediately. Furthermore, the Party in violation of this Agreement not to recruit personnel, shall pay a $1,500 fee to the other Party.

**Right to Remove Personnel**

If at the sole discretion of the Facility, an employee of the Agency is deemed substandard while performing his/her duties, the Facility may direct the employee to leave the Facility's premises.

The Facility shall promptly notify the Agency immediately of such action, and the Facility will be billed for hours worked up to the time of removal.

**Ordered Services**

If the student that the Agency is caring for is absent for any reason, the Facility may, at its discretion, reassign the employee sent by the Agency for any purpose within the scope of this Agreement or may cancel services for the day or part of the day, the student is absent. There will be no charge by the Agency for days that services are completely canceled.

There is a four (4) hour minimum visit and visit charge for every shift worked.

**Compensation**

In the event a parent or guardian of the student that the Agency is caring for provides the Facility consent for the billing of Agency's services to private or public insurance available for the student, Agency agrees to bill the private or public insurance provider directly and to accept, as payment in full, that payment authorized by the private or public insurance provider. The Agency agrees not to bill the Facility for services rendered. If the Agency cannot bill a student's private or public insurance, the terms of this agreement must be renegotiated. The Facility will not pay for services until new terms are agreed upon.

**Safety**

The Facility and Agency agree that student safety is a top priority. Agency agrees that it shall not allow any Agency employee on Facility property, whether as an officer, agent, employee or contractor of Agency, who has been convicted of a felony within the past 10 years or at any time has been convicted of, or pled guilty or no contest to a charge involving (a) illegal chemical substances, or (b) a sexual offense. The Agency hereby certifies that no representative or employee of Agency is currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Offender Registration Act. Agency shall, upon request, submit written proof to the Facility's Department of Special Education and Student Services that its personnel have passed background checks including a nationwide criminal check, multistate sex offender check, OSBI criminal record check, and a current drug screening prior to entering upon Facility property.

**COVID-19**

Agency acknowledges Facility's COVID-19 requirements for individuals on Facility's campuses and agrees that Agency's employees: shall not enter any Facility site without checking their temperature to ensure a temperature below 100.4 degrees; have not tested positive for COVID-19; and have not, to their knowledge, been exposed to a person with COVID-19. Agency also agrees to adhere to Facility's mask requirements for individual present on its campuses as well as requirements for physical distancing and disinfection.

**Miscellaneous**

This Agreement is not assignable, and the obligations of this Agreement may not be subcontracted or otherwise delegated to others.

This Agreement shall be governed by, interpreted, and construed in accordance with the procedural and substantive laws of the State of Oklahoma.

The Parties shall conduct their relationship and perform their duties under this Agreement in full compliance with applicable federal, state, and local laws, regulations and ordinations.

This Agreement constitutes the entire agreement of the parties with respect to the subject matter, hereof, and may be amended only in writing signed by both parties.

In witness hereof, the Parties hereto have executed this Agreement.

**Specialty Care Pediatrics**
CEO, Jami Reed

_____

Name Jami Reed

Title Chief Executive Officer

Address 14324 North Western, Edmond, OK 73013

Date 6/2/2025

**Stillwater Public Schools**

_____
President, Board of Education
Address: 314 South Lewis, Stillwater, OK 74074

Date _____

**EARLY CHILDHOOD PARTNERSHIP PROJECT**
**AGREEMENT SCHOOL YEAR 2025- 2026**

This Early Childhood Partnership Project Agreement (the "Agreement") dated as of the 1st day of July, 2025, is between Independent School District No. 16 of Payne County, Oklahoma ("Stillwater Public Schools"), with a notice address of 314 South Lewis, Stillwater, Oklahoma 74074, and Stillwater First United Methodist Church ("SFUMC"), with a notice address of 400 West Seventh Avenue, Stillwater, Oklahoma 74074.

In consideration of the mutual terms, covenants and conditions specified in this Agreement, Stillwater Public Schools and SFUMC agree as follows:

1. **Collaboration.** Stillwater Public Schools and SFUMC, via the staff of SFUMC's Preschool, agree to collaborate regarding the requirements of a public school pre-kindergarten program within SFUMC's Early Childhood Center and to facilitate the enrollment of four and five-year-old children residing within the boundaries of Stillwater Public Schools into the program. The parties further agree to work together in implementation of Stillwater Public Schools' state-adopted pre-kindergarten curriculum used within the pre-kindergarten programs operated within Stillwater Public Schools' school sites.

2. **Instructional Materials and Attendance.** Stillwater Public Schools agrees to provide SFUMC certain supplemental instructional materials as deemed appropriate to meet the basic instructional curriculum standards Stillwater Public Schools deems appropriate. SFUMC agrees to provide Stillwater Public Schools with the names and attendance records for the children enrolled in the pre-kindergarten program. Both parties will ensure that all enrollment and attendance procedures and practices will meet district and state accreditation standards and requirements.

3. **Enrollment and Staffing.** SFUMC will be solely responsible for enrollment and for reporting required by the State of Oklahoma or Stillwater Public Schools for pupil accounting purposes. SFUMC will use Stillwater Public Schools' online enrollment forms and will provide all necessary documents for enrollment to Stillwater Public Schools' District Registrar, Special Education Services, and other offices responsible for reporting characteristics of students, including, but not limited to, birth certificates and immunization records. As Stillwater Public Schools' residents, the students and their families will be entitled to all the rights, benefits, and privileges accorded all other enrollees in the district. All FUMC teachers, teacher assistants, and paraprofessionals who work within the pre-kindergarten program must meet the certification requirements put in place by the Oklahoma State Department of Education. All documentation of staff members meeting the certification requirements must be on file with the Oklahoma State Department of Education and Stillwater Public Schools before the first day of fall classes. If one or more additional four-year-old classrooms become necessary due to greater than anticipated

enrollment, SFUMC may employ necessary personnel compliant with the requirements of state and federal law. All new SFUMC pre-kindergarten staff members must meet and have all documentation on file with the Oklahoma State Department of Education and Stillwater Public Schools before their first day of work within the pre-kindergarten program at SFUMC. Stillwater Public Schools will provide online accounts for the SFUMC classroom teacher, classroom teacher assistant, and director to ensure their access to curriculum, communication, training, and record keeping requirements set forth in this agreement. Failure to report accurate attendance, changes to student enrollment, or staff certification documentation to Stillwater Public Schools may result in the termination of the contract.

4. **Term and Termination.** This agreement is effective as of July 1, 2025, and shall continue in effect through June 30, 2026, unless terminated earlier as provided herein. Either party may terminate this agreement upon fourteen (14) days' written notice. It is agreed that Stillwater Public Schools will reimburse SFUMC for the 2025-2026 school term based on the annual cost of $1,200 per full-time enrolled student, with the annual total based on average daily membership of full-time students as of the end of the day on October 31, 2025. SFUMC agrees to invoice Stillwater Public Schools two times per year by November 14, 2025, and April 17, 2026.

5. **Independent Contractor Status.** Each party is acting as an independent contractor, and no employee or subcontractor of either party shall be deemed to be an employee of the other. Neither party undertakes by this agreement or otherwise to perform any obligation of the other party, whether regulatory or contractual or to assume any responsibility for the other party's actions, business or operations. Neither party shall have the authority to bind, commit or incur any liability on behalf of the other party or to otherwise act in any way as an agent or representative of the other party.

6. **Force Majeure.** Neither party shall be responsible for any failure or delay in the performance of any obligations due to any cause beyond its reasonable control, including, but not limited to, any such delay or failure arising from third party labor disputes, third party strikes, other third party labor or industrial disturbances, acts of God, pandemics, floods, lightning, earthquakes, shortages of materials, rationing, utility or communication failures, fire, casualty, war, acts of public enemy, riots, insurrections, embargoes, blockages, actions, restrictions, and new or changed regulations or orders of any governmental authority; provided that the party claiming the force majeure event has given the other party reasonably prompt notice of the event.

7. **Notices.** All notices given hereunder shall be in writing and shall be given or sent by (i) certified, first class, U.S. mail to the parties at the addresses herein or at such other addresses of which either party may give notice; (ii) confirmed facsimile; or (iii) nationally recognized courier service to the parties at the addresses herein or at such other addresses of which either party may give notice.

8. **Miscellaneous.** This agreement embodies the entire agreement and understanding between Stillwater Public Schools and SFUMC relating to the subject matter of this Agreement and supersedes all previous communications, representations, understandings, and agreements, whether oral or written. This agreement is to be governed by and construed in accordance with the laws of the State of Oklahoma. This agreement may be amended only in writing signed by both parties. If any provision of this agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then that provision will be severed from this agreement and any remaining provisions will continue in full force and effect. This agreement shall be binding upon and insure to the benefit of and be enforceable by the parties to this agreement and their respective successors and permitted assigns. This agreement may not be assigned by either party without the prior written consent of the other party. No waiver by either party hereto of any breach of any provision herein shall constitute consent that the breach may continue or that any other breach will be waived. In the event of any suits or actions or other proceedings to enforce the terms of this agreement, the prevailing party shall be entitled to receive its reasonable attorney fees and other costs and expenses incurred therein.

**STILLWATER FIRST UNITED METHODIST CHURCH**

By: Vickie Raper
Name: Vickie Raper
Title: Director

Contact for SFUMC Early Childhood Center

Name: Vickie Raper
Title: Director
Email: vraper@fumcstw.org
Phone Number: 405-614-3636

**STILLWATER PUBLIC SCHOOLS, INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA**

By: _____
Name: Roberta Douglas
Title: Stillwater Board of Education President

Contact for SPS Educational Services

Name: Beth McBee
Title: Director of Federal and OSU Programs
Email: emcbee@stillwaterschools.com
Phone Number: 405-707-5026

MEMORANDUM OF UNDERSTANDING: Mental Health Agency
School Year 2025-2026

THIS MEMORANDUM OF UNDERSTANDING (Agreement) is entered into on the Jun 10, 2025 by and between Independent School District No. 16 of Payne County, Oklahoma, hereinafter referred to as 'School District," and
The Iowa Tribe of Oklahoma Perkins Family Clinic Behavioral Health Department, hereinafter referred to as "Provider."

PREAMBLE

WHEREAS, Provider is engaged in the business of providing individual, family, and/or group mental health counseling for student populations; and

WHEREAS, Provider wishes to have access to the District's facilities in order to provide mental health and/or counseling services for students in the District, who would otherwise seek such services, subject to the terms and conditions contained herein; and

WHEREAS, the District recognizes that offering mental health and/or counseling services on-site provides significant benefits to the students without substantial disruption to the educational process.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. MAINTENANCE OF LICENSURE Provider shall maintain licensure as a licensed mental health professional (LMHP) or under supervision for licensure in the State of Oklahoma. If at any point Provider has allowed their license to lapse, expire, or otherwise become invalid, or if any other actions or omissions of Provider render them unfit or unable to perform the Services, this Agreement shall immediately terminate.
    a. With prior approval from a school site, Case Management Level II and/or additional designated staff may provide services to support students with school-related goals, not to replace LMHP services, during pre-approved times. Without prior approval, care coordination may be terminated by district administration.
    b. Behavioral Support Specialists must be trained by Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) as well as have prior approval from the school site to provide services during school hours. An interview with the school principal(s) and Special Services Director(s) must be completed prior to being placed in a school. Behavioral Support Specialists are only in schools with embedded teams and are intended to be at the school site M-F during the entirety of the school day.
2. BACKGROUND CHECKS Provider will maintain updated contact information of staff who provide services in school sites. Background checks, including a nationwide criminal

check, multi-state sex offender check, OSBI criminal record check, and current drug screen, and staff name/contact information must be provided prior to visiting a school site for the first time. Further, Provider agrees that it will not hire any individual to perform Services on District property pursuant to this Agreement, whether as an officer, agent, employee, or contractor, who has been convicted of a felony within the past 10 years or at any time has been convicted of, or pled guilty or no contest to, a charge involving illegal substances or a sexual offense. Provider hereby certifies that none of its employees working on District property are currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Offender Registration Act.

3. RECORDS Provider will maintain all records, logs and documentation, including progress notes, prepared by the Provider concerning students in compliance with the Family Educational Rights and Privacy Act and any other applicable state and federal laws regarding confidentiality of this information. Further, Provider shall not have access to any pupil records maintained by the District without express written consent in accordance with Board policies and Administrative Regulations. All requests for pupil records must be submitted to the Assistant Superintendent of Educational Services in writing. Provider shall ensure that agency staff complete the School District's Mental Health Provider Log following every session with a student held on school premises; completion of this log is mandatory and must occur daily without exception. This applies to both embedded and visiting services.
4. RELATIONSHIP
    a. Independent Provider. Provider shall perform under this Agreement as an independent Provider, and not as an agent, employee, representative or partner of the District. Neither party shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as otherwise provided herein.
    b. Provider acknowledges that because Provider is not an employee of the District, the District will not pay for any employment-related expenses for Provider or provide Provider with any benefits of employment, such as health or disability insurance, retirement or welfare benefits, and the like.
    c. Non-assignment of Rights or Obligations. Provider shall not assign his/her rights or obligations under this Agreement or any other Agreement entered into between Provider or the District.
    d. Compliance with Board Policies and Administrative Regulations. Provider shall comply with all applicable Board policies and Administrative Regulations, including, but not limited to those, governing his/her presence on school grounds and interactions with staff, students, and community members.
    e. Provider agency staff agree to review, acknowledge, and adhere to all policies, procedures, and expectations outlined in the School District's Mental Health Agency Handbook. Provider further agrees to ensure that all staff assigned to provide services within the School District are provided with a copy of the handbook, and that they review its contents prior to initiating services. Each staff member shall sign and submit the Mental Health Handbook Acknowledgement

Form as a condition of providing services on school premises. The School District shall provide the handbook and acknowledgement form annually, and will notify the Provider of any substantive updates or revisions.

f. Currently enrolled SPS students are the only clients to be seen by the provider at any time on school property.
g. Non-Exclusive Relationship. The District may enter into an Agreement with another individual/entity to provide similar (or the same) services to the students in the District, as those provided by Provider. The District has no obligation to notify Provider, in writing or otherwise, upon entering into such an Agreement with another individual/entity.
h. Schedule and Site Expectations.
    i. The District shall establish the schedule when Provider is permitted to offer the Services at the facility(ies) within the District, in order to avoid interfering with the operations of the District.
    ii. Provider will not be issued any type of key or badge by the District to allow access to a locked area of the school facility, but will be given access to the area of the facility where services are to take place by District personnel.
    iii. Prior to visiting a school for the first time, Provider will contact the SPS counselor for an introduction. Additional agency staff are expected to make contact with the school counselor prior to seeing any student at a school site for the first time.
    iv. Provider may see a student only at the time specified by the principal and/or school counselor. Schedules for the students receiving services will be set accordingly to have the least impact on the student's instructional day. Provider shall provide the District with their schedule within those approved times. In the event that a provider is unable to attend a scheduled session, the provider shall provide a minimum of twenty-four (24) hours' advance notice to the School District, unless prevented by unforeseen or emergent circumstances. Parties shall review appointment adherence and service consistency as a standing item during regularly scheduled coordination meetings. Patterns of missed appointments or service disruption shall be addressed collaboratively to ensure the continued quality and effectiveness of the mental health services provided.
    v. Provider shall take appropriate measures to minimize disruptions in service delivery, including but not limited to:
        1. Timely rescheduling of missed sessions;
        2. Provision of alternative coverage by another qualified provider, where feasible;
        3. Implementation of internal systems to track provider attendance and appointment fulfillment.
    vi. Before providing services to a particular student on school property, Provider must provide proof that they have sought and obtained written

permission from the student's parent/guardian (ROI). Students may not be seen at school without a current ROI on file. Provider is required to upload the ROI within 24 hours of seeing the student for the first time.

vii. Provider shall insure that the District has a current list of all students being served by the Provider. When a new student is going to be seen at school, the agency therapist will communicate with the SPS counselor to arrange details including but not limited to frequency of visits and level of need.

viii. Agency staff will sign in and out upon each visit to a school site and are required to wear a badge at all times.

ix. When requested, Provider will attend monthly Multidisciplinary Team (MDT) meetings to discuss student progress, address concerns, and consider additional services as needed.

x. Provider must have parent permission to provide services during the school day. If the student has counseling as a related service on his/her IEP or the school cannot provide a confidential location for counseling, the Provider may take students off of school property to provide services pursuant to this Agreement. In such a case, Provider must obtain the written permission of the parent(s)/guardian(s) to take the student off of District property to provide counseling services and all counseling services for the student must be held off of District property.

xi. All Providers must have in their possession, at all times, a current photo ID which identifies them as a staff member of Provider.

xii. If, at any time, a Provider demonstrates actions which are inappropriate and create a disruption within the school, the principal may request them to leave and discontinue allowing them to see the student during the school day.

xiii. The District may provide periodic written notice to students and families about the Services offered by Provider and the method to be used to access the Services. If provider intends to share information with the public regarding the Services offered at the District's facility(ies), Provider must submit such information to the District and obtain written approval from the District before publishing/issuing it. Such information must include explicit language stating that the Services are NOT SCHOOL SPONSORED SERVICES.

5. ASSUMPTION OF RISK Provider assumes all risk of property loss or damage and of personal injury or death, other than that caused solely by the gross negligence of the District, or its employees, which may be sustained by Provider or as a result of or arising in connection with performing Services.
6. INSURANCE Provider agrees that prior to entering into this Agreement, Provider has obtained a Commercial General Liability ("CGL") insurance policy, Professional Liability insurance policy (PL) insuring Provider in an amount not less than $125,000.00 for personal injury to or death of any individual, and $l,000,000.00 in the aggregate for personal injury or death. Provider shall maintain any necessary liability insurance.

Provider must add the District as an additional insured party on each policy and maintain the required insurance policies at all times while this Agreement is in effect. Provider agrees that it will furnish the District with verification of the insurance policies required by this Agreement. If any of the required insurance policies are canceled during this school year, Provider must immediately notify the District and cease providing Services.

7. INDEMNIFICATION Provider agrees to and shall defend, indemnify and hold the District, its officers, administrators, board members, employees, agents, assigns, insurers and attorneys harmless from and against any and all liability, loss or expense, including reasonable attorneys' fees, or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of Provider, its officers, agents, employees, or contractors.
8. TRANSLATION COSTS Provider shall be responsible for costs associated with provision of any required translation services for Limited English Profcicient parents or legal guardians of students receiving Services pursuant to this Agreement.
9. WAIVERS No waiver of any right or remedy with respect to any occurrence or event shall be deemed a waiver of such right or remedy with respect to such occurrence or event in the future. No waiver of any of Provider's obligations under this Agreement shall be effective unless in writing and signed by the District. No failure on the part of either party to exercise, and no delay in the exercising of, any right or remedy shall operate as a waiver thereof; nor shall any single or partial exercise of any right or remedy hereunder preclude any other or future exercise thereof or the exercise of any other right or remedy granted hereby, by any related document or by law.
10. AMENDMENTS This Agreement may not be and shall not be deemed or construed to have been altered, modified, clarified, amended, rescinded, canceled or waived in whole or in part, except by written instrument signed by the parties hereto.
11. SEVERABILITY It is agreed that if any provision, or part of a provision, of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, then the parties shall use their best efforts to replace the invalid or unenforceable provision with a provision that, to the extent permitted by applicable law, achieves the purposes intended under the original provision. The balance of this Agreement shall remain valid, unchanged and in full force and effect.
12. MISCELLANEOUS This Agreement embodies the entire agreement and understanding between District and Provider relating to the subject matter of this Agreement, and supersedes all previous communications, representations, understandings, and agreements, whether oral or written.
13. CHOICE OF LAW AND VENUE This Agreement is to be governed by and construed in accordance with the laws, excluding the conflicts laws, of the State of Oklahoma. Any action to enforce this Agreement shall be brought in the State District Court for Payne County, Oklahoma or the United States District Court for the Western District of Oklahoma. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties to this Agreement and their respective successors and permitted assigns. This Agreement may not be assigned by either party without the prior written consent of the other party. In the event of any suits or action or other proceedings to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its

reasonable attorney fees and other costs and expenses incurred therein. The confidentiality provisions of this Agreement shall survive the termination of this Agreement. Except and only to the limited extent necessary to allow the parties to enforce their rights and satisfy their obligations under this Agreement, nothing in this Agreement shall be construed or interpreted to affect a waiver, either limited or otherwise, of the Tribe's Sovereign Immunity from suit, and no waiver of the Tribe's immunity from suit may be implied from any related action or document executed hereunder including but not limited to the execution of any change orders by either party. Likewise, nothing in this Agreement shall be construed or interpreted to affect a waiver, either limited or otherwise, of the School District's immunity from suit, and no waiver of the School District's immunity from suit may be implied from any related action or document executed hereunder including but not limited to the execution of any change orders by either party.

14. THIRD PARTY BENEFICIARIES This Agreement is not a third-party beneficiary contract. No person or entity other than the Parties signing this Agreement shall have any rights under this Agreement.
15. TERMINATION This Agreement is effective as of July 1, 2025, and shall continue in effect through June 30, 2026, unless terminated earlier as provided herein. Either party may terminate this Agreement upon fourteen (14) days' written notice with or without cause, with or without a hearing.

| Provider (Signature Name and Credentials) | Date |
|---|---|
| | 5/27/2025 |
| Jacob Keyes, Iowa Tribe of Oklahoma Chairman | Date |

INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA President, Board of Education

| Name of District signing official (credentials/Title) | Date |
|---|---|

MEMORANDUM OF UNDERSTANDING: Mental Health Agency
School Year 2025-2026

THIS MEMORANDUM OF UNDERSTANDING (Agreement) is entered into on the Jun 10, 2025 by and between Independent School District No. 16 of Payne County, Oklahoma, hereinafter referred to as 'School District," and The Saville Center for Child Advocacy , hereinafter referred to as "Provider."

PREAMBLE

WHEREAS, Provider is engaged in the business of providing individual, family, and/or group mental health counseling for student populations; and

WHEREAS, Provider wishes to have access to the District's facilities in order to provide mental health and/or counseling services for students in the District, who would otherwise seek such services, subject to the terms and conditions contained herein; and

WHEREAS, the District recognizes that offering mental health and/or counseling services on-site provides significant benefits to the students without substantial disruption to the educational process.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. MAINTENANCE OF LICENSURE Provider shall maintain licensure as a licensed mental health professional (LMHP) or under supervision for licensure in the State of Oklahoma. If at any point Provider has allowed their license to lapse, expire, or otherwise become invalid, or if any other actions or omissions of Provider render them unfit or unable to perform the Services, this Agreement shall immediately terminate.
    a. With prior approval from a school site, Case Management Level II and/or additional designated staff may provide services to support students with school-related goals, not to replace LMHP services, during pre-approved times. Without prior approval, care coordination may be terminated by district administration.
    b. Behavioral Support Specialists must be trained by Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) as well as have prior approval from the school site to provide services during school hours. An interview with the school principal(s) and Special Services Director(s) must be completed prior to being placed in a school. Behavioral Support Specialists are only in schools with embedded teams and are intended to be at the school site M-F during the entirety of the school day.
2. BACKGROUND CHECKS Provider will maintain updated contact information of staff who provide services in school sites. Background checks, including a nationwide criminal check, multi-state sex offender check, OSBI criminal record check, and current drug

screen, staff name/contact information, and a signed statement indicating that said staff has read and will abide by the expectations set forth in the SPS Mental Health Provider Handbook must be provided prior to visiting a school site for the first time. Further, Provider agrees that it will not hire any individual to perform Services on District property pursuant to this Agreement, whether as an officer, agent, employee, or contractor, who has been convicted of a felony within the past 10 years or at any time has been convicted of, or pled guilty or no contest to, a charge involving illegal substances or a sexual offense. Provide hereby certifies that none of its employees working on District property are currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Offender Registration Act.

3. RECORDS Provider will maintain all records, logs and documentation, including progress notes, prepared by the Provider concerning students in compliance with the Family Educational Rights and Privacy Act and any other applicable state and federal laws regarding confidentiality of this information. Further, Provider shall not have access to any pupil records maintained by the District without express written consent in accordance with Board policies and Administrative Regulations. All requests for pupil records must be submitted to the Assistant Superintendent of Educational Services in writing. After each meeting with a student at school, the District's Mental Health Provider Log will be completed. This applies to both embedded and visiting services.

RELATIONSHIP

   a. Independent Provider. Provider shall perform under this Agreement as an independent Provider, and not as an agent, employee, representative or partner of the District. Neither party shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as otherwise provided herein.
   b. Provider acknowledges that because Provider is not an employee of the District, the District will not pay for any employment-related expenses for Provider or provide Provider with any benefits of employment, such as health or disability insurance, retirement or welfare benefits, and the like.
   c. Non-assignment of Rights or Obligations. Provider shall not assign his/her rights or obligations under this Agreement or any other Agreement entered into between Provider or the District.
   d. Compliance with Board Policies and Administrative Regulations. Provider shall comply with all applicable Board policies and Administrative Regulations, including, but not limited to those, governing his/her presence on school grounds and interactions with staff, students, and community members. Provider shall receive a copy of the Mental Health Provider Handbook and agree in writing to adhere to all District policies and procedures.
   e. Currently enrolled SPS students are the only clients to be seen by the provider at any time on school property.
   f. Non-Exclusive Relationship. The District may enter into an Agreement with another individual/entity to provide similar (or the same) services to the students in the District, as those provided by Provider. The District has no obligation to

notify Provider, in writing or otherwise, upon entering into such an Agreement with another individual/entity.

g. Schedule and Site Expectations.
   i. The District shall establish the schedule when Provider is permitted to offer the Services at the facility(ies) within the District, in order to avoid interfering with the operations of the District.
   ii. Provider will not be issued any type of key or badge by the District to allow access to a locked area of the school facility, but will be given access to the area of the facility where services are to take place by District personnel.
   iii. Prior to visiting a school for the first time, Provider will contact the SPS counselor for an introduction. Additional agency staff are expected to make contact with the school counselor prior to seeing any student at a school site for the first time.
   iv. Provider may see a student only at the time specified by the principal and/or school counselor. Schedules for the students receiving services will be set accordingly to have the least impact on the student's instructional day. Provider shall provide the District with their schedule within those approved times.
   v. Before providing services to a particular student on school property, Provider must provide proof that they have sought and obtained written permission from the student's parent/guardian (ROI). Students may not be seen at school without a current ROI on file. Provider is required to upload the ROI within 24 hours of seeing the student for the first time.
   vi. Provider shall insure that the District has a current list of all students being served by the Provider. When a new student is going to be seen at school, the agency therapist will communicate with the SPS counselor to arrange details including but not limited to frequency of visits and level of need.
   vii. Agency staff will sign in and out upon each visit to a school site and are required to wear a badge at all times.
   viii. When requested, Provider will attend monthly Multidisciplinary Team (MDT) meetings to discuss student progress, address concerns, and consider additional services as needed.
   ix. Provider must have parent permission to provide services during the school day. If the student has counseling as a related service on his/her IEP or the school cannot provide a confidential location for counseling, the Provider may take students off of school property to provide services pursuant to this Agreement. In such a case, Provider must obtain the written permission of the parent(s)/guardian(s) to take the student off of District property to provide counseling services and all counseling services for the student must be held off of District property.
   x. All Providers must have in their possession, at all times, a current photo ID which identifies them as a staff member of Provider.

xi. If, at any time, a Provider demonstrates actions which are inappropriate and create a disruption within the school, the principal may request them to leave and discontinue allowing them to see the student during the school day.

xii. The District may provide periodic written notice to students and families about the Services offered by Provider and the method to be used to access the Services. If provider intends to share information with the public regarding the Services offered at the District's facility(ies), Provider must submit such information to the District and obtain written approval from the District before publishing/issuing it. Such information must include explicit language stating that the Services are NOT SCHOOL SPONSORED SERVICES.

4. ASSUMPTION OF RISK Provider assumes all risk of property loss or damage and of personal injury or death, other than that caused solely by the gross negligence of the District, or its employees, which may be sustained by Provider or as a result of or arising in connection with performing Services.
5. INSURANCE Provider agrees that prior to entering into this Agreement, Provider has obtained a Commercial General Liability ("CGL") insurance policy, Professional Liability insurance policy (PL) insuring Provider in an amount not less than $125,000.00 for personal injury to or death of any individual, and $l,000,000.00 in the aggregate for personal injury or death. Provider shall maintain any necessary liability insurance. Provider must add the District as an additional insured party on each policy and maintain the required insurance policies at all times while this Agreement is in effect. Provider agrees that it will furnish the District with verification of the insurance policies required by this Agreement. If any of the required insurance policies are canceled during this school year, Provider must immediately notify the District and cease providing Services.
6. INDEMNIFICATION Provider agrees to and shall defend, indemnify and hold the District, its officers, administrators, board members, employees, agents, assigns, insurers and attorneys harmless from and against any and all liability, loss or expense, including reasonable attorneys' fees, or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of Provider, its officers, agents, employees, or contractors.
7. TRANSLATION COSTS Provider shall be responsible for costs associated with provision of any required translation services for Limited English Profcicient parents or legal guardians of students receiving Services pursuant to this Agreement.
8. WAIVERS No waiver of any right or remedy with respect to any occurrence or event shall be deemed a waiver of such right or remedy with respect to such occurrence or event in the future. No waiver of any of Provider's obligations under this Agreement shall be effective unless in writing and signed by the District. No failure on the part of either party to exercise, and no delay in the exercising of, any right or remedy shall operate as a waiver thereof; nor shall any single or partial exercise of any right or remedy hereunder preclude any other or future exercise thereof or the exercise of any other right or remedy granted hereby, by any related document or by law.

9. AMENDMENTS This Agreement may not be and shall not be deemed or construed to have been altered, modified, clarified, amended, rescinded, canceled or waived in whole or in part, except by written instrument signed by the parties hereto.
10. SEVERABILITY It is agreed that if any provision, or part of a provision, of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, then the parties shall use their best efforts to replace the invalid or unenforceable provision with a provision that, to the extent permitted by applicable law, achieves the purposes intended under the original provision. The balance of this Agreement shall remain valid, unchanged and in full force and effect.
11. MISCELLANEOUS This Agreement embodies the entire agreement and understanding between District and Provider relating to the subject matter of this Agreement, and supersedes all previous communications, representations, understandings, and agreements, whether oral or written.
12. CHOICE OF LAW AND VENUE This Agreement is to be governed by and construed in accordance with the laws, excluding the conflicts laws, of the State of Oklahoma. Any action to enforce this Agreement shall be brought in the State District Court for Payne County, Oklahoma or the United States District Court for the Western District of Oklahoma. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties to this Agreement and their respective successors and permitted assigns. This Agreement may not be assigned by either party without the prior written consent of the other party. In the event of any suits or action or other proceedings to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney fees and other costs and expenses incurred therein. The confidentiality provisions of this Agreement shall survive the termination of this Agreement.
13. THIRD PARTY BENEFICIARIES This Agreement is not a third-party beneficiary contract. No person or entity other than the Parties signing this Agreement shall have any rights under this Agreement.
14. TERMINATION This Agreement is effective as of July 1, 2025, and shall continue in effect through June 30, 2026, unless terminated earlier as provided herein. Either party may terminate this Agreement upon fourteen (14) days' written notice with or without cause, with or without a hearing.

Raleigh Wheatley LPC Candidate

Provider (Signature Name and Credentials)

INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA President, Board of Education

Name of District signing official (credentials/Title)

# UNIVERSITY OF CENTRAL OKLAHOMA

## UNIVERSITY OF CENTRAL OKLAHOMA TEACHER EDUCATION PROGRAM
## PARTNER SCHOOL AGREEMENT

I. This Partner School Agreement is made between the University of Central Oklahoma and Stillwater Public Schools (the "Partner School").

II. It is the desire of the University to utilize resources of the Partner School for teacher candidates enrolled in education courses involving clinical experiences and/or student teaching, and the Partner School has such facilities and is willing to cooperate with the University in making them available for educational purposes.

### A. The University and the Partner School jointly agree:

1. The Partner School and the University agree to cooperate in the placement of teacher candidates. The Partner School has no obligation to work with teacher candidates who are initially considered to be, or are later found to be, unsuited to the Partner School clinical experience and/or student teaching assignment.
2. Access to teacher candidate records shall be governed by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g.,
3. No party to this agreement shall, in connection with any aspect of its performance, discriminate against any person because of perceived or actual race, creed, color, gender, age, religion, disability, veteran's status, sexual orientation, or national or ethnic origin.
4. It is mutually agreed that neither party has any financial obligation to compensate the other for performance under this Agreement. Compensation cannot be provided to teacher candidates for clinical experience and/or the student teaching assignment. Student teachers **may not** be utilized as substitute teachers during their assignment.
5. The University and the Partner School agree to prohibit teacher candidates, faculty, or staff from publishing any confidential materials of the Partner School as a direct result of the clinical experience and/or student teaching experience in the Partner School, unless such publication is approved for release, in writing, by the Partner School and the University.
6. The University and the Partner School agree to apply/utilize the co-teaching strategies identified in Appendix B of this agreement.

**B. Responsibility of the University:**

1. The University will designate a university liaison to work with the Partner School or district who will coordinate the placement of teacher candidates.

2. The University will communicate with the Partner School, prior to the placement of teacher candidates, to review the purpose, provisions, and responsibilities involved in the clinical experience and/or student teachingassignments.

3. The University's Jolene Schwind Office of Teacher Education Services will provide the assignments, training activities, and assessment tools for mentor teachers and teacher candidates. Successful completion of these items is necessary for teacher certification.

4. The University is responsible for monitoring the learning experiences of the teacher candidate. Each student teacher will be assigned a university supervisor to provide support and facilitate communications between the Partner School and the University.

5. When circumstances beyond the control of the University or Partner School indicate the teacher candidate must be withdrawn, or if the Partner School is unable to meet the conditions of the agreement, the University has the responsibility to withdraw the teacher candidate from the Partner School. This action will be taken only in consultation with the Coordinator of Clinical Experiences and the Director of Educator Preparation.

6. The University agrees not to use the Partner School's name in any publications or advertising, except in University catalogs, bulletins, University accreditation reports and teacher candidate recruitment materials without prior written Partner School approval.

7. The following clauses are applicable to this agreement:
   a. The University will provide each clinical experience candidate placed in a Partner School with current University policies, guidelines, and required practices.

   b. The University will provide the Partner School with current information on dates of clinical experience and/or student teaching assignments and the nature of the educational assignment necessary for each teacher candidate.

   c. The University will provide training for Partner School administrators and mentor teachers ("co-teachers") of clinical experience candidates, as needed. Training sessions may be delivered at the Partner School by University staff/faculty and/or through online tutorials.

   d. The University will permit its faculty to participate as resource persons at

Partner School activities upon invitation from the Partner School and with the University's approval.

8. The University shall ensure that each teacher candidate has passed a current criminal background check and sex offender registry as conducted by the vendor Trak-1, prior to the teacher candidate's clinical experience.

## C. Responsibilities of the Partner School

1. The Partner School will allow the University to use its facilities for a clinical experience and/or student teaching assignment for teacher candidates enrolled at the University.
2. The Partner School will be responsible for the supervision of the teacher candidate's activities within the Partner School.
3. The Partner School will collaborate with the University in determining a mentor teacher ("co-teacher") with a standard teaching certificate and a minimum of three years teaching experience in the teacher candidates' certification area to instruct and to supervise the teacher candidate.
4. The Partner School and University will give mentor teacher preference if they were prepared comprehensively, e.g. graduated with a degree in education from an accredited institution of higher education. The Partner School may not place a candidate with an adjunct teacher or a teacher who is on a plan of improvement in their district.
5. The Partner School and University will collaborate to place student teachers with mentors who have completed the University's co-teaching training (available in person and/or online) and who have demonstrated successful collaboration with colleagues.
6. The Partner School will provide adequate work resources that enable the teacher candidate to function effectively. The Partner School is responsible for providing adequate provision for safeguarding confidentialmaterials.
7. The Partner School will provide teacher candidates an initial orientation to the Partner School and appropriate learning experiences.
8. The Partner School will be responsible for prompt submission of reports that adequately describe the teacher candidate's performance, as required by the University.
9. The Partner School will communicate immediately with the supervisor, Coordinator of Clinical Experiences and/or the Director of Educator Preparation any concern regarding a teacher candidate's performance.
10. The Partner School will consult with the Coordinator of Clinical Experiences and/or the Director of Educator Preparation if specific circumstances require the Partner School to ask that the teacher candidate be withdrawn from any level of clinical experience.
11. The Partner School will ensure that teacher candidates have schedules that allow them to

complete coursework responsibilities, including days that candidates must return to the UCO campus during clinical experiences.

12. The Partner School agrees to permit, upon reasonable request, the visitation of Partner School facilities by the University and by those agencies charged with the accreditation of the University.
13. The Partner School agrees to provide each teacher candidate in the Partner School all Partner School policies, rules, regulations, and expectations that are pertinent to the teacher candidate's role inthe assignment.
14. The Partner School will provide adequate time for the clinical experience and/or student teaching mentor teacher ("co- teacher") to hold individual conferences with the teacher candidate as needed.
15. The Partner School agrees to follow the conditions for Early Release found in Appendix A, if a student teacher candidate is being considered for employment before graduation.

**The Agreement includes expectations and responsibilities as identified throughout this document. This agreement shall continue in effect until terminated by either party on 60 days' prior written notice to the other party.**

Charlotte K. Simmons Charlotte Simmons 05/27/2025
Charlotte K. Simmons (May 27, 2025 18:42 CDT)

University of Central Oklahoma, Provost and VP Academic Affairs Date

BLD Dean Approval Kendall Parrish General Counsel approved as to form

05/27/2025 05/27/2025

Signature of School Administrator Date

Printed Name of School Administrator _____

Title of School Administrator _____

Email for School Administrator _____

## Attachment 1

Quality clinical experiences in P12 schools significantly influence the successful completion of education degrees. UCO is committed to collaborating with partner schools to ensure high quality placements for every teacher candidate. Our accreditors define "high quality" placements through several conditions:

- mentors (co-teachers) must be certified in the area in which they teach,
- mentors (co-teachers) must have at least 3 years of successful teaching experience,
- mentors (co-teachers) must demonstrate positive professional dispositions, **and**
- Mentors (co-teachers) must be strong teachers and mentors as shown by their ability to work productively and collaboratively with colleagues.

Strong mentors dedicate time to making their classroom management strategies, instructional approaches (including planning, delivery and assessment), and other professional decisions explicit. Mentors must also provide accurate and ongoing feedback aimed at advancing the candidates' skill sets. To ensure that clinical students share similar experiences at all levels, UCO has adopted a set of co-teaching strategies provided in Attachment B.

Descriptions of the different levels of clinical experience follow.

**Level I: Clinical Experience 1 (CE1)**

I. Purpose
The first clinical experience allows teacher candidates to identify the knowledge, skills and dispositions involved in helping all students learn. This clinical experience is intended to help teacher candidates make informed decisions concerning the pursuit of a career in public education.

II. Demand on Resources
The Level I clinical experience requires that teacher candidates complete targeted observations and interact with students in ways that assist the mentor (co-teacher). Appropriate co-teaching strategies include, but do not have to be limited to, the following: One Teach, One Observe & One Teach, One Assist.

III. Clinical Hours Required
15

IV. Expectations of Partner School
To be a Level 1 partner school, Teacher Candidates should be given the opportunity to:

- experience actual classroom settings in their discipline;
- observe and assist a willing mentor teacher (co-teacher) who is an effective classroom manager and instructor and who will look for opportunities to implement co-teaching

strategies 1 & 2;
- understand school policies and expectations such as working hours, records and reports, lesson planning and other responsibilities;
- observe student and teacher behaviors in a targeted manner (e.g., identifying questioning techniques used by the teacher, monitoring student engagement/responses during instruction, identifying effective classroom management approaches, etc.;
- interact with students to practice minimally intrusive classroom management strategies; and
- assist the mentor teacher with instructional tasks.

**Level II: Pre-Student Teaching Internship (CE2)**

I. Purpose

The Pre-Student Teaching Internship provides teacher candidates with practice using theoretical and evidence-based approaches in diverse educational settings. This clinical experience is intended to give the teacher candidates some experience managing a classroom and engaging in instructional activities. Teaching practice should include working with instructional and teacher-related (e.g., attendance, grading, management) technologies and interacting with emergent bilingual/language learning and special education (to include gifted) students. CE2 is to be completed the semester prior to student teaching so that the candidate and mentor teacher (co-teacher) can develop a healthy working relationship and the teacher candidate can acclimate to the school.

II. Demand on Resources

CE2 requires that teacher candidates engage more actively in classrooms than during CE1. Through mentor teacher (co-teacher) guidance, the candidates will implement targeted strategies designed to advance learners' knowledge, strategies, and abilities in the content area. The emphasis during CE2 should be on the following co-teaching strategies: One Teach, One Assist; Station Teaching; Parallel Teaching; Supplemental Teaching; or Alternative (Differentiated) Teaching.

III. Clinical Hours

45

Note: Candidates in Special Education, Art Education, Instrumental and Vocal Music Education, Math Education, and Theater Education may be required to complete a split placement with two mentors to meet subject area accreditation requirements.

IV. Expectations of Partner School

In addition to the expectations listed for the Level I school partnership, the Level II partner should provide teacher candidates the opportunity to:

- observe expertise in dedicated targeted areas including with emergent bilinguals and special education students;
- assist the mentor teacher with instructional tasks;
- understand and implement a variety of the 7 Co-Teaching strategies when

appropriate; and
- interact with students in small groups to practice classroom management and targeted instructional strategies.
- Practice teaching specific lesson plans developed in their courses, as needed

**Level III: Student Teaching Internship (CE3)**

I. Purpose

The purpose of student teaching is for teacher candidates to demonstrate and advance their knowledge, skills and dispositions related to teaching and learning in a P12 setting. This internship requires student teachers to be reflective, responsive and resourceful when planning, designing, and facilitating instruction and when assessing and reassessing student learning and classroom management approaches.

II. Demand on Resources

CE3 requires that student teachers complete their internship with a mentor teacher (co-teacher) who will work collaboratively utilize some, if not all, of the 7 Co-Teaching strategies. The co-teacher should need only to relinquish the class to the student teacher fully during their two week "solo teaching" time. The co-teacher must be willing to discuss, plan, assess and reflect upon the teaching and learning in close collaboration with the student teacher.

III. Clinical Hours Required

Approximately16 weeks, all day during regular teacher contract hours, based on the P12 district schedule

Note: Student teaching begins on the same day as the mentor teachers report date in August/January.

IV. Expectations of Partner School

Level III partner schools must also be a Level I and II partner. In addition to the expectations for schools listed on Levels I and II, the school site must place teacher candidates with a strong mentor (co-teacher):

- through joint agreement between the school administrator and UCO personnel;
- who meets all required mentor criteria on page 4;
- who will work collaboratively with the teacher candidate and the university;
- who has completed UCO's Co-Teacher/Mentor Training, face-to-face or online;
- who has a history/ability of providing ongoing performance feedback to student teachers, including completing survey assessments needed by the university for program data and accreditation;
- who will commit time to co-planning;
- who will meet with University supervisors to document student teaching performance; and
- who will allow the teacher candidate to lead instruction during a two week period of solo teaching.

## Level IV: Clinical Experiences for Graduate Students

I. Purpose

UCO provides training and support to graduate students in a variety of education-focused programs, including School Counseling, Educational Leadership, Teaching English as a Second Language, Library Media Specialist, and Secondary Education. As part of their coursework, some graduate students may be required to complete time observing and assisting a teacher who meets the criteria previously described on page 4. Like undergraduate teacher candidates, those completing graduate program clinical experiences will have cleared a national background check and signed UCO's Code of Ethics prior to attending at their clinical site.

Appendix A

STUDENT TEACHER EARLY RELEASE AGREEMENT

A successful early release from student teaching requires strong support and communication between the UCO Educator Preparation Program, the university supervisor, the program coordinator, the clinical/hiring site, and the teacher candidate. Early release enables a teacher candidate to get a "jump start" on their professional career and assists sites/districts who may be experiencing teacher shortages. *It should be noted that until a degree is conferred at graduation, the teacher candidate is still a full-time student in their preparation program and certain requirements for early release must be met to support the candidate while they hold student status.*

The following requirements are set forth to ensure that UCO Teacher Candidates have sufficient support in their clinical classroom and that their coursework, certification exams and degree completion are not delayed. These requirements can also be found in the UCO MOU on file with the school district.

To confirm compliance with the early release requirements, a Zoom or face to face meeting with the teacher candidate, site administrator, university supervisor, program coordinator, and a representative from UCO's Jolene Schwind Office of Teacher Education Services (JSOTES) is required. The meeting will allow all parties to review requirements and plan for a successful early release. This agreement will serve as the agenda for the meeting and will be kept as documentation in the JSOTES. A space for meeting notes is provided below the signature lines.

Date of Scheduled Zoom Meeting with all parties: _____

Requirements for Early Release of a UCO Teacher Candidate:

1. A certified mentor must have been in the classroom with the candidate full time for the first 12 weeks prior to early release.
2. The hiring administrator must hire the teacher candidate for a long-term substitute position in their field of certification. A position as a rotating substitute is not allowable. If a teacher candidate is early released to a different site, JSOTES will notify the original site regarding early release.
3. The hiring school site must provide a certified mentor teacher ***and*** designate an administrator contact for the candidate, both of whom assume responsibility for supporting the candidate after early release.
4. The site administrator must notify UCO JSOTES and receive approval in advance if

staffing changes at a school site result in the need to change a mentor assignment at any time during the student teaching internship semester. This ensures compliance with program accreditation requirements.

5. The hiring site must allow the teacher candidate to attend any required "touchback" days at UCO that occur during Weeks 13-16, e.g. our Honoring a Noble Profession event or other program level touchback days.
6. The university supervisor must be able to complete any remaining student teacher observations/visits.
7. The university supervisor must provide a recommendation in writing via email indicating their support for early release.
8. The teacher candidate must be "graduation ready," including all coursework, disposition surveys, required student teaching course assessments in D2L, the APK and OSAT. SPED, ELED and ECED majors must also have passed the Foundations of Reading Assessment. Modern Languages majors must also have passed the OPI.
9. The teacher candidate must submit all four completed Teacher Work Sample tasks before early release will be approved.
10. The teacher candidate is not considered officially approved for early release until UCO JSOTES provides an official email for the hiring administrator, the supervisor, and the candidate.
11. The teacher candidate must continue to adhere to the UCO absence policy in Weeks 13-16 at their early release site because they are enrolled in their student teaching course until graduation.

The teacher candidate and hiring administrator will sign below (or affirm via email) to acknowledge receipt of the early release requirements and a commitment to maintain the requirements. This document does not constitute an employment contract between the district and the teacher candidate.

| | |
|---|---|
| **Teacher Candidate Signature** | **District Administrator** |

## Appendix B: Co-Teaching Strategies & Examples

| Strategy | Definition/Example |
|---|---|
| **One Teach, One Observe** | One teacher has primary responsibility while the other gathers specific observational information on students or the (instructing) teacher. The key to this strategy is to focus the observation – where the teacher doing the observation is observing specific behaviors. **Example:** One teacher can observe students for their understanding of directions while the other leads. |
| **One Teach, One Assist** | An extension of One Teach, One Observe. One teacher has primary instructional responsibility while the other assists students with their work, monitors behaviors, or corrects assignments. ***Example***: While one teacher has the instructional lead, the person assisting can be the "voice" for the students when they don't understand or are having difficulties. |
| **Station Teaching** | The co-teaching pair divides the instructional content into parts – Each teacher instructs one of the groups, groups then rotate or spend a designated amount of time at each station – often an independent station will be used along with the teacher led stations. ***Example:*** One teacher might lead a station where the students play a money math game and the other teacher could have a mock store where the students purchase items and make change. |
| **Parallel Teaching** | Each teacher instructs half the students. The two teachers are addressing the same instructional material and presenting the material using the same teaching strategy. The greatest benefit to this approach is the reduction of student to teacher ratio. ***Example***: Both teachers are leading a question and answer discussion on specific current events and the impact they have on our economy. |
| **Supplemental Teaching** | This strategy allows one teacher to work with students at their expected grade level, while the other teacher works with those students who need the information and/or materials retaught, extended or remediated. ***Example***: One teacher may work with students who need re-teaching of a concept while the other teacher works with the rest of the students on enrichment. |
| **Alternative (Differentiated)** | Alternative teaching strategies provide two different approaches to teaching the same information. The learning outcome is the same for all students however the avenue for getting there is different. ***Example***: One instructor may lead a group in predicting prior to reading by looking at the cover of the book and the illustrations, etc. The other instructor accomplishes the same outcome but with his/her group, the students predict by connecting the items pulled out of the bag with the story. |
| **Team Teaching** | Well planned, team taught lessons, exhibit an invisible flow of instruction with no prescribed division of authority. Using a team teaching strategy, both teachers are actively involved in the lesson. From a students' perspective, there is no clearly defined leader – as both teachers share the instruction, are free to interject information, and available to assist students and answer questions. ***Example:*** Both instructors can share the reading of a story or text so that the students are hearing two voices. |

***Co-teaching strategies are not hierarchical. They can be used in any order and/or combined to best meet the needs of the students in the classroom.***

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# Stillwater Public Schools-UCO Partner School Agreement-Teacher's Educ. Program

Final Audit Report 2025-05-27

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# EXTERNSHIP/OFF-CAMPUS PRACTICUM AGREEMENT

THIS AGREEMENT, made and entered into by and between **Stillwater Public Schools, 314 S. Lewis, Stillwater, OK 74074, ("Agency")** and **The University of Tulsa, 800 South Tucker Drive, Tulsa, OK 74104-3189**, **("University")** a nonprofit corporation of the State of Oklahoma, which owns and operates The University of Tulsa, Oxley College of Health Sciences.

WITNESSETH, THAT:

WHEREAS, Agency desires to provide student(s) in the Department of Communication Sciences and Disorders at The University of Tulsa with practicum settings in the interest of speech-language pathology; and

WHEREAS, the University desires to provide students with medical clinical practicum experiences in speech-language pathology in order that those students may be prepared to give, perform, manage, design and prescribe comprehensive diagnostic services and comprehensive speech-language therapy; and

WHEREAS, Agency and University desire to cooperate in providing practicum settings and experiences in a clinical outpatient settings as set outlined above (the "Program"); and,

NOW THEREFORE, for and in consideration of the mutual promises, agreements and covenants as hereinafter set forth, and other good and valuable consideration, it is hereby agreed by and between the Agency and University as follows:

1. Equal Opportunity. Agency Program, University, and Oxley College of Health Sciences shall employ, advance, accept, admit and otherwise treat in all manner in their employment and educational program, all persons without regard to race, color, national or ethnic origin, sex, age, religion, creed, handicap, disability or status as a veteran.

2. Cooperation of Agency. Agency agrees to cooperate with the University and Oxley College of Health Sciences in providing medical clinical practice settings to University students, through the Program, for practical clinical experience in speech-language pathology diagnostics and therapy.

3. Practicum Settings. Agency further agrees to make available the clinical settings and means for student experiences, including but not limited to all expendable equipment and supplies necessary for patient care.

4. Services, Resources, Facilities. Agency further agrees to make available to students and University faculty or other personnel involved in the Program the following:

a. Such space and facilities as are necessary for pre-assignment and post-assignment conferences;
b. Such instructional and library or other resource material as is available to or located at the Agency;
c. Parking space, cafeteria facilities, and other similar services on the same terms at which those services are regularly provided to Agency employees;

d. Facilities are available for storage of personal belongings, but security for such items is not provided.

5. Number of Program Participants. Agency further agrees that the number of students receiving school practicum experience at or through the Agency shall be determined by mutual agreement of the Agency's School Practicum Supervisor and the Dean of the Oxley College of Health Sciences, or their designated representatives. Primary factors to be considered in establishing said number are the adequacy of physical facilities at the Agency; the availability of agency personnel to supervise, train, and work with students participating in the Program; and adequacy of overall learning experience available.

6. Orientation. Agency further agrees to provide orientation to the Program, including but not limited to the clinical areas and Program curriculum, to members of University faculty or other University personnel whose teaching responsibilities at the University include or may include diagnostics or speech-language therapy. Such orientation may be made available for University faculty assigned to evaluating, counseling and conferring with students regarding the Program.

7. Emergency Medical Care. Agency further agrees to make available emergency medical care to students and University faculty or other personnel who are injured or otherwise become ill while at the Agency or are on an off-premises assignment as part of the Program; provided, that this provision shall not be construed to limit or otherwise prohibit any student, faculty, or University personnel from seeking such emergency medical care at any other facility besides Agency, or to refuse medical care. Emergency medical care provided to students and University faculty will be at the expense of the student or faculty member and shall be charged to them as determined by the Agency.

8. Agency Rules, Regulations, and Policies. Agency further agrees to provide each student, University faculty member, or other personnel with a copy of the current written Rules, Regulations, and/or Policies for Externships/Practicums, or any unwritten interpretations of the Rules, Regulations, and/or Policies for Externships/Practicums, of the Agency.

9. Practicum Site Supervisor. Agency further agrees to appoint a Practicum Site Supervisor ("Site Supervisor") whose duties shall include:

a. Interviewing qualified University students for the Program;
b. Observing, supervising, and counseling students participating in the Program; and,
c. Assisting in evaluating students participating in the Program in accordance with (1) the learning objectives for a school practicum as defined by the University; (2) the instructor's guide for school practicum students prepared or otherwise provided by the University; and (3) the evaluation process as defined by the University.

10. Mutual Indemnification. Each party shall save and protect the other, and indemnify the other from all legal liability resulting in injury, death, or damages, including costs and attorney fees, caused by or arising out of the indemnifying party's negligent or willful misconduct in the supervision of students pursuant to this agreement.

11. Cooperation of University. The University agrees to cooperate with the Agency in determining the number of students receiving school practicum experience at or through the Agency, as provided in Paragraph 5 herein.

12. General Provisions. The University further agrees as follows:

a. That it will provide Agency, by and through the Site Supervisor, with current written copies of (1) the learning objectives for practicum experiences as defined by the University; (2) student evaluation forms; and, (3) an instructor's guide for school practicum students.
b. That it will establish lines of communication with the Site Supervisor prior to any school practicum placement of a student, as to the University's expectations, goals, and feedback mechanisms with regard to the Program, the Site Supervisor, and the students participating in the Program;
c. That the Department of Communication Sciences and Disorders will provide to the Site Supervisor a time schedule and suggested criteria regarding evaluation of students.
d. That it will prepare each student for his or her initial interview with the Site Supervisor, and, upon the approval of said Site Supervisor of particular students for participation in the Program, notify the Agency of said Site Supervisor of which students will participate in the Program.
e. That it will observe and counsel students and confer with the Site Supervisor regarding each of said student's performance and progress or other matters.
f. That it will inform students of all physical examinations required by the Agency and that it further will inform students of their responsibility for the costs of said physical examinations.
g. That it will inform students regarding appropriate dress for participants in the Program, and further regarding each student's need to abide by the Rules, Regulations, and Policies of the Agency, and to provide his or her own transportation to and from the Agency at student's expense;
h. That it will inform students and University faculty that they shall respect and conscientiously observe the confidential nature of all information which may come to either of or all of them, individually or collectively, with respect to patients and patients' records and that they will comply with ethical standards and state laws about the practice of speech-language therapy.
i. That it will assure that all University students participating in the School Practicum Program will have in force a professional liability insurance policy with limits of $1,000,000 per occurrence and $3,000,000 aggregate. In this regard, University further agrees to provide Agency with a certificate of insurance for each student participating in the School Practicum Program stating that said student has liability insurance coverage in said amount.
j. That it accepts the condition that no student or University faculty is to be considered an employee of the Agency under this agreement.

13. Withdrawal or Removal of Student and Notification Thereof. University and Agency agree that either University or Agency may withdraw or remove any student enrolled in the Program if, in the opinion of either party, said student is not making satisfactory progress in the Program or, for any

other reasonable cause, including but not limited to health or recurrent and unexcused tardiness or absence. In any event, University shall have the right to withdraw any student from the Program. In the event that a determination is made by Agency or University that a student should be withdrawn from the Program, the party making said determination shall notify the other party in writing of said determination at least 24 hours prior to the withdrawal or removal of said student, stating specifically the grounds or cause for said withdrawal or removal. Written notice also shall be given to the student by the party making said determination at least 24 hours prior to said withdrawal or removal, stating specifically the grounds or cause for said withdrawal or removal. *Under appropriate circumstances, such withdrawal may be immediate for health or safety reasons but must be followed up by a required written notice within 24 hours.*

14. Conferences and Review. Agency and University agree that they, by and through their designated representatives shall confer periodically, for the purpose of evaluating as to whether this Agreement should be continued, provided however, that nothing contained herein shall be construed as granting either party hereto the automatic right to renew or reinstate this Agreement after its termination.

15. Non-assignability. The rights and duties accruing to Agency and University under the terms of this Agreement may not be assigned, delegated, or otherwise transferred by Agency or University, unless prior written mutual consent to said assignment is obtained from University and Agency.

16. HIPAA Compliance

a. The University must, and the University shall require the Clinical Instructors, Instructors and Students, to appropriately safeguard the protected health information of patients, in accordance with applicable provisions of the Health Insurance Portability and Accountability Act ("HIPAA") of 1996, as it may be amended from time to time, and applicable law. Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.

b. With respect to information obtained or received from the Agency, the University shall: (i) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use or disclosure of the information other than as provided for by this Agreement; (iii) report to the Agency any use or disclosure of the information not provided for by this Agreement of which the University becomes aware; and (iv) require that any agents, including a subcontractor, to whom the University provides protected health information received from, or created or received by the University on behalf of, the Agency agrees to the same restrictions and conditions that apply to the Agency with respect to such information.

17. FERPA.

In the course of this Agreement, the Parties may have access to records of the other Party that are "education records" as defined by and protected under the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, et seq., and the regulations promulgated there under ("FERPA"). Such records are confidential. To the extent that the Parties or its personnel have access to "education records" under this Agreement, they are deemed a "school official," as each of these terms are defined under FERPA. The Parties agree not to use education records for any purpose other than in the performance of this Agreement. Except as required by law, neither Party will disclose or share education records with any third party unless permitted by the terms of this Agreement.

18. Rights in Property. All supplies, fiscal records, patient charts, patient records, medical records, X-rays, computer-generated reports, pharmaceutical supplies, drugs, drug samples, memoranda, correspondence, instruments, equipment, furnishings, accounts and contracts of the Agency shall remain the sole property of the Agency.

19. Non-Discrimination. Except to the extent permitted by law, the Agency, the University, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status in the performance of this Agreement. As applicable to the University, the provisions of Executive order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. Seq.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The University represents that, except as permitted by law, all services are provided without discrimination on the basis of, race, color, creed, sex, age, religion, national origin, disability or veteran's status; that it does not maintain nor provide for its employees any segregated facilities, nor will the University permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the University agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C. Section 4212.

20. Term of Agreement. The term of this Agreement shall be from July 1, 2025 until June 30, 2026. This agreement may be modified or terminated by the written mutual consent of Agency and University and may, in any event, be terminated by University or Agency at the end of 10 days after written notice terminating the Agreement is given to Agency or University, as the case may be.

21. Notices to Agency, Practicum Program, University, and Oxley College of Health Sciences. All notices under this Agreement shall be made to the following persons at the following listed addresses:

AGENCY

Stillwater Public Schools
314 S. Lewis
Stillwater, OK 74074

Independent School
District No. 16 of
Payne County, Oklahoma

UNIVERSITY

University of Tulsa
800 South Tucker Drive
Tulsa, Oklahoma 74104-3189

Communication Disorders Program
Attention: Suzanne Stanton, Ed. D.

22. The University has authorized only certain persons to sign agreements of this nature on its behalf. No agreement is enforceable against the University unless signed by an authorized signatory.

23. This AGREEMENT shall be governed by the laws of the State of Oklahoma and agree that all disputes may be resolved in a court of competent jurisdiction in Tulsa County, Oklahoma.

24. This AGREEMENT constitutes the entire AGREEMENT between the parties and supersedes all prior agreements, arrangements, and understanding relating to the subject matters hereof. Any modification hereto shall be valid only if set forth in writing and signed by all parties hereto.

Executed and agreed to this _____ day of _____, 20___.

STILLWATER PUBLIC SCHOOLS BOARD OF EDUCATION

By: _____
Board Member Signature

Print Name: _____

Date: _____

And:

The University of Tulsa ("University")

By: Susan M. Pepin
Sue Pepin, MD, MPH
Dean, Oxley College of Health & Natural Sciences

**INDEPENDENT CONTRACTOR'S AGREEMENT**
**TO PROVIDE EVALUATION SERVICES**

THIS AGREEMENT is entered into by and between Independent School District No. 16 of Payne County, Oklahoma, d/b/a Stillwater Public Schools ("District"), and Therapy Specialists ("Contractor") on this 1st day of July, 2025.

**RECITALS**

WHEREAS, Contractor desires to perform speech/language evaluation services for the District on the terms and conditions specified in this Agreement.

WHEREAS, Contractor is qualified to perform the services contemplated by this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and the above recitals, the parties agree as follows:

1. **DESCRIPTION OF SERVICES.** Contractor shall provide speech/language evaluation services for the District, which shall include evaluations for the purpose of special education, eligibility report writing, and other related services as requested by the District.
2. **LOCATION OF SERVICES.** Contractor shall primarily perform services at the District. All equipment and materials supplied to Contractor by the District, if any, for the performance of services under this Agreement shall remain property of the District and shall not be removed from the District without prior authorization of the District. Contractor may perform services not involving in-person contact with students, such as writing reports and consulting, from the address listed for Contractor shall remain his property.
3. **TERM.** The term of this Agreement shall begin on July 1, 2025, and shall terminate on June 30th, 2026. However, the District may terminate this Agreement without cause after providing written notice to the Contractor of the intended termination at least thirty (30) calendar days prior to the date of the intended termination. The Contractor shall notify the District, in writing, at least sixty (60) calendar days prior to voluntarily severing or

terminating this Agreement. If either party fails to perform in a timely manner or fails to perform in accordance with the provisions of this Agreement, or otherwise breaches its obligations under this Agreement, and fails to cure such breach within ten (10) calendar days after notice from the other party, the other party may terminate this Agreement without further notice or demand.

4. **DUTIES.** Contractor shall report to and coordinate activities with an administrator designated by the Superintendent of the District. The administrator assigned to act in all manners pertaining to this Agreement and to receive notices hereunder, authorize services, accept and approve all reports, drafts, products and invoices is the Director of Special Services. Contractor covenants and agrees to and shall provide services under this Agreement with reasonable diligence and promptness and in accordance with all terms and conditions set forth in this Agreement, in accordance with policies, rules, and regulations of the District, and in accordance with the highest professional standards in the field.
5. **TIMEKEEPING.** Contractor will maintain an accurate report of time worked and services rendered and submit an itemized invoice for services performed in the previous month to the District by the second (3rd) day of the current month.
6. **COMPENSATION AND PAYMENT.** Based on the completion of services described above, the Contractor shall receive compensation according to the rate agreement appended to this Agreement. Contractor agrees to submit itemized bill for services provided for the prior month by the 3rd day of current month. The District agrees to pay the sum of the monthly bill per the rate set forth in this agreement to Contractor by the 28th day of the current month.

7. **INDEPENDENT CONTRACTOR.** It is agreed and understood that Contractor is an independent contractor and that the District shall exercise no supervisory authority or control over Contractor or Contractor's employees, if any, in the performance of this Agreement. It is not the intent of the parties to form a joint venture or partnership of any kind. No other compensation will be paid to Contractor except as specified by the terms of this Agreement. Neither Contractor nor Contractor's employees shall be deemed to be agents or employees of the District and any representation to the contrary by Contractor or his employees shall constitute a violation of this Agreement and shall be grounds for immediate termination, notwithstanding the notice provision in Paragraph 3 of this Agreement. Contractor shall comply with all provisions of state, local, and federal laws, regulations, ordinances, and requirements that are applicable to the performance of the services hereunder.
8. **STUDENT RECORDS.** Contractor acknowledges and agrees that all student files and/or records (including, without limitation, any electronic files and/or records and copies of any files and/or records), including, but not limited to, education and counseling records, created, compiled, supplemented, or modified, by Contractor during the term of this Agreement with respect to students who receive services under this Agreement are and will remain the sole property of the District.
9. **INSURANCE.** Contractor shall obtain and maintain general and professional liability insurance, including malpractice insurance, in an amount of not less than $1,000,000 for each occurrence, at his own expense, and shall provide written proof of such coverage upon request.

10. **LICENSES.** Contractor represents and warrants that he/she is a Licensed Speech Language Pathologist and has all the licenses and credentials required under Oklahoma and federal law to perform the services contemplated by this Agreement. A copy of any such licenses and credentials will be provided to the District upon request. If at any time during the term of this Agreement, any or all of Contractor's applicable licenses or credentials lapse or are removed. Contractor must provide immediate notice to the District and shall not provide or charge for further service.
11. **NOTICES.** Any notices required to be given hereunder shall be deemed sufficient if delivered personally or if sent by U.S. Certified Mail, Return Receipt Requested, to the parties at the address set forth below:

    To District: Stillwater Public Schools
    Attn: Superintendent
    314 South Lewis Street
    Stillwater, Oklahoma 74074

    To Therapy
    Specialists: Therapy Specialists/Kristina Egnor
    301 S. Duck St.
    Stillwater, OK 74074

12. **ASSIGNMENT.** Neither this Agreement, nor any of the services or work to be performed under this Agreement, may be assigned, in whole or in part, by Contractor without the prior written consent of the District. Contractor represents and warrants that he is a sole practitioner and has no officers, agents, employees or contractors employed or associated with him.

13. **INDEMNIFICATION OF DISTRICT.** Contractor agrees to and shall defend, indemnify, and hold the District, its officers, administrators, board members, employees, agents, assigns, and attorneys harmless from and against any and all liability, loss or expense, including reasonable attorneys' fees, and/or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of Contractor.
14. **SAFETY AND WELFARE.** The District and Contractor agree that student safety is a top priority. Contractor agrees that he will not assign anyone to assist him in performing the duties contemplated by this Agreement. Further, if he seeks and obtains permission to be accompanied by an assistant, he shall not allow anyone on District property, whether as an officer, agent, employee or contractor, who has been convicted of a felony within the past 10 years or at any time has been convicted of, or pled guilty or no contest to a charge involving illegal chemical substances or a sexual offense. Contractor hereby certifies that he is not currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Offender Registration Act. Contractor shall submit written proof to the District's Department of Special Education and Student Services that he has passed background checks including a nationwide criminal check, multistate sex offender check, OSBI criminal check, and a current drug screening prior to entering upon District property. If, at any time, Contractor demonstrates actions that are inappropriate or create a disruption at any District site, the site principal, Superintendent, or Superintendent's designee may require that he leave District property and not return without specific permission of the District.

15. **ENTIRE AGREEMENT.** This agreement constitutes the entire agreement between the parties and supersedes all prior or contemporaneous oral or written agreement and understandings of the parties with respect to the matters covered by this Agreement. This Agreement may not be amended or modified at any time without prior written consent of both parties.

16. **INVALID PROVISION.** The invalidity or unenforceability of any provision of this Agreement shall not affect any other provision. This Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted.

17. **WAIVER.** The waiver or waivers by the District of any breach or non-performance by Contractor shall not constitute a waiver of any subsequent breach, nor in any way affect the District's ability to enforce each and every provision at any time thereafter.

18. **GOVERNING LAW.** This Agreement shall be governed by, interpreted and construed in accordance with the procedural and substantive laws of Oklahoma.

IN WITNESS WHEREOF, the parties hereto, by the undersigned authorized to bind said parties, agree to the terms and conditions herein.

Independent School District No. 16
of Payne County, Oklahoma

_____
President, Board of Education Date

Kristina Egnor, Therapy Specialists

5/7/25
Kristina Egnor Date

**Therapy Specialists**
**301 S. Duck St**
**Stillwater, OK 74074**
**405-377-8255**

**Services to Stillwater Public School district during the 2025-2026 school year shall be paid according to the following rates:**

| | |
|---|---|
| Speech Language Evaluation | $175 |
| Speech Only Evaluation | $100 |
| Language Only Evaluation | $100 |
| Mileage: | No charge for mileage |

*All assessments will include a written report.

*Payments/checks are to be made to Therapy Specialists

# SPECIAL SERVICES AGREEMENT

**Between United Community Action Head Start & Stillwater Public Schools**

School Year 2025-2026

This is a local agreement between Independent School District No. 16 of Payne County, Oklahoma ("Stillwater Schools"), hereinafter referred to as the local education agency (LEA), and United Community Action Head Start Program, hereinafter referred to as the local Head Start Program. The following information states the roles and responsibilities of parties regarding Head Start Program eligible children residing in the Stillwater Public School District ages three through five identified as having disabilities in accordance with procedures established by the Oklahoma State Department of Education, Special Education Services (OSDE/SES) and by the Head Start Program Performance Standards (45 CFR 1304 and 1308). These regulations are promulgated in accordance with federal and state laws governing the education of children with disabilities.

This agreement is to describe the responsibilities of each entity, outline areas of cooperation and provide guidance for local cooperation and coordination between and among all aforementioned parties in the implementation of the Individuals with Disabilities Education Act (IDEA) Amendments of 2004 (34 CFR 300), Head Start Program Performance Standards and the Head Start Re-Authorization Act of 1997. Pertinent contact information for all agencies is included as Attachment A.

For the 2025-2026 School Year, Stillwater Public Schools will utilize Developmental Delay eligibility for Head Start age children.

## I. LEA RESPONSIBILITIES:

A. The LEA ensures that IDEA Part B, Section 619 (preschool) funds received for the provision of services to eligible children with disabilities ages three through five who are served in the Head Start Program and reside in the Stillwater Public School District are expended in accordance with the requirements of the IDEA. Funds may be used for, but are not limited to, the following: cost of evaluation; materials and supplies; contractual arrangements for services when the Head Start Program has a qualified provider and/or the provision of qualified providers for IDEA Individualized Education Program (IEP) services.

B. Upon referral from the Head Start Disabilities Services Manager or designee, the LEA shall provide a multidisciplinary group evaluation, when appropriate, for determination of the need for special education and related services under the IDEA. LEA will follow timelines established by OSDE and IDEA.

C. The LEA shall be responsible for the provision of procedural safeguards, including due process and mediation procedures for any child determined to be eligible under the IDEA and enrolled in the Head Start Program who resides in the Stillwater Public School District.

D. The LEA shall provide, through prior written notice of meetings, that the appropriate Head Start Program representative be directly involved and receive appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program who reside in the Stillwater Public School District.

E. The LEA shall ensure the provision of appropriate special education and related services to those eligible children with disabilities under the IDEA enrolled in the Head Start Program who reside in the Stillwater Public School District. All IDEA services for which the child is eligible will be documented on the IEP with the responsible person(s)/agency specified for the provision of each service.

F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA-eligible preschool children with disabilities served in the LEA and by the Head Start Program who reside in the Stillwater Public School District.

II. LOCAL HEAD START RESPONSIBILITIES:

A. The Head Start shall provide screening and assessment for all children enrolled in the Head Start as required by Head Start Program Performance Standards 45 CFR 1304 and 1308, participate in Child Find activities under the IDEA with the LEA, and, in coordination with the LEA shall provide parents with their rights under these programs.

B. The Head Start shall provide all Head Start services to any child enrolled in Head Start who meets eligibility requirements in accordance with the Head Start Program Performance Standards.

C. The Head Start representative will participate in the LEA referral procedures, multidisciplinary evaluation, IEP development, and implementation of the portions of the IEPs identified for the Head Start Program, and the IEP review as appropriate.

D. The Head Start will provide a support system for families and children with disabilities through training, information dissemination, and involvement in the program, as well as collaboration with the LEA and other community services.

E. The Head Start Disabilities Services Manager or designee shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.

F. The Head Start will provide the number of children receiving IEP services under the IDEA to the LEA for the child count report by October 1 annually.

G. The Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate.

III. COORDINATION OF COST SHARING:

The local Head Start and Local Education Agency agreement will address planning of cost-sharing resources and funding to assure that integrated services are implemented in a manner that maintains State and Federal fiscal support for children with disabilities who are residents of the Stillwater Public School District in these programs. The Head Start and the LEA agree to the following cost-sharing services (see Attachment B for examples):

IV. COORDINATION OF REQUIRED PAPERWORK:

To coordinate paperwork required by Head Start and the LEA special education program, the following process will be utilized:

A. Parental consent must be obtained by the Head Start Program prior to referral to the LEA.

B. The Head Start or the LEA will obtain parental consent for exchange of information between the two programs through the use of the State of Oklahoma Standard Form: Consent for Release of Confidential Information.

C. The Head Start will release results of vision, hearing, developmental, health, and speech screenings, as well as other relevant information, as a part of the Head Start referral process developed in conjunction with the LEA.

D. When Head Start refers a child for a multidisciplinary evaluation to the LEA, the LEA will first obtain parental consent, with the assistance of the Head Start personnel as needed.

E. The LEA special education program, with parental consent, will release copies of IDEA IEPs, multidisciplinary evaluations, multidisciplinary evaluation and eligibility group summary, necessary special education records, and documentation of services provided to the Head Start.

F. All personally identifiable information collected, used, or maintained by the Head Start will be kept in a secure manner, which prevents unauthorized access, in a central location, adhering to confidentiality requirements under the Family Educational Rights and Privacy Act (FERPA) and state laws.

V. COORDINATION OF SCREENING:

In the coordination of screening between the Head Start and the LEA special education program, the following process is agreed upon:

A. The LEA special education program and the Head Start will determine designated program personnel to be responsible for conducting screenings within each program

to collaboratively implement requirements of the IDEA and Head Start Performance Standards (45 CFR 1308).

B. This agreement will include the following time frame for completion of screening or transfer of information. The time frame includes the 45 calendar days timeline for screening of all children enrolled in the Head Start as mandated in the Head Start Performance Standards (45 CFR 1308).

One or more of the following methods have been considered: (Check one or more as appropriate):

☐ Joint screening: Screening will be conducted simultaneously by Head Start staff and LEA special education staff within the same location.

☒ Shared staff: Local implementation may incorporate coordination of shared staff (e.g., required vision, hearing, speech/language, health, and developmental screening may be conducted by the Head Start under Head Start Program Performance Standards, and the LEA special education program may complete required screening under the IDEA).

☒ Shared Information: Screening will be provided for referrals as determined by both entities. Consent for the release of information will be obtained at the time of screening.

## VI. COORDINATION OF IEP REVIEW:

The Head Start and the LEA will conduct an IEP review at least annually or when a change of program or placement of a child is being considered. The parent, the Head Start staff, or the LEA special education program staff at any time may request a meeting. Procedural safeguards for notification will be followed.

## VII. COORDINATION OF IN-SERVICE TRAINING:

The LEA and the Head Start program will agree to coordinate in-service training when feasible. Considerations for top priority training include:

1. IDEA procedural safeguards training for both entities
2. Overview of Head Start program requirements
3. Overview of LEA Special Education Program and requirements
4. Identified local training needs
5. Individual child needs

VIII. TRANSITION:

The LEA and Head Start Program will agree to coordinate the transition of children with disabilities from the Head Start program to the LEA early in the school year of the child's last attending year in Head Start, no later than October. Meetings will be held between the LEA and Head Start program and the child's family members in order to facilitate a smooth transition.

IX. RESOLUTION OF DISPUTE:

In the event of disputes between the Head Start and the LEA special education program, the following process will be followed for resolution:

A. The dispute will first be brought to the attention of the LEA special education director, the Head Start Director, and/or the Head Start Disabilities Services Manager to seek resolution of the dispute.

B. If the issue is not resolved, the matter will then be submitted in writing to the Head Start Director and the LEA special education director or the LEA superintendent to facilitate resolution.

C. If the issue is not resolved, as described in section VIII.B, then the matter will be submitted in writing to OSDE/SES for assistance in the resolution of any IDEA dispute between the Head Start and the LEA.

D. If the issue is not resolved and is an issue under the Head Start Program Performance Standards 45 CFR 1308, the matter will be submitted in writing to the Administration on Children Families Region VI office or the American Indian/Alaska Native Programs Branch.

INDEPENDENT SCHOOL DISTRICT NUMBER 16
OF PAYNE COUNTY, OKLAHOMA

By: _____
President, Board of Education

UNITED COMMUNITY ACTION PROGRAM, INC.
HEAD START

By: Kim K. Rice
Signature

Kim K. Rice, UCAP Head Start Director
Print Name and Title

**ATTACHMENT A**

CONTACT INFORMATION

Head Start Program Name: UCAP, Inc.
Head Start Director: Kim Rice
Head Start Director's
Email: krice@ucapinc.org
Head Start Disabilities Services Coordinator:
Heather Tennial
Head Start Disabilities Services Coordinator's
Email: htennial@ucapinc.org
Head Start Address: 501 6th, Pawnee, OK 74058
Head Start Program Number:918-762-2561 ext. 385
Head Start Fax Number:405-707-9712
Head Start Site Phone Number: 405-385-0188
Head Start Site Fax Number (if different):

LEA Superintendent: Mr. Tyer Bridges
LEA Address: 314 S. Lewis, Stillwater, OK 74074
LEA Superintendent's Phone Number
405- 533-6300
LEA Superintendent's Fax Number:
405-533-6397
LEA Superintendent's Email Address
tbridges@stillwaterschools.com

Oklahoma Head Start Collaboration Office
Paula Brown, Project Director
2915 Classen
Oklahoma City, OK 73106
Phone: (405) 524-4124
Fax: (405) 524-4923
Email: headstart@okacaa.org

ACF Federal Region VI Office
Kenneth Gilbert, Regional Administrator
1301 Young Street, Room 937
Dallas, TX 75202
Phone: (214) 767-9648
Fax: (214) 767-3743
Email: lmccowan@acf.dhhs.gov

American Indian/Alaska Native Programs Branch
Tom Tragear, Team Leader and Acting Branch Chief
ACF/ACYF/Head Start Bureau/AI/ANPB
330 "C" Street, S.W., Room 2030 Main Office
Washington, D.C. 20047
Phone: (202) 205-8437
Fax: (202) 205-8436
AI/ANPB Toll-Free Phone: 877-876-2662

## ATTACHMENT B

EXAMPLES OF AREAS OF COST-SHARING

- Classroom assistants
- Transportation
- Adaptive equipment
- Assistive technology

**ATTACHMENT C**

D-1*
2024-2025

UCAP, Inc. Head Start/Early Head Start
Permission for Referral to LEA/SoonerStart for Evaluation

*This form is completed in conjunction with the Release of Confidential Information*
CFSUPP-3 with copies of both being forwarded to the Disabilities Manager

Center: _____ Teacher:_____

Child's Name:_____ DOB:_____

I, _____, (do) _____ (do not) _____
(Parent/Guardian Name) (mark one)

hereby give _____ Head Start/Early Head
(Name of Read Start/Early Head Start Center)

Start permission to refer my child _____ to the
(Child's Name)

_____ Public Schools/SoonerStart for further evaluation
(Name of LEA or Local SoonerStart Office)

and possible special or early intervention services.

_____
(Parent/Guardian Signature) (Date)

_____
(Teacher Signature) (Date)

**********

*Head Start/Early Head Start Use Only*

Screening Results

*ASQ/(Denver* ii infants Only) *Indicate Score/Cutoff for each area:* Communication:

___/___, Gross Motor: ___/___, Fine Motor: ___/___, Problem Solving: ___/___,

Personal-social: ___/___ Comments: _____Date_____

ASQSE *Indicate Total Score/Cutoff Score* _____/_____ Date _____

Hearing _____/_____Date_____Vision_____/_____Date_____

*(Indicate Child Results/Pass Results for both Hearing and Vision)*

Physical_____Date_____

*(Most Recent)*

Dental_____Date_____

*(Most Recent*

Other_____Date_____

Western Governors University
*4001 South 700 East, Suite 700, SLC, UT 84107*

# CLINICAL EXPERIENCE AGREEMENT

This Clinical Experience Agreement (Agreement) is made between Western Governors University, a Utah nonprofit corporation (University or WGU), and Stillwater Public Schools (District), and is effective as of the date of District's signature below (Effective Date).

WGU is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU). University Teacher Education programs are further accredited by the Council for the Accreditation of Educator Preparation (CAEP) and the Association for Advancing Quality in Educator Preparation (AAQEP). University represents that each teacher/principal Candidate assigned to District for Student Teaching/Practicum is validly enrolled in an approved University educator preparation program and meets District's background requirements.

**A. Definitions**. For the purposes of this Agreement, capitalized terms* will have the following meanings:

1. Candidate refers to a student enrolled in a University program leading to an education degree.
2. Mentor Teacher refers to a District employee who is the contracted teacher in the classroom to which the Candidate is assigned.
3. Clinical Supervisor refers to a qualified individual who will supervise and complete observations and evaluations.
4. Advanced Programs refers to University programs that are designed for licensed teachers to earn an endorsement or certification.
5. Preclinical Experience refers to the active participation by a Candidate in a wide range of in-classroom experiences to develop the skills and confidence necessary to be an effective teacher and prepare for Student Teaching.
6. Student Teaching refers to the active participation by a teacher Candidate in the duties and functions of classroom teaching under the direct supervision and instruction of a Mentor Teacher and/or Clinical Supervisor.
7. Practicum refers to the University Clinical Experience requirements for licensed teachers in an advanced endorsement program. Practicum length can range from 10 days to 12 months, depending on program and state requirements.
8. Clinical Experience refers collectively to the Preclinical Experience and Student Teaching and/or Practicum.

*References to "District" shall include the school.

**B. Mutual Expectations**. A placement site is a District where University places Candidates for a Clinical Experience with Mentor Teachers/principals, with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of Candidates, and to share accountability for Candidate outcomes. The school administrator and Mentor Teacher will have the opportunity to provide critical feedback to inform program improvement through surveys at the end of each experience.

**C. Mutually Beneficial Activities**. The parties agree to participate, to the extent feasible, in the activities outlined below:

1. When available, University staff may participate in District employee events and conferences, as appropriate, and District agrees to inform University of such opportunities.
2. Provide District with recruitment and talent acquisition planning and support from University's Career & Professional Development service(s) team, based on District compliance with University's Employer Recruiting & Guidelines.
    - As possible, District will respond to quarterly survey requests from University's Career & Professional Development team about hiring plans and new hires from University.
3. University and District staff will co-select Mentor Teachers and Clinical Supervisors based on University requirements.

4. District employees who have been admitted to University may apply to receive aid so long as they meet scholarship eligibility requirements (University will retain sole discretion in funding and award decisions).
5. University may invite District staff to participate in a focus group to:
    - provide feedback for improvement and continuous development of observation and evaluation instruments of Candidates, Mentor Teachers, and Clinical Supervisors; criteria for selection of Mentor Teachers and Clinical Supervisors; and curriculum development;
    - review data on Clinical Experiences and Candidate success to potentially modify selection criteria, determine future assignments of Candidates, and make changes in Clinical Experiences;
    - review how the depth, breadth, diversity, coherence, and duration data on Clinical Experiences are linked to student outcomes and Candidate performance.

**D. Recordings**. District recognizes that University requires its Candidates to video record in the classroom for evaluation purposes and agrees to permit video recording consistent with the conditions set forth in **Exhibit A** (Video Recordings).

**E. Mentor Teacher Standards**. District, with the input of University, will provide the teacher Candidate with a Student Teaching assignment in a school and classes of District under the direct supervision and instruction of a Mentor Teacher who meets the following minimum requirements:

1. Holds a teaching credential or license: (i) for the subject area and/or grade level being taught; and (ii) in the state where Student Teaching occurs.
2. Has: (i) a minimum of three (3) years of content area teaching experience (five (5) years preferred), with (ii) two (2) or more years teaching in the placement school and/or District, and (iii) strong evaluations.
3. Evidence of positive impact on student learning in the classroom as demonstrated by ratings at or above effective (or equivalent) when a state, district, or school provides such ratings.
4. Successfully and with positive impact mentored student teachers, colleagues, and/or other adults.
5. Competently uses technology for communicating via email and completing online evaluation forms.
6. Will demonstrate and model the professional dispositions and ethics expected of teacher Candidates and University faculty and staff, as follows:
    - All individuals can learn
    - Belonging
    - Empathy
    - Growth Mindset
    - Communication
    - Integrity
    - Professionalism
    - Intellectual courage
7. Complete University's training to understand University policies, processes, procedures, and how to effectively mentor adult learners.
8. *For California Districts Only*: As required by the California Commission on Teacher Credentialing (CTC) Program Sponsor Alert (PSA) 19-05, Mentor Teacher has documented completion of training/professional development equivalent to ten (10) hours that includes: a two (2)-hour orientation to program curriculum, and eight (8) hours training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices.

**F. Clinical Supervisor Standards**. A University Clinical Supervisor provides guidance, support, on-site assistance, assessment and feedback to a teacher Candidate throughout the Clinical Experience. To act in this role, a Clinical Supervisor must have:

1. A minimum of three (3) years teaching experience in K-12.
2. A master's degree in education or related field.
3. A current teaching license in the content area of supervision.
4. Experience teaching in the content area of supervision.
5. Ability to successfully complete a background clearance, if requested.
6. District and principal approval (if a District employee).

7. Ability to consistently demonstrate and model the professional dispositions and ethics expected of teacher Candidates and University faculty and staff, as follows:
    - All individuals can learn
    - Belonging
    - Empathy
    - Growth Mindset
    - Communication
    - Integrity
    - Professionalism
    - Intellectual courage

**G. University Responsibilities**. University will:

1. Select qualified Candidates who have been prepared with the appropriate educational background, knowledge, skills, and professional disposition to participate in a Clinical Experience.
2. The Mentor Teacher may also receive professional development hours connected to the successful completion of University, and any state required Mentor Teacher training.
3. Be responsible for the selection, assignment, training, and compensation of Clinical Supervisors.
4. Require Candidates to have a fully cleared background check acceptable to District prior to participating in Clinical Experience activities.
5. Where required by state regulation or District policy, ensure Candidates have a current tuberculosis (TB) risk assessment and/or examination. Upon request, Candidates will be required to provide documentation to District prior to participating in a Clinical Experience.
6. Provide opportunities for feedback regarding improvement of University Candidate preparation.
7. Provide professional development training to Mentor Teachers regarding University processes and procedures.
8. Maintain an online site for support, resources, and training for Mentor Teachers.
9. Facilitate a cohort seminar in which teacher Candidates will participate with a community of peers to receive support during Student Teaching and the final performance assessment.
10. Maintain general responsibility for instruction, academic evaluation, and related academic matters concerning Candidate participation in the Clinical Experience, including evaluation and grading.

**H. District Responsibilities**. District, or school administrator, will:

1. Nominate one or more qualified Mentor Teacher(s) by providing a completed copy of the Mentor Teacher Nomination Form to University's Field Placement Team.
2. Allow the Clinical Supervisor access to the host school and classroom, including virtual settings, for the specific purpose of observing Candidates.
3. Where applicable and where a Teacher Candidate will serve as a contracted teacher, District agrees to provide a Mentor Teacher during Student Teaching.
4. University utilizes video recordings for both observations and teacher performance assessments. District agrees to allow video recording and/or live streaming for completion of observations and teacher performance assessments for all University programs. (See **Exhibit A** for details regarding video recordings.)
5. Notify University about any changes to District policies (e.g., COVID and other healthcare policies).
6. Provide Candidates with any District policies and procedures to which Candidates are expected to adhere during the Clinical Experience and while on District premises.
7. Through the involvement of the Mentor Teacher and/or school administrator, participate with the Clinical Supervisor and teacher Candidates in two evaluations: one mid-way through Student Teaching, and a final evaluation at the end of Student Teaching. University shall be responsible for the format of evaluations.
    - See Advanced Programs Practicum section below for evaluation requirements for Educational Leadership, English Language Learning, and Master of Special Education.

8. Provide Candidates opportunities to observe, assist, tutor, instruct, implement effective teaching strategies, and conduct research, as appropriate, during the Clinical Experience.
9. Provide opportunities, when possible and appropriate, for Candidates to use technology to enhance student learning and monitor student progress and growth.
10. Provide opportunities, when possible and appropriate, for Candidates to experience working with diverse student populations, including English language learners and students with exceptional learning needs.
11. Encourage Mentor Teachers to participate in University's training to understand University policies, processes, procedures, and how to effectively mentor adult learners.
12. Encourage administrators and Mentor Teachers to participate in University feedback surveys (offered at the end of the Clinical Experience) to report on Candidate quality and preparation and to provide program feedback to University for continuous improvement.
13. Adhere to any then-applicable state requirements related to training/professional development.
14. *For California Districts Only*: Require Cooperating Teachers to complete and document training/professional development equivalent to ten (10) hours that includes: a two (2)-hour orientation to the program curriculum, and eight (8) hours of training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices (as required by the CTC).

**I. Advanced Programs Practicum**. The following additional requirements apply to Advanced Programs Practicum:

1. Candidates are licensed teachers who are in most cases completing the Practicum in their own classroom using a qualified individual within their school as a Clinical Supervisor who meets the applicable qualifications and requirements.
2. Each Candidate will:
    - have a relationship with the school and arrange placement by obtaining District approval.
    - secure his/her own Clinical Supervisor, subject to approval of University's Field Experience team to ensure the Clinical Supervisor meets program requirements.
    - provide a valid background clearance, liability insurance, and teaching license.
    - comply with any other applicable District requirements.
3. Evaluations of Candidates are as follows:
    - Educational Leadership - 4 total (2 evaluations during the first Practicum course, and 2 during the second Practicum course)
    - English Language Learning - 3 total (2 observations and 1 final evaluation)

**J. Confidentiality & Education Records**

1. District acknowledges that the education records of assigned Candidates are protected by the Family Educational Rights and Privacy Act (FERPA), and agrees to comply with FERPA and limit access to those employees or agents with a need to know. Pursuant to FERPA, and for the purposes of this Agreement, University designates District as a "school official" with a legitimate educational interest in such records.
2. University shall instruct Candidates of the necessity of maintaining the confidentiality of all District student records. District shall not grant Candidates or University employees access to individually identifiable student information unless the affected student's parent or guardian has first given written consent using a form approved by District that complies with FERPA and other applicable law.

**K. Additional Terms**

1. Term. This Agreement shall commence on the Effective Date and shall continue for three (1) years from the Effective Date through the end of the 2025-2026 school year, or until such time as either party gives the other party thirty (30) days advance written notice of its intent to terminate the Agreement. In the event of termination, any Candidates at District as of the date of such notice shall be permitted to complete their Student Teaching or Practicum.
2. Points of Contact. Each party shall designate a point of contact for communication and coordination of Student Teaching or Practicum. Contact information is set forth following the signature block.

3. Right to Accept or Terminate a Placement. District may refuse to accept for placement, or may terminate the placement, of any Candidate based upon its good faith determination that the Candidate is not meeting performance standards or is otherwise deemed unacceptable to District. In such cases, District shall notify University in writing and state the reasons for such decision.
4. Insurance.
    - University Insurance. University represents and warrants that it provides and maintains general liability insurance with limits of at least $1,000,000 per occurrence and $2,000,000 annual aggregate and, upon District's request, shall provide a certificate of insurance as evidence of coverage. University shall maintain, at its sole expense, workers' compensation insurance as required by law.
    - Professional Liability Insurance. Candidates will be responsible for procuring and maintaining, at their own expense, professional liability insurance for the duration of the Clinical Experience with minimum limits of either: (i) $1,000,000 per occurrence and $3,000,000 annual aggregate, or (ii) $2,000,000 per occurrence and $2,000,000 annual aggregate.
5. Status of Parties. Nothing in this Agreement is intended to or shall be construed to constitute an agency, employer/employee, partnership, or fiduciary relationship between the parties. Neither party will have the authority to, and will not, act as agent for or on behalf of the other party or represent or bind the other party in any manner. No Candidate or other third party shall be a beneficiary of, or have any right to enforce the terms of this Agreement.
6. Non-Discrimination. Each party agrees to comply with all applicable non-discrimination laws, and will accept, assign, supervise, and evaluate qualified Candidates regardless of race, sex, sexual orientation, religion, creed, national origin, age, disability, veteran status, or any other basis protected by law.
7. Entire Agreement. This Agreement represents the entire understanding between the parties relating to the subject matter and supersedes all prior oral or written agreements. This Agreement may be modified only in writing, signed by both parties.

The parties have executed this Agreement as of the Effective Date.

**UNIVERSITY**

By: Jennifer K. Doshier

Title: Director, Field Experience, School of Education

**Point of Contact:**
Field Experience Outreach
Email: tc_outreach@wgu.edu

For notice purposes:
Attn: General Counsel
Western Governors University
4001 South 700 East, Suite 700
Salt Lake City, UT 84107-2533
Email: legal@wgu.edu

**DISTRICT**

By: _____

Title: SPS School Board President

Date: June 10, 2025

**Point of Contact:**
Elizabeth McBee - Director of Federal Programs
Email: emcbee@stillwaterschools.com
Phone: 405-707-5026

For notice purposes:

Email:

## Exhibit A
## Video Recording

1. Teacher Performance Assessment. District acknowledges that Candidates must complete a teacher performance assessment, which includes the submission of video recordings of themselves teaching in the classroom and of real artifacts (such as lesson plans, video, and student work samples). Recordings provide an avenue to evaluate performance and determine competency.

2. Clinical observation / Evaluation. University utilizes a secure, interactive, online, cloud-based platform to accommodate for the changing classroom environment and protect the health and safety of participants. Candidates upload recorded video submissions or participate in livestreams for feedback, scoring, and critiquing of video assignments, and Clinical Supervisors leave time-stamped feedback.

3. Guidelines. The following guidelines are provided to Candidates. District understands that Candidates are not employees or agents of University and that any further precautions regarding the privacy of District students should be agreed directly between the District and Candidates.

   *Teacher Candidate Guidelines for Video Recordings*

   - Secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording.
   - To protect confidentiality, remove your name and use pseudonyms or general references (e.g., "the district") for your state, school, district, and Mentor Teacher. Mask or remove all names on any typed or written material (e.g., commentaries, lesson plans, student work samples) that could identify individuals or educator preparation programs. During video recording, use only the first names of students.
   - You must follow appropriate protocol to submit recordings to University.
   - You may not display the video publicly (i.e., personal websites, YouTube, Facebook).
   - You may not use any part of the recordings for any personal or professional purposes outside of performance evaluation.
   - You must destroy all video recordings once the evaluation is complete.

MEMORANDUM OF UNDERSTANDING: Wings of Hope
School Year 2025-2026

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into on Jun 10, 2025 by and between Stillwater Public Schools (the "District") and Wings of Hope (the "Provider"). The purpose of this MOU is to establish a collaborative framework to facilitate student enrollment, identify educational needs, and ensure access to resources that support the successful transition and academic success of students served by the Provider within the District.

I. **Purpose:** The District and the Provider recognize the importance of coordinated support for children and families experiencing domestic violence or related crises. This MOU outlines a shared commitment to provide access to public education and supportive services through collaborative planning and communication.

II. **Term and Termination:** This MOU shall be effective for a period of one (1) year from the date of execution and may be extended upon mutual written agreement of the District and the Provider. The MOU shall be reviewed annually to assess its effectiveness and to make any necessary updates. Either party may terminate this agreement with thirty (30) days' written notice to the other party.

III. **Responsibilities of the Provider**
   A. The Provider agrees to:
      1. Identify students who may require enrollment or educational services within the District.
      2. Facilitate initial contact between referred families and appropriate District personnel.
      3. Collaborate with the District to assess and coordinate additional services that may support the student's successful enrollment and transition.
      4. Before providing services to any student on school property, obtain written permission from the student's parent or legal guardian (Release of Information, or ROI). No student may be seen at school without a current ROI on file.

IV. **Responsibilities of the District**
   A. The District agrees to:
      1. Assist in the enrollment of students referred by the Provider, in accordance with applicable laws and District policies.
      2. Assess the educational needs of referred students and work to provide appropriate support and services.
      3. Collaborate with the Provider to identify and coordinate educational and related resources that facilitate a positive school experience for students.

V. **Confidentiality:** The District and the Provider shall comply with all applicable federal and state laws concerning confidentiality and the protection of personally identifiable information. This includes, but is not limited to, the Family Educational Rights and Privacy Act (FERPA), related federal regulations, and applicable Oklahoma state laws governing privacy in education and juvenile records.

A. RECORDS Provider will maintain all records, logs and documentation concerning students in compliance with the Family Educational Rights and Privacy Act and any other applicable state and federal laws regarding confidentiality of this information. Further, Provider shall not have access to any pupil records maintained by the District without express written consent in accordance with Board policies and Administrative Regulations. All requests for pupil records must be submitted to the Assistant Superintendent of Educational Services in writing.

VI. **Relationship of the Parties:** Nothing in this MOU shall be construed to create a partnership, joint venture, or agency relationship between the Parties. Each party shall operate as an independent entity and shall retain control over its operations and employees.

VII. **Assignment:** This MOU and the responsibilities herein shall not be assigned or transferred by either party without the prior written consent of the other party.

VIII. **Indemnification:** The Provider agrees to and shall defend, indemnify, and hold harmless the District, its officers, administrators, board members, employees, agents, assigns, insurers, and attorneys from and against any and all liabilities, losses, expenses, or claims, including reasonable attorneys' fees, arising out of or resulting from any negligent or intentional acts or omissions of the Provider, its officers, employees, agents, or contractors.

IX. **Notices:** All notices required under this MOU shall be made in writing and delivered by certified U.S. mail (return receipt requested), personal delivery, confirmed email, or a nationally recognized courier service to the addresses listed below:

TERMINATION This Agreement is effective as of July 1, 2025, and shall continue in effect through June 30, 2026, unless terminated earlier as provided herein. Either party may terminate this Agreement upon fourteen (14) days' written notice with or without cause, with or without a hearing.

Mary Melton LPC Asst Director

Wings of Hope (Signature Name and Credentials)

INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA President, Board of Education

Name of District signing official (credentials/Title)

# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** Jun 10, 2025

---

**AGENDA ITEM:**
Activity Fund Custodians and Bonding for Each, Co-Signer, Banks and Bank Account Numbers for FY2025-2026.

**BOARD ACTION REQUESTED:**
Motion to Approve the Recommended Account Custodians and Bonding for Each, Co-Signers, Banks and Account Numbers for FY2025-2026.

**BACKGROUND INFORMATION:**
Each year the Board is required to establish account custodian, co-signers, banks and account numbers for the district activity account funds.

These are listed on the following sheet for board consideration, with the exception of account numbers which are on file the finance office. This is an updated list as of June 1, 2025.

## LIST OF BONDED POSITIONS

6/1/2024

| # of Positions | Position Title | Amount |
|---|---|---|
| 1 | Accounts Receivable (Admin Asst. to the CFO) | $50,000.00 |
| 1 | Assistant Board Treasurer | $50,000.00 |
| 1 | Encumbrance Clerk | $50,000.00 |
| 1 | Activity Accts Custodian | $50,000.00 |
| 2 | School District Couriers | $25,000.00 |
| 2 | HS Activity/District Fund Clerks | $25,000.00 |
| 1 | Activity Director (Athletics) | $25,000.00 |
| 1 | Asst Activity Director (Athletics) | $15,000.00 |
| 1 | Child Nutrition Secretary | $15,000.00 |
| 10 | Financial Secretaries | $15,000.00 |
| 9 | Cafeteria Managers | $10,000.00 |
| 9 | Asst Cafeteria Managers | $10,000.00 |
| 10 | Building Principals | $5,000.00 |
| 10 | Asst. Building Principals | $5,000.00 |
| 8 | Gate Keepers – HS Football | $5,000.00 |
| 2 | Gate Keepers – HS Basketball | $5,000.00 |
| 2 | Gate Keepers – JH Football | $2,500.00 |
| 1 | Gate Keeper – JH Basketball | $2,500.00 |
| 1 | Gate Keeper – Baseball | $2,500.00 |
| 1 | Gate Keeper – Softball | $2,500.00 |
| 1 | Gate Keeper – Wrestling | $2,500.00 |
| 1 | Gate Keeper – Soccer | $2,500.00 |
| 1 | Gate Keeper – Volleyball | $2,500.00 |

# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** Jun 10, 2025

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**AGENDA ITEM:**

1) Resolution Authorizing the School District Treasurer to Issue Non-Payable Checks and Authorizing the Purchase of the Checks as Investments from Other District Funds.

**BOARD ACTION REQUESTED:**

Motion to Approve Resolution Authorizing the School District Treasurer to Issue Non-Payable Checks and Authorizing the Purchase of the Checks as Investments from Other District Funds.

**BACKGROUND INFORMATION:**

Each year Stillwater Public Schools receives the majority of ad valorem tax revenue in January. As a result, cash flow issues could occur in the general fund, building fund, or child nutrition fund limiting the district's ability to pay current obligations, including payroll, on a timely basis from the appropriate fund.

The Board of Education, under the provision of 70 O.S. § 5-115, has the ability to authorize and direct that non-payable checks be purchased by the School District Treasurer as an investment from other district funds with provision that the checks purchased are non-interest bearing and the Treasurer shall register each non-payable check on the Treasurer's check registry as provided by law and no check shall be issued which would cause all checks, payable and non-payable, issued by the district to exceed the amount of the estimate made and approved for the current fiscal year.

Approving the resolution addresses the primary cash flow concerns and enables the district to meet current obligations within the amount of the estimate made and approved for the current fiscal year.

**RESOLUTION AUTHORIZING THE SCHOOL DISTRICT TREASURER TO ISSUE NON-PAYALBE CHECKS AND AUTHORIZING THE PURCHASE OF THE CHECKS AS INVESTMENTS FORM TOTHER DISTRICT FUNDS**

WHEREAS, by reason that the School District anticipates possible cash flow deficits during the 2025-2026 FY prior to receipt of the 2026 ad valorem taxes and state program funding, the Independent School District I-16 of Payne County, Oklahoma (Stillwater Public Schools) reserve funds that may be depleted during the 2025-2026 FY, and,

WHEREAS, by reason of the cash flow deficit, it may be necessary to authorize the District Treasurer to issue non-payable check during the 2025-2026 FY.

NOW, THEREFORE, the Board of Education of Independent School District I-16 of Payne County, Oklahoma (Stillwater Public Schools) does hereby authorize the Treasurer of the District to issue non-payable checks as provided by law during the 2025-2026 FY at the discretion of the Treasurer if the issuance of non-payable checks is necessary to pay the District's current obligation, including payroll, on a timely basis.

The Board of Education, under the provision of 70 O.S. § 5-115, further authorizes and directs that the non-payable checks shall be purchased by the School District Treasurer as an investment form other District funds with provision that the checks purchased will be non-interest bearing and the Treasurer shall register each non-payable check on the Treasurer's check registry as provide by law and no check shall be issued which would cause all checks, payable and non-payable, issued by the District to exceed the amount of the estimate made and approved for the current fiscal year.

The Board of Education further directs that the non-payable checks shall be paid in numerical order form the first ad valorem tax receipts and state program funding of the District, provided that the Treasurer, at their discretion may pay the non-payable checks from other sources of available District revenues.

This Resolution adopted this 10th Day of June, 2025.

INDEPENDENT SCHOOL DISTRICT I-16 OF PAYNE COUNTY, OKLAHOMA (STILLWATER PUBLIC SCHOOLS)

By: _____
President

Attest:

_____
Clerk

# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Dr. Janet Vinson, Acting Superintendent
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** Jun 10, 2025

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**AGENDA ITEM:**
Authorized Representatives and Designated Custodians for FY 2025-2026

1) Designation of Treasurer Kristie Newby as Designated Custodian for General Fund, Building Fund, Child Nutrition Fund, Bond Funds, and Activity Funds.
2) Designation of Superintendent Tyler Bridges as Purchasing Agent for Stillwater Independent School District and Authorized Representative for all Federal Programs
3) Designation of Technology Director Bryan Bloomer as Authorized Representative for Schools and Libraries Universal Services (E-Rate)

**BOARD ACTION REQUESTED:**
Motion to Approve Treasurer Kristie Newby as Designated Custodian for General Fund, Building Fund, Child Nutrition Fund, Bond Funds, and Activity Funds; Superintendent Tyler Bridges as Purchasing Agent for Stillwater Independent School District and Authorized Representative for all Federal Programs; and Technology Director Bryan Bloomer as Authorized Representative for Schools and Libraries Universal Services (E-Rate) for FY 2025-2026.

**BACKGROUND INFORMATION:**
Stillwater Public Schools has federal requirements to identify an official contact person for the purpose of Communication regarding budgets, claims and/or reimbursements, procedural guidelines and compliance and program management.

# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** Jun 10, 2025

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**AGENDA ITEM:**
Certificate and Order to the County Clerk and County Treasurer of Payne County, Oklahoma, Authorizing Kristie Newby as Stillwater Public Schools Treasurer

**BOARD ACTION REQUESTED:**
Motion to Approve Certificate and Order to the County Clerk and County Treasurer of Payne County, Oklahoma, Authorizing Kristie Newby as Stillwater Public Schools Treasurer for FY 2025-2026

**BACKGROUND INFORMATION:**
This Certificate and Order fulfills a district requirement requested from the Payne County Clerk and Treasurer.

S. A. & I. 127 (2016)

# CERTIFICATE AND ORDER
# TO COUNTY CLERK AND COUNTY TREASURER

Stillwater Oklahoma, June 10, 2025

To the County Clerk and County Treasurer of Payne County, Oklahoma.

We, the undersigned, presiding officer and Clerk of the Governing Board of (City, Town, Multi-County, Library, Board of Education, School District, (state which) Board of Education of Stillwater School District I-16 ("Public Body") in said County, State of Oklahoma, hereby authorize you, from and after the date hereof, for the current term or for the remainder of such current term in case of appointment to fill vacancy, such authority to continue until the end of such term, and no longer, unless sooner revoked, to pay over any public funds collected for the aforesaid Public Body in accordance with the provisions of 68 Okl.St.Ann. § 2923, to Kristie K. Newby Address 314 S. Lewis St., Stillwater, OK. 74074, Oklahoma as TREASURER of said Public Body for the term stated; and his legal qualifications for said office are hereby certified to be truly and correctly stated as follows:

(1) Date Elected or Re-elected September 10 2024 ;
(2) Date Appointed or Re-Appointed June 10, 2025 (Note 1);
(3) Filed Surety Bond in sum of one hundred thousand Dollars ( $100,000.00 ) with Western Surety as Surety;
(4) Bond Terms begins July 1, 20 25 , and Expires/Renews July 1, 20 26 ;
(5) Number of Bond 67199773 ;
(6) Date Bond was approved by Governing Board September 10, 20 24 (if applicable); and
(7) Said new Bond is in custody and control of Payne County Clerk (Note 2), or was deposited with _____ for safekeeping.

Approved on _____, 20___ by _____ endorsement made.

Signed and Certified at Stillwater, Oklahoma, this 10th day of June, 20 25 .

_____
Presiding Officer

_____
Official Title

**ATTESTING OFFICER'S SEAL**

**ATTEST:** _____
Attesting Officer

_____
Official Title

**Note 1: Where Treasurer is appointed for an indefinite term, provide the original date of appointment. This form must be submitted annually even if Treasurer is appointed for an indefinite term, and must be submitted at any time a bond renews or the named Surety changes.**

**Note 2: Treasurer should not have custody of his own bond. If Financial Secretary of City serves both as Clerk and Treasurer, Mayor or other chief officer should have custody.**

**Note 3: See 11 Okl.St.Ann. § 8-105, requiring bond for Treasurer of a municipality; 70 Okl.St.Ann §§ 5-114 & 5-115 requiring bond for Treasurer of a Board of Education; and 65 Okl.St.Ann. § 4-105 requiring bond for Multi-County Library.**

**CERTIFICATE AND ORDER**

OF Board of Education
Name of Public Body

County of Payne

State of Oklahoma, to the County Clerk and County Treasurer

Qualifying Kristie K. Newby

Stillwater School District I-16 Okla., as Treasurer of said Public Body.

Received and Filed this _____ day of

_____ 20 _____

_____
County Clerk - County Treasurer

_____
Deputy

Amount of Bond $100,000.00

Date of Bond July 1 20 25

Bond Expires/Renews July 1 20 26

SURETIES

_____

_____

_____

_____

Print

Clear Form

# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** June 10, 2025

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**AGENDA ITEM:**

**Operations FY 2025-2026 Agreements:**
Facilities FY 2025-2026 Agreements:
1. Air & Earth, Inc (Asbestos Abatement)
2. Bortec (fiber network, for 25-26 only)
3. Kone Elevator (WW Elevator)
4. OMECorp Genesis Business Systems (Mailing System, postage meter)
5. Otis Elevator
6. Thyssen-Krupp Elevator

Operations FY 2025-2026 Agreements:
1. American Red Cross
2. City of Stillwater (School Resource Officer)
3. ClearWater Enterprises, LLC (Natural Gas Supplier)
4. Facilitron Incorporated (Facility Management Software)
5. Green Energy Solutions, LLC (CNG Conversion Equipment)
6. YMCA Athletics Contract (Facility Use Agreement)

Technology FY2025-2026 Agreements:
1. Finalsite (Website Services)
2. OneNet (Virtual Firewall)
3. RK Black (Copiers)
4. U.S. Bank Lease (Copiers)
5. United Systems (Network Infrastructure)
6. Vero Fiber Networks., LLC (Telecom & Infrastructure)

Transportation FY 2025-2026 Agreements:
1. Tyler Technologies (Software/Hardware)

**BOARD ACTION REQUESTED:**

Motion to Approve or Not Approve Operations FY 2025-2026 Agreements as presented

**BACKGROUND INFORMATION:**

**Facilities FY 2025-2026 Agreements:**

**Air & Earth, Inc. Asbestos Abatement**

Renewal of Annual Agreement (year to year) for on-call asbestos abatement operations and maintenance and inspections. Said abatement to be performed according to the rules and regulations promulgated by the United States Environmental Protection Agency, Oklahoma Department of Health, Oklahoma Department of Labor, and Title 40, Sections 451 through 457 of Oklahoma Statutes as amended. Agreement calls for an annual payment of $3,000 to be paid from Bond Fund 32. Term of agreement is for the fiscal year July 1, 2025 through June 30, 2026.

**Bortec, Fiber Network**

One-year Memorandum of Understanding with Bortec LLC, a subcontractor for Vero Fiber Networks LLC, who has been commissioned to install new fiber optic cabling that will link the SPS sites. This project was previously approved by the board of education and is currently under the management of the IT Department. As part of their responsibilities, Bortec LLC needs a laydown yard to store materials throughout the project's duration. They were unable to secure a location for the laydown yard and have requested if we can provide one for a fee. We have agreed on a monthly fee of $1,200 to be paid by Boretec to SPS. This MOU will begin July 1, 2025 and will not extend beyond June 30, 2026.

**Kone Elevator**

Renewal of Annual Agreement (year to year) Maintenance Agreement for preventative maintenance and repairs of the elevator at Westwood Elementary. The cost of the agreement is $436.36 per month paid on an annual installment of a total of $5,236.32 to be paid from Bond Fund 32. The agreement was entered into August 16, 2021 and automatically renews on an annual basis with board ratification.

**OMECorp Genesis Business Systems - Mailing System**

Renewal of the Annual Agreement (year to year) for FY 2025-2026 with OMECorp Genesis Business Systems for the lease of the IMWP30 Mailing System used for district mail processing. The annual cost of the agreement is $1,064.00. This lease began in August 2012 and continues with annual board ratification. This contract is funded through General Fund 11.

**Otis Elevator – Elevator Maintenance**

Renewal of the Annual Agreement (year to year) for FY 2025-2026 with Otis Elevator Company for the preventative maintenance and repair of the elevator at Will Rogers Elementary. The cost of the agreement is $450.00 per month, unchanged from the previous year. The term of the agreement is from April 1, 2025, to March 31, 2026. This contract is funded through Bond 32.

**Thyssen-Krupp Elevator -Elevator Maintenance**

Renewal of the Annual (year to year) Agreement for FY 2025-2026 with ThyssenKrupp Elevator for the inspection, preventative maintenance, and repair of district elevators and chairlifts. ThyssenKrupp services a total of 8 handicapped lifts and elevators across the district. The cost of the agreement is $1,743.82 per month, unchanged from the previous year. The term of the agreement is from July 1, 2025, to June 30, 2026.

## Operations FY 2025-2026 Agreements:

**American Red Cross**

Renewal of the Annual (year to year) Facility Use Agreement for FY 2025–2026 with the American National Red Cross. This agreement will allow the Red Cross to provide services and shelter for disaster victims. The agreement only applies when the Red Cross requests use of a facility and is managing activity at the facility. There are no fees associated with this agreement, and the term is from July 1, 2025, until June 30, 2026.

**City of Stillwater- School Resource Officers**

Renewal of the Annual (year to year) Agreement for FY 2025-2026 with the Stillwater Police Department and Stillwater Public Schools for School Resource Officers (SRO). The SRO's will be assigned to the schools a minimum of one week before the first day of school and a minimum of one week after the last day of school. Stillwater Public Schools is responsible for $75,000 compensation for 3 SRO's annually and $55,671 annually for the 4th SRO; for a total of $130,671. Fund 11 will be used for this renewal. The term of agreement is from July 1, 2025 to June 30, 2026. City of Stillwater requested BOE signature prior to signature by City representative.

**ClearWater Enterprises, LLC. – Natural Gas Supplier**

Renewal of Services (year to year) with Clearwater Enterprises, LLC. Clearwater Enterprises, LLC. is a natural gas supplier that Stillwater Public Schools has used since September 10, 2002. Fund 11 will be used for payments. This amendment will provide an extension of services from July 1, 2025, through June 30, 2026.

**Facilitron, Inc. – Facility Management Software**

Renewal of the Annual Contract Agreement (year to year) with Facilitron, Inc. to provide Facility Management Software for facility use and manage work orders. A 14% commission is paid to Facilitron from total fees collected by the district from facility rentals or the difference between the minimum rental volume and the actual rental volume when total rentals are below $100,000. Fund 11 will be used for payments. This agreement is a one-year renewable with a current term of July 1, 2025 through June 30, 2026.

**Green Energy Solutions, LLC (CNG Conversion Equipment)**

Presentation of a New Memorandum of Agreement with Green Energy Solutions, LLC. This MOA is a non-binding agreement outlining terms for a Definitive Agreement with Green Energy Solutions to provide CNG equipment to the district in exchange for tax and environmental credits that will cover the cost of the equipment and its installation. No cost to the district, and the term for equipment ownership is 5 years, with transfer of ownership to the district at that time.

**YMCA Athletics Contract (Facility Use Agreement)**

Renewal of Annual Agreement (year to year) with the YMCA of Greater Oklahoma City, Stillwater Branch for facility use for Stillwater Public Schools Athletics, Swim Team. The agreement calls for an annual payment from the district in the amount of $33,960.00 in two installments and an additional fee of $645.00 for each 3-hour home meet. Fund 11 with be used for payments. The term is from August 1, 2025 through May 31, 2026.

**Technology FY2025-2026 Agreements:**

**Finalsite – Website Services**

Renewal of Agreement (year 3 of 5) with Finalsite, LLC. This is the yearly invoice for the district's ongoing five-year contract with Finalsite for the district website, including domain ownership, licensing, hosting, and management tools. This is not a new contract. The cost is $12,000.00 split up over a period of 5 year ($2,400.00 for 25-26). Bond Fund 32 will be used for payment. Finalsite declined to sign the contract prior to BOE signature. An Adobe docusign will be sent to Robert Douglas for the initial signature, and will not sign it on their end until they receive it signed from her. Finalsite declined to sign the agreement prior to the BOE signature.

**OneNet - Virtual Firewall**

New Contract with OneNet and will be renewed yearly, our incumbent internet service provider, for an 8Gb VM-700 vendor hosted virtual firewall. This firewall provides the bulk of our district's CIPA-complaint internet web filtering. This contract is partially subsidized through ERate. The cost is $31,690.00 ($13,920 district cost + $17,770 ERate Subsidized). Bond Fund 32 will be used for payments. The term of the agreement is from July 1, 2025 through June 30, 2026. OneNet declined to sign the agreement prior to the BOE signature.

**RK Black – Copiers**

Annual ratification of an existing contract (year 2 of 5 years) to provide on-site service & support, including all toner, for our fleet of 48 Kyocera large-format multifunction copiers. This service is provided via fixed cost-per-copy usage rate. The cost is $75,000.00 (estimated based on anticipated cost per copy usage and final costs will depend on our final overall usage, which will be governed by enforced quotas for the 25-26 SY, in order to keep costs down). Bond Fund 32 will be used for payment. The term of the agreement is from July 1, 2025 through June 30, 2026. RK Black declined to sign the agreement prior to the BOE signature.

**U.S. Bank Lease – Copiers**

Annual ratification agreement (year 2 of 5) that references last year's initial contract (see attached) for the ongoing 60-month lease of our 48 Kyocera large-format multifunction copiers. The cost is $60,066.00. Bond Fund 32 will be used for payment. The term of the agreement is from July 1, 2025 through June 30, 2026. US Bank declined to sign the agreement prior to the BOE signature.

**United Systems – Network Infrastructure**

New Contract with United Systems (and ERate Agreement) for network switches, wireless access points, associated licensing, and installation. This is to refresh and replace a large majority of our aging wifi access point fleet at secondary sites, as well as to provide new wireless network infrastructure for the new high school. This contract is partially subsidized through ERate. The cost is $321,109.08 ($64,221.82 district cost + $256,887.26 Erate subsidized). Bond Fund 32 will be used for payment. The term of the agreement is N/A (products & services to be delivered within the 25-26 school fiscal year).

**Vero Fiber Networks, LLC – Telecom & Infrastructure**

This is a reaffirmation of our ongoing Master Services Agreement (Year 2 of 5 Years) with Vero Networks to design and construct a brand-new private fiber wide area network to connect all district sites. This network will increase data connection speeds at each site and offer many improvements over our current WAN. This is not a new contract, but has been ongoing since May 2024. They have recently completed the permitting phase and will be trenching fiber soon. This contract is subsidized through E-Rate and OUSF. The cost is $22,428.93 (100% ERate & OUSF subsidized). Bond Fund 32 will be used for payments. The term of the agreement is from July 1, 2024 through June 30, 2029.

## Transportation FY2025-2026 Agreements:

**Tyler Technologies – Software/Hardware**

The contract amendment is an annual renewal (year to year) that is being updated to align the service period for Tyler Student Transportation software with the fiscal year of July 1, 2025 to June 30, 2026. Total cost this year is $9337 paid from the Transportation Bond Fund 32. The software is used by the transportation department for the following:

- Bus routing including turn by turn directions and student tracking using bus mounted tablets.
- Activity trip scheduling.
- Vehicle tracking.
- Vehicle Maintenance including daily electronic inspection forms.
- MyRideK-12 parent app.

**Air & Earth, Inc.**
10025 S. Sooner Rd.
Oklahoma City, OK 73165
Ph.: 405-691-3177 Fax: 405-912-8908
AIHA-NIOSH PAT Number 102171
www.airandearth.com

**May 13, 2025**

Stillwater Public Schools
**Ms. Tina McArtor, Facilities Secretary**
**5005 N. Perkins Rd.**
Stillwater, OK 74074

tmcartor@stillwaterschools.com

RE: FY 2025/2026 AHERA Management Plan Maintenance Contract

Dear **Ms. McArtor**:

Please find enclosed the AHERA Management Plan maintenance contract for the fiscal calendar year 2025/2026. This contract shall provide services for the AHERA 3-year re-inspections, 6-month periodic surveillances and **"upkeep"** for the purposes of fulfilling 40 CFR Section 763.91 of AHERA.

Please review the enclosed documents and if all meets with your approval, print two copies of the attached contract, sign and keep one copy for your records and return one copy to me via e-mail (schwjl@airandearth.com) or by U.S. Postal Service at the address above.

If you have any questions or need further clarification, please contact me at (405) **229-6808** or email Cole Schweikhart at Airearth@airandearth.com.

Very truly yours,

Jo Schweikhart
President
schwjl@airandearth.com

/jls

Enclosures
cc: Cole Schweikhart
**airearth@airandearth.com**

# Contract Agreement

THIS AGREEMENT made by and between **Air & Earth, Inc.** located at 10025 South Sooner Road, Oklahoma City, Oklahoma 73165 and **Stillwater Public Schools**, located at 5005 N. Perkins Rd., Stillwater, Oklahoma 74074, witnesses:

WHEREAS, **Air & Earth Inc.**, an Oklahoma Corporation whose personnel consist of Department of Labor licensed inspectors, management planners and project designers, shall provide services to **Stillwater Public Schools** for compliance with the 1986 Asbestos Hazard Emergency Response Act (AHERA) regulations. Services include conducting 3-Year Re-Inspections and 6-Month Periodic Surveillances. Support for the LEA to maintain the required "upkeep" (i.e. 2-Hour Awareness and Designated Personnel Trainings) shall be provided at additional fee.

ADDITIONALLY, **Air & Earth Inc.**, when asbestos-related concerns, spills, and/or abatement may be relevant to **Stillwater Public Schools**, shall provide correspondence and assistance to properly and safely handle the tasks required (i.e. Q/A air-quality monitoring for asbestos, project designing for asbestos abatement needs, etc.); the costs for these additional services rendered shall be negotiated for approval with **Stillwater Public Schools** prior to or at the time of service, depending on needs of the project.

NOW, THEREFORE, it is agreed between both parties that **Stillwater Public Schools** shall pay to **Air & Earth, Inc.** for said services, the sum of **Three Thousand Dollars ($3,000.00)**, for the Fiscal Year July 01, 2025 through June 30, 2026.

This contract shall be governed by the laws of the State of Oklahoma.

In witness whereof, the parties hereto have set their hands this 13th day of May, 2025.

Air & Earth Inc. | Stillwater Public Schools

Cole Schweikhart, V-P Field Operations
Name/Title | Name/Title

---

State of Oklahoma )
) SS
County of Cleveland )

Before me, Janet Windsor, Notary Public in and for the said County and State, on this 13th day of May, 2025, personally appeared **Cole Schweikhart**, an officer of Air & Earth Inc.

In witness whereof, I have here unto set my hand and official seal the day and year last written above.

Janet Windsor
Notary Public

My Commission Expires: 08/06/28

JANET K. WINDSOR # 20009485 EXP. 08/06/28 STATE OF OKLAHOMA (SEAL)

---

State of Oklahoma )
) SS
County of Cleveland )

Before me, _____, Notary Public in and for the said County and State, on this ___ day of _____, _____, personally appeared _____, agent of Stillwater Public Schools.

In witness whereof, I have here unto set my hand and official seal the day and year last written above.

_____
Notary Public

My Commission Expires: _____

(SEAL)

# Memorandum of Understanding

Bortec LLC.
And
Stillwater Public Schools

This memorandum of understanding made and entered into this 28th day of March, 2025, and executed in duplicate originals between Stillwater Public Schools, Independent School District Number 16, Payne County Oklahoma (SPS), and Bortec LLC, Taylor County, Wylie, Texas, (Bortec) a Limited Liability Corporation.

**WHEREAS**, SPS, owns property at 5005 N. Perkins Rd. Stillwater, OK (Parcel ID: 20N02E-25-3-SN660-000-0002).

**WHEREAS**, SPS is contracting with a third-party to install a fiber network around Stillwater.

**WHEREAS**, Bortec needs a laydown yard to facilitate the installation of the fiber network.

**WHEREAS**, Bortec and SPS desire to enter into an agreement to provide a laydown yard to Bortec for a limited time.

**NOW THEREFORE**, SPS and Bortec agree as follows:

1. SPS will provide one acre +/- aggregate for the purposes of a laydown yard for Bortec.
2. Bortec will pay SPS a sum of $1,200 per month for a maximum of twelve months with an option to renew for an additional twelve months in June of 2026.
    a. There will be no penalties for advanced payment.
3. Bortec will ensure the property is returned to SPS in the same condition as originally received by Bortec, normal wear and tear excepted.
4. SPS will provide the property as is and without improvement unless it's mutually beneficial and agreed to in writing by both parties 15 days prior to the needed improvement.
5. This agreement may be terminated by either party upon written notice to the other party thirty (30) days in advance of the termination date.

**IN WITNESS WHEREOF**, the parties hereto, acting under the authority of their respective governing bodies, have caused this agreement to be fully executed in duplicate, each copy of which shall constitute an original.

STILLWATER BOARD OF EDUCATION
FOR STILLWATER PUBLIC SCHOOLS

_____
Roberta Douglas, President

(SEAL)
ATTEST:

_____
Tawni Hooten, Board Clerk

Bortec LLC, Wylie, Texas

Sadiq Jangda
Signature

Sadiq Jangda
Printed Name

**Purchaser ("Purchaser"):**
Westwood Elementary School
502 SOUTH KINGS ST
STILLWATER, Oklahoma 74074

**Service Location ("Premises"):**
Westwood Elementary School Elevator Maintenance
502 SOUTH KINGS ST
STILLWATER, OK 74074

**KONE Inc. ("KONE")**
Oklahoma City
3725 NE104th ST
Oklahoma City, OK 73131

**TENDER DATE:** 05/22/2025

**EFFECTIVE DATE:** 06/30/2025

# SCOPE OF SERVICES

1. **EQUIPMENT DESCRIPTION ("Equipment")**

| Manufacturer | Type | Sub-Type | Count |
|---|---|---|---|
| KONE | Elevator | MRL | 1 |

2. **SERVICES**

KONE will perform maintenance visits to examine, maintain, adjust, and lubricate the components listed below. KONE performs maintenance service in accordance with a proprietary system called KONE Maintenance Method. Data gathered about the equipment is analyzed to determine optimum maintenance frequency. In addition, KONE will repair or replace the components listed below, unless exclusion or limited scope language exists elsewhere in this Agreement. All other work related to the equipment is Purchaser's responsibility unless specifically noted elsewhere in this Agreement, or unless Purchaser has separately contracted with KONE for the work.

A. **MRL Elevators**
   1. **Relay Logic Control System**
      All control system components.
   2. **Microprocessor Control System**
      All control system components. System performance examinations will be conducted to ensure that dispatching and motion control systems are operating properly.
   3. **Gearless Machines Components**
      All MRL machine components.
   4. **Hoistway and Pit Equipment**
      All elevator control equipment and buffers.
   5. **Rails and Guides**
      Guide rails, guide shoe gibs, and rollers
   6. **Ropes**
      Hoist ropes, governor ropes, and compensation ropes.
   7. **Wiring**
      All elevator control wiring and all power wiring from the elevator equipment input terminals to the motor.
   8. **Door Equipment**
      Automatic door operators, hoistway and car door hangers, hoistway and car door contacts, door protective devices, hoistway door interlocks, door gibs, and auxiliary door closing devices.
   9. **Manual Freight Door Equipment**
      Switches, retiring cams, interlocks, guide shoes, sheaves, rollers, chains, sprockets, tensioning devices, and counter-balancing equipment.
   10. **Power Freight Door Equipment**
       Controller, relays, contactors, rectifiers, timers, resistors, solid state components, door motors, retiring cams, interlocks, switches, guide shoes, sheaves, rollers, chains, sprockets, and tensioning devices.
   11. **Signals and Accessories**
       Car operating panels, hall push button stations, hall lanterns, emergency lighting, car and hall position indicators, car operating panels, fireman's service equipment and all other signals, and accessory facilities furnished and installed as an integral part of the elevator equipment. Re-lamping of signal fixtures is included only during KONE's maintenance visits. Service requests for re-lamping of signal fixtures will be billed separately at KONE's then current labor rates.
   12. **Car Equipment**
       All elevator control system components on the car.

3. **TESTING**

KONE is not obligated to: perform safety tests other than those specified herein; perform any work required by new or retroactive code changes; perform tests required or correct outstanding violations or deficiencies identified prior to the effective date. Unless specifically provided for in this section; a written Maintenance Control Plan (MCP) and documented testing procedures are not included, even when


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required by current code, as such that code may be changed or amended from time to time by local jurisdictions. KONE is not responsible for providing documentation onsite, as all reporting and testing records are available digitally.

4. **HOURS OF SERVICE**

All services described above in this Agreement will be performed during the regular working hours of the regular working days of the elevator or escalator trade in the location where the services are performed, unless otherwise specified in the Agreement.

5. **SERVICE REQUESTS (CALLBACKS)**

Service requests are defined as services that require immediate attention and that are within the scope of services and not excluded from the scope of services as provided below. Service requests outside the scope of services will be billed separately at KONE's then current labor rates and material prices plus mileage and incidentals. Any rates and lump sum amounts are not subject to audit. Service requests that require more than one technician or more than two hours to complete will be treated as a repair and scheduled in accordance with the Hours of Service section above. Purchaser agrees that KONE may perform service requests made by any person that KONE believes is authorized by Purchaser to make such requests. Unless specified herein travel time and expenses are billable.

If purchaser requests service on overtime, Purchaser will be charged KONE's hourly billing rate for each over time hour unless specified separately herein.

**Regular Time Coverage** - (Passenger Elevator; )

In addition to the work described in the Scope of Services section, this Agreement covers requests for service during the regular working hours of the regular working days of the elevator trade.

6. **REPORTING SERVICES**

KONE may provide Purchaser with access to KONE's online reporting tool. Based on the Purchaser's user access, Purchaser can view information about the performance and service of the Equipment. KONE may provide Purchaser with automatic email notifications that provide information on work performed.

7. **EXCLUSIONS**

*The following are excluded from the scope of services:*

A. **GENERAL**

1. KONE is not obligated to: removal of water or excessive debris from the pit; make replacements or repairs necessitated by fluctuations in the building power systems, adverse machine room or environmental conditions (including without limitation temperature variations below 50 degrees or above 90 degrees Fahrenheit) or humidity greater than 95% relative humidity, prior water exposure, rust, fire, explosion, acts of God, misuse, vandalism, theft, acts or mandates of government, labor disputes, strikes, lockouts, or tampering with the equipment by any person other than a KONE representative, negligence or acts or omissions of the Purchaser or any third party, or any other cause beyond KONE's control.
2. KONE agrees to maintain the existing performance as designed and installed. KONE is not required under this Agreement to make changes in operation and/or control, subsequent to the date of this Agreement.
3. Notwithstanding anything contained to the contrary within this Agreement, KONE's work shall not include any abatement or disturbance of asbestos containing material (ACM), presumed asbestos containing materials (PACM), or other hazardous materials (i.e. lead, PCBs) (collectively "HazMat"). Any work in the affected area where reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from the HazMat is excluded from KONE's scope of work without an applicable change order to reflect the additional costs and time. In accordance with OSHA requirements, Purchaser shall inform KONE and its employees who will perform work activities in areas which contain HazMat of the presence and location of HazMat in such areas which may be contacted during work before entering the area. Other than as expressly disclosed in writing, Purchaser warrants that KONE's work area at all times meets applicable OSHA permissible exposure limits (PELs). KONE shall have the right to discontinue its work in any location where suspected HazMat is encountered or disturbed. Any HazMat removal or abatement, or delays caused by such, required in order for KONE to perform its work shall be Purchaser's sole responsibility and expense. After any removal or abatement, Purchaser shall provide documentation that the HazMat has been abated from the KONE work area and air clearance reports shall be made available upon request prior to the start of KONE's work.
4. Nothing contained within this agreement shall be construed or interpreted as requiring KONE to assume the status of an owner, operator, generator, storer, transporter, treater or disposal facility as those terms appear within RCRA or any Federal or State statute or regulation governing the generation, transportation, treatment, storage and disposal of pollutants. Purchaser shall be responsible to execute all waste manifests necessary to transport hazardous materials for disposal.


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B. **OBSOLESCENCE**

1. Component may become obsolete during the term of this Agreement. Obsolete components are not covered under this Agreement. KONE will provide Purchaser with a separate quotation for the price to replace obsolete components. Equipment modifications necessary to accommodate replacement of obsolete components are at the Purchaser's expense.
2. Components include without limitation any part, component, assembly, product, or firmware or software module. A component is obsolete when it can no longer be economically produced due to the cessation of consistent sources for materials, a loss or termination of a manufacturing process occurs, product reliability analysis shows that it is not economically feasible to continue to produce the component, escalation of component costs beyond acceptable industry expectations drive alternative equipment upgrades, the support of product safety programs or conformance to codes or standards mandates that use of a component be discontinued in its entirety, the OEM designates the component as obsolete, or such component has been installed 20 or more years. No exception to the above will be made for a component designated as obsolete because it can be custom made or acquired at any price. KONE will not be required to furnish reconditioned or used components. After the component that replaces the obsolete component is installed, that component is covered under this Agreement unless it becomes obsolete.

C. **ELEVATOR**

1. Refinishing, repairing, replacing, or cleaning of the: car enclosure; gates or door panels; door pull straps; hoistway enclosure; rail alignment; hoistway doors; door frames; sills; hoistway gates; flooring; power feeders, switches, and their wiring and fusing; car light diffusers; ceiling assemblies and attachments; smoke or heat sensors; fans; fireman's phone devices; intercoms; phone lines; music systems; media displays; card-readers or other security systems; computer monitoring systems; light tubes and bulbs; pit pumps; emergency power generators; hydraulic cylinder; unexposed piping; or disposal or clean-up of waste oil or contamination caused by leaks in the hydraulic cylinder or unexposed piping. KONE is not be obligated to perform or keep records of firefighter's service testing, unless specifically included in this Agreement.

8. **REMOTE MONITORING**

If the Equipment is equipped with remote monitoring capabilities, Purchaser gives KONE the right to utilize this functionality and the phone line to the Equipment to collect data related to the use and operation of the Equipment.

9. **SAFETY**

Purchaser will provide a safe workplace for KONE personnel and safe access to the equipment, property and machine room areas and keep all machine rooms and pit areas free from water, stored materials and debris; remove and dispose of any hazardous materials, water or waste according to applicable laws and regulations; post any and all instructions and warnings related to the use of the equipment. Purchaser will be solely responsible for proper use, for supervising the use of the equipment, and for taking such steps including but not limited to providing attendant personnel, warning signs and other controls necessary to ensure the safety of the user or safe operation of the equipment.

If in KONE's sole judgment the equipment presents a safety hazard to the riding public or KONE's technicians (including but not limited to Purchaser's act of creating or allowing unsafe practices or conditions or Purchaser's failure to authorize necessary repairs or upgrades), KONE may immediately terminate this Agreement in its entirety upon written notice. To the extent that KONE provides Purchaser with any oral or written account, report, information, or other statement identifying a safety issue with the equipment that is the subject of the Agreement or otherwise makes any recommendation or proposal to make a safety improvement or to address a safety issue related to such equipment, and Purchaser does not immediately approve KONE's proposal or recommendation, Purchaser agrees to indemnify, defend, and hold KONE harmless for any claims arising out of Purchaser's failure to comply with KONE's recommendations and proposals, and any obligation on the part of KONE to indemnify or defend Purchaser with regard to such claim shall be null and void.

10. **NOTICE OF MALFUNCTION OR INJURY**

As to any elevator or escalator equipment that is the subject of the Agreement, Purchaser will: (i) immediately shut down any such equipment that presents a potential safety hazard; and (ii) provide prompt verbal notice to KONE's Service Center of such hazard. Purchaser will immediately notify KONE's Service Center of any injury or accident in or about such equipment, followed by prompt written notice of such injury or accident. Any indemnity of Purchaser provided by KONE under the Agreement becomes null and void and will not be considered in interpreting the Agreement if Purchaser does not take the action or provide the notice required by this provision.

11. **THIRD PARTY SERVICES**

A. All services within the scope of this Agreement must be performed by KONE or its subcontractors, if any. If Purchaser causes or permits a third party to perform the same or substantially the same services required by this Agreement, Purchaser shall be deemed in breach of this Agreement and Purchaser waives all claims against KONE arising from or related to a third party's performance of such services.

B. If Purchaser determines that it requires any services outside the scope of this Agreement, Purchaser will provide KONE with an opportunity to provide a quotation for such services or to meet any offer from a third party. If KONE agrees to meet a third party offer, Purchaser will enter into a separate contract with KONE for such services. If Purchaser elects to have a third party perform the services, KONE reserves the right to adjust the price of this Agreement.

C. If a third party works on the equipment during the term of this Agreement, KONE reserves the right to inspect the equipment and may determine that re-work, different or additional work is required. Purchaser will reimburse KONE for the cost the inspection and any additional work required. If Purchaser declines to have KONE perform the additional work, KONE reserves the right to cancel the Agreement upon written notice to Purchaser.

12. **NON-KONE EQUIPMENT**


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If the equipment covered under this Agreement was not manufactured by KONE (or a company acquired by KONE), Purchaser will: (i) provide KONE with a complete set of as-built wiring diagrams, (ii) Purchaser will procure and pay for replacement parts or proprietary diagnostic devices from the OEM, if requested by KONE, and (iii) provide Maintenance Control Plan (MCP) test procedures as required by current code, as that code may be changed or amended from time to time. KONE will reimburse Purchaser for the actual cost paid by Purchaser for OEM parts acquired at KONE's request. KONE is not responsible for any delays, damages, cost, or claims arising from or in connection with Purchaser's failure to provide OEM parts or proprietary diagnostic devices in a timely manner. Purchaser authorizes KONE to produce single copies of the EPROM and/or ROM chips for each unit for the sole purpose of an archive backup of the embedded software to allow for replacement of a defective or damaged chip. These will be stored on the building premises and the Purchaser retains possession.


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# TERMS AND CONDITIONS

1. **TERM AND TERMINATION**

   A. This Agreement will commence on the effective date and continue for an initial period of ONE (1) year and is non-cancelable. This Agreement will thereafter automatically renew for successive terms of ONE (1) year. Either party may terminate this Agreement at the end of the initial ONE (1) year term or at the end of any subsequent ONE (1) year term by giving the other party no less than ninety (90) days nor more than one hundred twenty (120) days written notice, via certified mail, prior to the expiration date of the then current term of the Agreement.
   B. If a party materially breaches the Agreement, the other party shall provide written notice of the breach and a reasonable time under the circumstances to cure the breach, but in no event less than a thirty (30) days cure period. If the breaching party fails to cure the breach within the specified time period, the non-breaching party may terminate the Agreement upon fifteen (15) days written notice to the other party.
   C. Upon termination of the of the Agreement, a $500 decommissioning and transfer fee shall apply for any elevator phone that needs reprogramming to a different number for emergency monitoring.

2. **CANCELLATION**

   If Purchaser cancels or otherwise terminates the Agreement in any way inconsistent with the termination provisions of the Agreement, such cancellation will constitute a material breach of the Agreement. In such case, Purchaser will pay as a cancellation fee an amount equal to fifty percent (50%) of the balance of the total price owed for the remaining term of the Agreement. Notwithstanding anything to the contrary in the Agreement, the cancellation fee will be paid by Purchaser immediately upon receipt of KONE's invoice. Purchaser will reimburse KONE for all costs of collection, including without limitation court costs and reasonable attorneys' fees.

3. **ASSIGNMENT**

   Either party may assign the Agreement to a third party upon thirty (30) days prior written notice to the other party subject to the terms of this provision. If Purchaser transfers ownership of the premises on which such equipment is located to a new owner, Purchaser will promptly provide KONE with new owner's contact information and take all such actions as are necessary to assign the Agreement to the new owner. Purchaser will promptly provide KONE with a copy of such assignment. Should the new owner fail to assume this Agreement, Purchaser shall remain liable for all unpaid amounts, including those owed for the balance of the current unexpired term of this Agreement.

4. **PRICE ADJUSTMENTS**

   If the term of the Agreement exceeds one (1) year, KONE may automatically adjust the price annually effective on the first maintenance invoice in each new calendar year. This adjustment will be equal to the percentage increase or decrease in KONE's straight time hourly labor cost. KONE's straight time hourly labor cost equals the sum of the straight time hourly rate plus the cost of fringe benefits and applicable taxes, including without limitation welfare, pension, vacation, paid holidays, insurance and other union contributions, paid to personnel where the Equipment is located. KONE reserves the right to add annual surcharges to the price of the Agreement, including without limitation, adjustments for the then current price of fuel and charges for disposal or other environmental requirements, such surcharges to be specified by KONE in its sole discretion and invoiced by KONE and paid annually by Purchaser.

5. **PAYMENT TERMS**

   Payment is due net thirty (30) days from the date of the invoice. A charge of the greater of: (i) one and one half percent (1½%); or (ii) the maximum rate permitted by applicable law, will be applied to the unpaid balance. Purchaser will reimburse KONE for all costs of collection, including without limitation court costs and reasonable attorneys' fees.

   KONE imposes a surcharge for payment made via credit card that is not greater than our cost of acceptance. The surcharge that we impose for this type of transaction is a percentage of the amount paid via credit card, which will be notified to the customer at the payment portal.

6. **SUSPENSION OF SERVICE**

   If Purchaser fails to pay any invoice within the specified payment terms or if Purchaser breaches any material provision of the Agreement, KONE may stop work or suspend its services under this Agreement and/or other contracts with the Purchaser until all invoices are current or Purchaser cures the breach. Any requests for service during the period of suspension of service or repairs necessitated by the lack of maintenance service will be invoiced by KONE and paid separately by Purchaser. If Purchaser fails to make timely payment, any indemnity provided by KONE under the Agreement is null and void as to any damages that arise during the suspension period for non-payment. Purchaser waives all claims against KONE arising from or related to suspension of service pursuant to this provision.

7. **TAXES**

   Purchaser is responsible for the payment of all federal, state, or local taxes applicable to the services or materials provided under the Agreement.


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8. **INSURANCE AND INDEMNIFICATION**

KONE will provide its standard certificate of insurance.

To the extent permitted by law, each party will indemnify, defend, and hold the other party harmless from and against any and all claims, demands, actions, suits, proceedings, judgments, damages, loss, liabilities, costs, or expenses, including without limitation court costs and reasonable attorney's fees, arising from or related to the indemnifying party's sole negligence or willful misconduct in performance of the Agreement. Each party is responsible for its share of any comparative or contributory negligence without indemnity by the other party. Each party's indemnity obligations are expressly conditioned on the indemnified party: (i) giving the indemnifying party prompt written notice of each claim; (ii) promptly tendering to the indemnifying party the defense or settlement of each claim; and (iii) cooperating with the indemnifying party at the indemnified party's expense in defending or settling each claim. If an indemnified party does not comply strictly with the terms of this provision, the indemnifying party's indemnity obligations will become null and void and will not be considered in interpreting the Agreement.

9. **LIMITATION OF LIABILITY**

A. Notwithstanding anything to the contrary in this Agreement, KONE's total liability to Purchaser under the Agreement is limited to the total amount paid by Purchaser to KONE during the calendar year in which the liability occurred.
B. In no event will either party be liable to the other party for indirect, incidental, consequential, special, exemplary, or punitive damages of any kind or nature arising from or related to performance of the Agreement, including without limitation loss of profits, loss or inaccuracy of data, or loss of use damages, even if the party has been advised of the possibility of such damages and even if under applicable law such damages would not be considered for indirect, incidental, punitive, special, or consequential damages. Each party hereby waives its rights to such damages to the fullest extent permitted by applicable law.
C. If there is any litigation between the parties with respect to this Agreement or the subject matter hereof, the prevailing party in such litigation shall be entitled to collect all of its costs and expenses in such litigation, including reasonable attorney's fees and court costs, from the other party.

10. **U.S. GOVERNMENT SALES**

If the product(s) or service(s) provided under this Agreement are for end use by a federal, state or local government customer, KONE makes no representations, certifications or warranties whatsoever with respect to the ability of its product(s), service(s) or price(s) to satisfy any applicable federal, state or local statutes or regulations, including without limitation the Federal Acquisition Regulation ("FAR").

11. **FORCE MAJEURE**

A party is not liable for failure to perform its obligations under the Agreement if such failure results from Acts of God, fire, flood, unusual delay in deliveries, unavoidable casualties, terrorist activities, government sanction, blockage, embargo, labor dispute, strike, or lockout, concealed conditions, shortage or unavailability of materials, supplies, labor, equipment or systems, interruption or failure of electricity or telephone service or any other causes beyond the party's control. The non-performing party must promptly notify the other party in writing of the force majeure event and resume performance immediately upon cessation of the event.

12. **VENUE**

The exclusive venue for any dispute between the parties shall be in the County and State of the KONE office as set forth on Page 1.

13. **PROPERTY RIGHTS**

A. KONE will provide Purchaser with any information or materials that it provides generally to all its customers in the ordinary course of its business. Any tools, devices, or other equipment that KONE uses to perform its services or monitor the Equipment remains the sole property of KONE. If this Agreement terminates or expires for any reason, Purchaser will give KONE access to the premises to remove such equipment at KONE's expense.
B. KONE retains all rights, title, and interest, including all intellectual property rights, in and to the written materials it provides to Purchaser or uses to perform its services, including without limitation shop drawings, technical documentation, and user manuals, and to any software provided with the equipment. Purchaser will not use such software except in connection with the use and operation of the Equipment. Purchaser will not reverse engineer or otherwise attempt to obtain the source code of any software in object code form.

14. **MISCELLANEOUS**

The Agreement, including any attachments, supersedes all prior written or oral negotiations, commitments, agreements, and understandings between the parties relating to the subject thereof, and constitutes the entire agreement between the parties with respect to the subject matter hereof. The Agreement is not effective until signed by KONE's authorized representative or until KONE commences work under the Agreement. The Terms and Conditions set forth herein shall prevail over and supersede any terms and conditions contained in any documents provided by Purchaser. Notwithstanding anything to the contrary in this Agreement, if Purchaser causes or permits KONE to commence performance of services, Purchaser accepts the terms and conditions of this Agreement. The Agreement may not be modified, amended, canceled, or altered by custom and usage of trade or course of dealing. Any section headings are for convenience only and will not in any way limit the scope or affect the interpretation of any provision of the Agreement. In the event any part of the Agreement is determined to be invalid or non-enforceable, the remaining part or provisions will continue in full force and effect. Failure or delay by a party to exercise any right, remedy, power, or privilege accorded by the Agreement does not constitute a waiver of such right, remedy, power, or privilege. A waiver is effective only if in writing and signed by the waiving party. A written waiver of default will not operate as a waiver of any other default or of the same default in the future. The


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terms and conditions of the Agreement that by their sense and context are intended to survive expiration or termination of the Agreement will so survive, including without limitation the making of all payments hereunder.


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## PRICE

436.36 per month payable by Purchaser annually in advance (5,236.00 per annual installment) If Purchaser does not sign this Agreement within 90 days after the tender date above, KONE reserves the right to submit a revised price.

The price is based upon annual in advance payment. In the event Purchaser chooses one of the following payment options by initialing the selection below, a surcharge will apply as outlined

| Payment Option | Surcharge | Revised Monthly Price | Acceptance |
|---|---|---|---|
| Annual in advance payment | 0% increase | $436.36 per month | |
| Semi-Annual in advance payment | 3% increase | $449.45 per month | |
| Quarterly in advance payment | 6% increase | $462.54 per month | |
| Monthly in advance payment | 8% increase | $471.26 per month | |

Westwood Elementary School

_____

(Signature of Authorized Representative)

_____

(Print Name)

_____

Title

_____

Date

Respectfully submitted,

Victor Fonseca

Roger Wallheim

(Approved by) Authorized Representative)

Branch Manager

Title

5/22/25

Date


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## PRICE

436.36 per month payable by Purchaser annually in advance (5,236.00 per annual installment). If Purchaser does not sign this Agreement within 90 days after the tender date above, KONE reserves the right to submit a revised price.

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| Monthly in advance payment | 8% Increase | $471.26 per month | |

Westwood Elementary School

X _____

(Signature of Authorized Representative)

Roberta Douglas

(Print Name)

President

Title

_____

Date

**Respectfully submitted,**

Victor Fonseca

_____

(Approved by) Authorized Representative)

_____

Title

_____

Date


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# KONE Care Value Added Services

*These services are offered to improve the quality and transparency of the KONE service delivery experience.*

**TESTING**

In addition to the work described in the Services section above, the following additional services have been negotiated and are included at the determined frequency as listed. KONE is not liable for any property damage or personal injury, including death, resulting from test.

1. **Passenger Elevator**
   CAT1 Traction Test 12 Mo - An annual no load test as required by applicable code.
   CAT5 Traction Test 60 Mo - A five (5) full load test as required by applicable code.
   QEI Inspection Fees - QEI Inspection service and administration fees to coordinate a third party Qualified Elevator Inspector is present when required for annual testing of equipment. This does not include testing requirements due to repair or replacement of any components required by local jurisdictions to have additional testing or certification by Inspection.

**24/7 CONNECTED SERVICES**

KONE's 24/7 Connected Services uses proprietary advanced remote monitoring and analysis technologies to bring intelligent services to elevators and escalators. 24/7 Connected Services provides continuous updates on the status and condition of the equipment, allowing KONE to perform services tailored to each equipment's needs. 24/7 Connected Services is a family of different services that may be ordered separately.

As consideration and in order for KONE to be able to provide the 24/7 Connected Services to the Customer, the Agreement is hereby amended as follows:

1. KONE to provide the Services set forth below are included with this service agreement. This Service fee will be charged on the maintenance invoice at the same interval as the invoicing for maintenance under the Agreement. Installation and/or set-up fees will be provided in a separate proposal when applicable. The interest on any late payments shall be as detailed in the Agreement.
2. KONE shall perform the selected Value-Added Services (each a "Service" and together the "Services") substantially as set forth and authorized below:

   A. **KONE Care 24/7 Connect - Performance Analytics**
   If KONE 24/7 Connected Services is selected, then KONE shall provide and install the necessary device(s) to perform KONE 24/7 Connected Services on the equipment below. Unless otherwise provided for in the Agreement, any callouts, repairs, or maintenance prompted by the KONE 24/7 Connected Services shall be performed during regular working hours of regular working days, Monday to Friday, statutory holidays excluded, of the International Union of Elevator Constructors (IUEC.) All response times generated by KONE 24/7 Connected Services shall be calculated starting at 8:00 a.m. local time the next business day. Repair and maintenance needs identified through the Services shall be performed based on the repair coverage agreed in the Agreement. Under no circumstances shall any indicators or predictions be cause for immediate services, but shall be determined and completed upon the next scheduled maintenance visit, or otherwise at the sole discretion of KONE.

3. The KONE Care 24/7 Connected Services are performed for the following equipment:

| Equipment Name | KONE Equipment # | Wireless Phone | Phone Monitoring | 24/7 Connect |
|---|---|---|---|---|
| Passenger Elevator | 43401766 | | | X |

4. KONE will commence billing the 24/7 Connected Services on the date shown in this rider/contract with an understanding that the 24/7 Connected Services may be active in advance of the date shown, or may not be active on the date shown, due to variability in the time required to procure material and complete the installation and provisioning of the devices.
5. Unless the remote monitoring device was a built-in component of a new KONE elevator, the remote monitoring devices are installed to the equipment by KONE solely in order to enable the Services. The remote monitoring devices are provided to the Customer as part of the Services. Purchaser gives KONE the right to utilize 24/7 Connected Services to collect, export and use data generated by the use and operation of the equipment, regardless if Customer elects any of the Services. Purchaser will not use the 24/7 Connected Services device, except in connection with the use and operation of the equipment. Purchaser will not reverse engineer or otherwise attempt to obtain the source code of any software in object code form. Purchaser has no ownership or proprietary rights to such data, nor the device or software that monitors, analyzes, translates, reports or compiles such data. KONE 24/7 Connected Services, including any data collected, the device(s) to perform the service, and any software related thereto shall be the exclusive property of KONE.
6. KONE 24/7 Connected Services is a family of remote monitoring Services. The parties may later agree to add new Services to the equipment.
7. The Services shall be performed for the duration of the Agreement. Should the Agreement expire or terminate, the Services will automatically terminate.
8. If any or all Services are terminated, unless the remote monitoring device was a built-in component of a new KONE elevator, the Customer shall upon request give KONE access to the equipment to remove any remote monitoring devices owned by KONE along with any other equipment which remains KONE's property at the facility or otherwise at KONE's expense. Such right shall survive the expiration or termination of the Agreement. In the event this 24/7 Connected Services contract is cancelled within 5 years of this contract effective date,


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KONE will be reimbursed $3500 per unit. Upon termination for any reason of either the Emergency Phone Monitoring or Wireless Phone Provider Service, no further phone services will be provided, the phone(s) must be immediately reprogrammed to dial to a location other than a KONE designated phone number and KONE will block the phone numbers from coming into the KONE Service Center. Upon termination for any reason of the Data Remote Monitoring, no further data will be collected. Upon any termination or expiration of the Agreement, no further Services will be provided, including phone services or data collection. KONE shall have no obligation to any party to either collect, export or analyze any data, or to provide the source code of any software in object code form.

9. If the Customer uses its own SIM card or network connection for the data transfer required by the Services, KONE shall not be liable for the costs of such data transfer incurred due to the Services


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## CUSTOMER INFORMATION

| **Who is the agreement with?** | | |
|---|---|---|
| Legal Name of the Company: | Independent School District 16, Payne County, Oklahoma DBA: Stillwater Public Schools | |
| Address: | 314 S. Lewis | |
| City: Stillwater | State: OK | Zip: 74074 |
| Contact Name: Roberta Douglas | Title: President | |
| Phone: | Email: | |
| Federal tax ID #: 73-6021194 | Email invoices only (circle one): (Yes) No | |

| **Where should the invoice be sent?** | **Same as above** ☑ | |
|---|---|---|
| Legal Name of the Company: | | |
| Attention: | | |
| Address: | | |
| City: | State: | Zip: |
| Contact Name: Shannon Flores | Title: Encumbrance Clerk | |
| Phone: 405 533 6300 | Email: SFlores@stillwaterschools.com | |
| Federal tax ID #: | | |

| **Who will be responsible for paying the invoices?** | **Same as above** ☑ | |
|---|---|---|
| Legal Name of the Company: | | |
| Attention: | | |
| Address: | | |
| City: | State: | Zip: |
| Contact Name: | Title: | |
| Phone: | Email: | |
| Federal tax ID #: | | |

# OMECorp Maintenance Agreement

## Billing Information

| | | |
|---|---|---|
| **Customer Name** (Full Legal Name): STILLWATER PUBLIC SCHOOLS | | |
| Billing Address: 314 S LEWIS ST | | |
| Billing City: STILLWATER | State: OK | Zip: 74074 |
| Billing Contact Name: TINA MCARTOR | Phone: 405-533-6340 | |
| Billing Contact Title: FACILITIES MANAGER | Fax: | |
| Email Address: tmcartor@stillwaterschools.com | | |
| Additional Contact Names: | | |

## Installation Information (If Different than Billing Information)

| | | |
|---|---|---|
| **Customer Name** (Full Legal Name): | | |
| DBA: | | |
| Installation Address: 5005 N PERKINS ST | | |
| Installation City: STILLWATER | State: OK | Zip: 74075 |
| Installation Contact Name: | Phone: | |
| Installation Contact Title: | Fax: | |
| Email: | PO #: | |

## Equipment to Be Covered by This Maintenance Agreement

| PRODUCT MODEL # | SERIAL # | SERVICE TO BEGIN DATE | ANNUAL RENEWAL (INVOICING DATE) | ANNUAL FEE |
|---|---|---|---|---|
| IMWP30 | 281205021254 | 04/04/2025 | 04/03/2026 | $1064.00 |
| NSRLD | BR44000023A0 | | | Included |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Paid 04/01/2025 | | | | |
| | | | | |
| | | | | |
| | | | | |

**Special Maintenance Terms and Conditions:**

C00017115-10

Contract Billing Period 04/04/2025 thru 04/03/2026

Fiscal Year 07/01/2025 thru 06/30/2026

Your signature constitutes an offer to enter into the OMECorp Maintenance Agreement and, acknowledges that you have received, read, and agree to the Terms and Conditions (version OMEMA-V03-18), which are available at http://omecorp.com/maintenance, and that you are authorized to sign the agreements on behalf of the Customer identified above. The applicable agreements will become binding on the Customer (identified above) only after an authorized OMECorp individual accepts our offer by signing below, or when the equipment is delivered to the Installation Address.

**APPROVAL**

| Authorized Customer Signature | Print Name and Title | Date Accepted |
|---|---|---|
| X Susie O'Neal | Susie O'Neal Office Manager | 05/28/2025 |
| Authorized OMECorp Genesis Signature | Print Name and Title | Date Accepted |

quadient Leasing

# Government Product Lease Agreement

with Postage Meter Rental Agreement

## Section (A) Office Information

| Office Number: | Office Name: | Office Phone #: | Date Submitted: |
|---|---|---|---|
| 6190 | OMECORP LLC | 918 664 2588 | |

## Section (B) Billing Information

| | | |
|---|---|---|
| Company Name (Full legal name): STILLWATER PUBLIC SCHOOLS | | |
| DBA: | | |
| Billing Address: 314 S LEWIS ST | | |
| Billing City: STILLWATER | State: OK | ZIP Code + 4: 74074 |
| Billing Contact Name: TINA MCARTOR | Contact Phone Number: 405 533 6340 | |
| Billing Contact Title: FACILITIES SECRETARY | Contact Fax Number: | |
| Billing Contact Email Address: tmcartor@stillwaterschools.com | Purchase Order Number: | |

## Section (C) Installation Information (if different than Billing Information)

| | | |
|---|---|---|
| Company Name (Full legal name): | | |
| Installation Address (No PO Boxes or General Delivery): 5005 N PERKINS RD | | |
| Installation City: STILLWATER | State: OK | ZIP Code + 4: 74075 |
| Installation Contact Name: | Phone Number: | |
| Installation Contact Title: | Fax Number: | |
| Installation Contact Email Address: | | |
| Main Post Office Name / Mail Drop off: | Post Office 5-Digit ZIP Code: | |

## Section (D) Products

| | Quantity | Model / Part Number | Description (Include Serial Number, if applicable) ☐ See additional listed products on attached continuation schedule. |
|---|---|---|---|
| 1 | 1 | IX7 | USPS IMI COMPLIANT POSTAGE METER WITH 10LB SCALE |
| 2 | | | |
| 3 | | | |
| 4 | | | |

## Section (E) Lease Payment Information & Lease Payment Schedule

Tax Status:
- ☐ Taxable
- ☒ Tax-Exempt (Certificate attached)

Billing Frequency:
- ☐ Monthly
- ☒ Quarterly
- ☐ Annually

Billing Method:
- ☒ Standard
- ☐ Arrears

| Period | # of Months | Monthly Payment (plus applicable taxes) |
|---|---|---|
| First | 63 | $226.25 |
| Next | | |
| Next | | |
| Next | | |

Current Lease Number:

☐ ACH (Customer to submit authorization form)

Existing Lease
N23101352
Fiscal Year July 1, 2025
to June 30, 2026

## Section (F) Postage Meter & Postage Funding Information

Meter Model: | Machine Model: IX7

Postage Funding Method:
- ☒ Bill Me ☐ Prepay By Check
- ☐ ACH Debit (Submit Customer authorization form)
- ☐ OMAS ☐ CPU (include authorization form)

Agency Code Sub Agency Code

Postage Funding Account:
- ☐ New
- ☒ Existing Account

TMS Account #
POC Account # 8059963

**Service Products** (Check all that apply)
- ☒ Online Postal Rates iMeter™ App (SP10)
- ☐ Online Postal Expense Manager iMeter™ App (SP20/Neostats)
- ☐ Online E-Services with Electronic Return Receipt iMeter™ App (SP35)
- ☐ Neoship BASIC – Requires Quadient Postage Funding (EP70)
- ☐ Neoship PLUS – Requires Quadient Postage Funding (EP70PLUS)
- ☐ Neoship ADVANCED - Requires Quadient Postage Funding (NEOSHIPADV))
- ☐ Neoship Install & User Guide (EP70GUIDES)
- ☒ Maintenance (provided by your authorized office)
- ☒ Installation & Training (provided by your authorized office)
- ☐ Software Support (Maintenance)
- ☐ 4G/5G Cell Service ☐ EasyInk® Order

## Section (G) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to a Postage Funding Account unless initial here _____.

This document consists of a Government Product Lease Agreement with Quadient Leasing USA, Inc.; and a Postage Meter Rental Agreement, and Online Services and Software Agreement with Quadient, Inc.; and a Postage Funding Account Agreement with Quadient Finance USA, Inc. Your signature constitutes an offer to enter into such agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version Government-Equipment-Lease-Terms-USPS-Dealer-V11-2023), which are also available at https://quadientterms.com/Government-Equipment-Lease-Terms-USPS-Dealer-V11-2023, and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

**Guided by Quadient, Inc.'s Sustainable Design and Responsible Manufacturing Policy, our products may contain reused components. For more Information visit https://www.quadient.com/about-us/sustainable-design-and-manufacturing.**

X _____ Authorized Signature

_____ Print Name and Title

_____ Date Accepted

_____ Accepted by Quadient, Inc. and its Affiliates

_____ Date Accepted

quadient

# Terms and Conditions

## GOVERNMENT PRODUCT LEASE AGREEMENT

In this Government Product Lease Agreement (the "Lease"), the words "You" and "Your" mean the lessee, which is the entity that is identified as the Customer on the Government Product Lease Agreement Order Form ("Order Form"). "We," "Us" and "Our" mean the lessor, Quadient Leasing USA, Inc. "Supplier" refers to either Quadient, Inc., or any other third party that has manufactured, or is providing services related to, the Products.

**1. Lease of Products. THIS LEASE IS UNCONDITIONAL AND NON-CANCELABLE** (except as provided in Section 22, below) during the Initial Term (as defined below). You agree to lease from Us the equipment, embedded software, Software, services and other products listed on the Order Form, together with all existing accessories, embedded software programs, attachments, replacements, updates, additions and repairs, (collectively the "Products") upon the terms stated herein. The term "Software" means any software that is subject to this Lease, other than software programs that are embedded in the hardware. Software is subject to the additional terms as may be provided by the Supplier.

**2. Promise to Pay.** You promise to pay to Us the lease payment shown on the Order Form ("Lease Payment") in accordance with the payment schedule set forth thereon, plus all other amounts stated in this Lease.

**3. Initial Term; Renewal.** The Initial Term of this Lease will begin on the date the Products are installed and will continue for the number of months shown on the applicable Order Form ("Initial Term"). Unless, at least thirty (30) days before the end of the Initial Term, You: (i) notify Us that You shall return the Products at the end of the Initial Term by calling 1-800-636-7678; and (ii) send written notice to Us in the manner directed by Us when You call, , then this Lease will automatically renew for consecutive periods of one (1) month each (each a "Renewal Period"). We will not notify You that the Initial Term or any Renewal Period is ending. You may terminate this Lease at the conclusion of any Renewal Period by giving Us thirty (30) days prior written notice of Your intent to do so. If You notify Us in writing that You intend to terminate the Lease, as set forth above, You shall return the Products pursuant to Section 12 of this Lease.

**4. Payments.** Lease Payments, and other charges provided for herein, are payable in arrears periodically as stated on the Order Form. You agree to make Lease Payments to Us at the address specified on Our invoices, or at any other place designated by Us within thirty (30) days of the date of Our invoice.

**5. Delivery and Location of Products.** The Products will be delivered to You at the installation address specified on the Order Form ("Installation Address") or, if no such location is specified, to Your billing address specified on the Order Form ("Billing Address"). Your acceptance of the Products occurs upon delivery of the Products. You shall not remove the Products from the Installation Address unless You first get Our written permission to do so.

**6. Ownership, Use, and Maintenance of Products**. We will own and have title to the Products during the Lease. You represent that the Products will be used solely for commercial purposes and not for personal, family or household purposes. At Your own cost, You agree to maintain the Products in accordance with the applicable operation manuals and to keep the Products in good working order, ordinary wear and tear excepted.

**7. Assignment of Supplier's Warranties and Notice of Reused Components**. We hereby assign to You any warranties relating to the Products that We may have received from the Supplier. We confirm that Quadient, Inc. has warranted that the Products shall be free from defects in material and workmanship for ninety (90) days after delivery. GUIDED BY QUADIENT, INC.'S SUSTAINABLE DESIGN AND RESPONSIBLE MANUFACTURING POLICY, THE PRODUCTS MAY CONTAIN REUSED COMPONENTS. For more information on our sustainable solutions visit https://www.quadient.com/about-us/sustainable-design-and-manufacturing.

**8. Relationship of the Parties**. You agree that You, not We, selected the Products and the Supplier, and that We are a separate company from the Supplier and that the Supplier is not Our agent. IF YOU ARE A PARTY TO ANY POSTAGE METER RENTAL, MAINTENANCE, SERVICE, SOFTWARE LICENSE, SUPPLIES OR OTHER CONTRACT WITH ANY SUPPLIER, WE ARE NOT A PARTY THERETO, AND SUCH CONTRACT IS NOT PART OF THIS LEASE (EVEN THOUGH WE MAY, AS A CONVENIENCE TO YOU AND THE SUPPLIER, BILL AND COLLECT MONIES OWED BY YOU TO THEM). If the amount to be paid by You on any such other contract increases during the Initial Term or any Renewal Term, then we will modify the Lease Payment to include that amount.

**9. Default**. You will be in default under this Lease if You fail to pay any amount within ten (10) days of the due date or fail to perform or observe any other obligation in this Lease. If You default, and You fail to cure such default within thirty (30) days following receipt of written notice from Us, We may, without further notice to You, do any one or more of the following, at Our option, concurrently or separately: (A) cancel this Lease; (B) require You to return the Products pursuant to Section 14 below; (C) take possession of and/or render the Products unusable, and for such purposes You hereby authorize Us and Our designees to enter Your premises, with prior reasonable notice or other process of law; and (D) require You to pay to Us, on demand as liquidated damages and not as a penalty, an amount equal to the sum of: (i) all Lease Payments and other amounts then due and past due; (ii) all remaining Lease Payments for the then-current term, together with any taxes due or to become due during such term (which You agree is a reasonable estimate of Our damages); and (iii) in the event that You failed to promptly return the Products to Us, an amount equal to the remaining value of the Products at the end of the then-current term, as reasonably determined by Us. You shall also pay all Our costs in enforcing Our rights under this Lease, including reasonable attorneys' fees and expenses that We incur to take possession, store, repair, or dispose of the Products, as well as any other expenses that We may incur to collect amounts owed to Us. We are not required to re-lease or sell the Products if We repossess them. These remedies shall be cumulative and not exclusive, and shall be in addition to any and all other remedies available to Us.

**10. Finance Lease**. You agree that this Lease is a "finance lease" as defined in Article 2A of the Uniform Commercial Code ("UCC"). To the extent permitted by law, You hereby waive any and all rights and remedies conferred upon You under UCC Sections 2A-303 and 2A-508 through 2A-522, or any similar laws.

**11. Loss; Damage; Insurance**. You shall: (i) bear the risk of loss and damage to the Product(s) during the Initial Term and any Renewal Period; and (ii) keep the Product(s) insured, Your expense, against all risks of loss and damage in an amount at least equal to its full replacement cost.

**12. Return of Products.** You are required to return the tangible Products under this Lease at Your expense. Upon the termination of this Lease, We shall send You a Return Authorization ("RMA") with instructions on how to return such Products to Us at a location that We designate within the contiguous United States. Those Products must be returned within sixty (60) days of Our issuance of the RMA. The Products must be properly packed for shipment with the RMA number clearly visible, freight prepaid and fully insured. The Products must be received in good condition less normal wear and tear. In the event the Products are not returned to Us within the sixty (60) day period, You shall pay Us an amount equal to the current fair market value at the end of Lease (as reasonably determined by Us).

**13. Assignment.** YOU SHALL NOT SELL, TRANSFER, ASSIGN, SUBLEASE, PLEDGE OR OTHERWISE ENCUMBER (COLLECTIVELY, "TRANSFER") THE PRODUCTS OR THIS LEASE IN WHOLE OR IN PART. We may, without notice to You, Transfer Our interests in the Products and/or this Lease, in whole or in part, to a third party.

**14. Disclaimer of Warranties**. WE MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, REGARDING ANY MATTER WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, THE SUITABILITY OF THE PRODUCT(S), ITS CONDITION, ITS MERCHANTABILITY, ITS FITNESS FOR A PARTICULAR PURPOSE, ITS FREEDOM FROM INFRINGEMENT, OR OTHERWISE. WE PROVIDE THE PRODUCTS TO YOU "AS IS," "WHERE IS" AND "WITH ALL FAULTS."

**15. Limitation of Liability.** WE SHALL NOT BE LIABLE TO YOU AND YOU SHALL NOT MAKE A CLAIM AGAINST US FOR ANY LOSS, DAMAGE (INCLUDING INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES), OR EXPENSE OF ANY KIND ARISING DIRECTLY OR INDIRECTLY FROM THE DELIVERY, INSTALLATION, USE, RETURN, LOSS OF USE, DEFECT, MALFUNCTION, OR ANY OTHER MATTER RELATING TO THE PRODUCTS (COLLECTIVELY, "PRODUCT MATTERS"). NOTWITHSTANDING ANY OTHER PROVISION OF THIS LEASE, EXCEPT FOR DIRECT DAMAGES RESULTING FROM PERSONAL INJURY OR DAMAGE TO TANGIBLE PROPERTY CAUSED BY OUR GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, OUR MAXIMUM LIABILITY TO YOU FOR DAMAGES HEREUNDER SHALL NOT EXCEED THE TOTAL OF THE AMOUNTS PAID TO US HEREUNDER BY YOU.

**16. Notice. All notices related to this Lease to Us shall be made by You, or an attorney representing You. Notice of non-renewal of this Lease shall be made as outlined in Section 3 herein by calling 1-800-636-7678**. All other notices, requests and other communications hereunder shall be in writing, and shall be considered given when: (i) delivered personally, or (ii) sent by commercial overnight courier with written confirmation of delivery. Written notices to Us shall be sent to: Quadient Leasing USA, Inc., 478 Wheelers Farms Road, Milford, CT 06461 ("Notice Address"). Written notices to You shall be sent to the Billing Address listed on the Order Form, or, to the Installation Address if the Billing Address is a P.O. Box. In the event that We do not accept Your offer to enter this Lease, then You have the right to a written statement that specifies the reasons that Your offer was not accepted. You can request such a statement by writing to Us at the Notice Address.

**17. Integration.** The Lease represents the final and only agreement between You and Us. There are no unwritten oral agreements between You and Us. The Lease can be changed only by a written agreement between You and Us. Any additional terms and conditions referenced on any Purchase Order shall be void and have no effect on this Lease.

**18. Severability**. In the event any provision of this Lease shall be deemed to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. The parties agree to replace any invalid provision with a valid provision, which most closely approximates the intent and economic effect of the invalid provision.

**19. Waiver or Delay.** A waiver of any default hereunder or of any term or condition of this Lease shall not be deemed to be a continuing waiver or a waiver of any other default or any other term or condition, but shall apply solely to the instance to which such waiver is directed. We may accept late payments, partial payments, checks, or money orders marked "payment in full," or with a similar notation, without compromising any rights under this Lease.

**20. Survival of Obligations**. Your obligations under this Lease shall survive any expiration or termination of any government procurement contract that may be related to it. Any obligations and duties which by their nature extend beyond the expiration or termination of this Lease shall survive the expiration or termination of this Lease.

**21. Choice of Law; Venue; Forum Selection; and Attorney's Fees.** Any and all disputes, including but not limited to contract, tort, equitable, and/or statutory claims, between or among the parties to this Lease, or their affiliates, shall be governed by the laws of the State of Connecticut, without regard to conflicts of law, and shall be brought and maintained exclusively in a state or federal court located in New Haven County, Connecticut. Each of the parties expressly consents to the exercise of personal jurisdiction over it by the state and federal courts located in New Haven County, Connecticut. In any litigation or other proceeding by which one party, whether in contract, tort, equity, and/or a statutory claim, or seeks a declaration of any rights or obligations under this Lease, the prevailing party shall be awarded its reasonable attorney fees, costs, and expenses incurred.

**22. Termination.**

**22.1 Non-Appropriation.**

a. You warrant and represent that You intend to enter into this Lease for at least the entire Initial Term and that You are doing so for an essential government purpose. You agree that, prior to the expiration of the Initial Term, you shall not terminate this Lease in order to obtain the same or similar Products from another vendor.

b. You may terminate this Lease at the end of Your current fiscal year, or at the end of any subsequent fiscal year, if appropriated funds are not available to You for the Lease Payments that will be due in the next fiscal year. In the event of such a non-appropriation, then You shall provide written notice to Us that states:

> Sufficient funds have not been and will not be appropriated for the remaining payments due under the Lease. We confirm that we will not replace the Products with similar equipment

from any other party in the succeeding fiscal year.

**22.2 Convenience.** You may terminate this Lease at any time and for any reason or for no reason ("Termination for Convenience"); provided that You comply with the provisions of this paragraph. In the event of a Termination for Convenience, You shall pay Us a termination charge equal to the net present value of the periodic payments remaining in the Initial Term or, if applicable, the then-current Renewal Term, discounted to the present value at an interest rate equal to six percent (6%) per annum. Such amount must be received by Us within thirty (30) days of the effective date of the termination.

**23. Additional Postage Meter Terms.** If the Products require a postage meter, then You agree that Quadient's Postage Meter Rental Agreement shall govern your rental of such postage meter.

## POSTAGE METER RENTAL AGREEMENT

**1. Incorporation of Certain Terms**. Customer acknowledges that: (i) it has entered a Government Product Lease Agreement with Quadient Leasing USA, Inc. (the "Lease"); and (ii) if the Products that are subject to the Lease includes a mailing machine, then the terms of this Postage Meter Rental Agreement ("Rental Agreement") shall govern its rental of the Postage Meter (as defined below) for such machine. Any defined terms in the Lease shall have the same meanings in this Rental Agreement, except that "We," "Us," and "Our," refers to Quadient, Inc., and any reference to "Products" shall refer to the Postage Meter. Sections 11 through 21, of the Lease are hereby incorporated into this Rental Agreement, except that any reference in those sections to the "Lease" refer to this Rental Agreement.

**2. Provisions as to Use**. You acknowledge that: (i) as required by United States Postal Service ("USPS") regulations, the postage meter(s) identified on the Order Form (the "Postage Meter") is being rented to You and that it is Our property; (ii) the Postage Meter will be surrendered by You upon demand by Us; (iii) You are responsible for the control and use of the Postage Meter; (iv) You will comply with all applicable laws regarding Your use or possession of the Postage Meter; (v) the use of the Postage Meter is subject to the conditions established from time to time by the United States Postal Service; and (vi) the Postage Meter is to be used only for generating an indicia to evidence the prepayment of postage and to account for postal funds. It is a violation of Federal law to misuse or tamper with the Postage Meter and, if You do so, We may terminate this Rental Agreement upon notice to You.

**3. Rental Fee, Term, and Taxes**. The rental fee for the Postage Meter rental during the Initial Term is included in the Lease Payment. For each Renewal Term, You agree to pay Our then-current fee for the Postage Meter rental. The Postage Meter rental fee does not include the cost of consumable supplies. The term of the rental shall be equal to the term of the Lease and is NON-CANCELABLE. You agree to pay all applicable taxes related to Your acquisition, possession, and/or use of the Postage Meter including all property taxes on the Postage Meter. Furthermore, You agree to pay the applicable fee to cover Our expenses associated with the administration, billing and tracking of such charges and taxes. Notwithstanding the foregoing, in the event You are tax exempt, upon providing Us a certificate, You will not be required to pay any taxes covered by such certificate. You agree that you will return the Postage Meter at the end of the Lease term and that You will do so in the manner set forth in Section 12 of the Lease. Furthermore, You agree that if you fail to return a postage meter within thirty (30) days of receipt of the Equipment Return Authorization from Us, then You will pay a postage meter replacement fee of one thousand dollars ($1,000).

**4. Postage Meter Maintenance, Inspections, and Location**. We will keep the Postage Meter in good working condition during the term of this Rental Agreement. The United States Postal Service regulations may require Us to periodically inspect the Postage Meter. You agree to cooperate with Us regarding such inspections. We may, from time to time, access and download information from Your Postage Meter to provide Us with information about Your postage usage and We may share that information with Our distributors and other third parties and You hereby authorize Us to do so. You agree to promptly update Us whenever there is any change in Your name, address, telephone number, the licensing post office, or the location of the Postage Meter.

**5. Postage Advances**. We do not sell postage. In the event You require an emergency advance for postage, We, at Our sole discretion, may advance You money to reset the Postage Meter. If We do provide such an advance, You agree to repay Us within five (5) days from the time of such advance: (i) the amount of the emergency advance; and (ii) the then-current advance fee.

**6. Default.** In the event You fail to perform in accordance with the terms set forth in this Rental Agreement, or any other Agreement with Us or any of Our affiliates, including, but not limited to, Quadient Leasing USA, Inc., and Quadient Finance USA, Inc., then We may, without notice: (i) repossess the Postage Meter(s); (ii) disable the Postage Meter; (iii) immediately terminate this Rental Agreement; and (iv) pursue any remedies available to Us at law or in equity. You shall also pay all of Our costs in enforcing Our rights under this Rental Agreement, including reasonable attorneys' fees and expenses that We incur to take possession, store, or repair, the Postage Meter, as well as any other expenses that We may incur to collect amounts owed to Us. These remedies shall be cumulative and not exclusive, and shall be in addition to any and all other remedies available to Us.

**7. Rate Updates.**

A. Maintenance of Postal Rates. It is Your sole responsibility to ensure that correct amounts are applied as payment for mailing and shipping services. We shall not be responsible for returns for delivery delays, refusals, or any other problems caused by applying the incorrect rate to mail or packages.

B. Rate Updates. We will make available for download up to two (2) free rate updates per calendar year for each applicable Product to maintain accurate rates for the services offered by the USPS and other couriers that are compatible with Your covered Products. If any reprogramming is required because You have moved the Products or Postage Meter to a new location, none of the services described in this Section cover the cost to do so. In the event that there are more than two (2) rate updates issued by the USPS or any other courier in any calendar year, You agree to download the new rates from our server and to promptly pay the then-current price for such update.

**8. United States Postal Service Acknowledgement of Deposit Requirement.** By signing this Postage Meter Rental Agreement, You acknowledge and agree that You have read the United States Postal Service Acknowledgement of Deposit (the "Acknowledgement") and will comply with its terms and conditions, as it may be amended from time to time.

**9. Additional United States Postal Service Terms.**

A. By signing this Postage Meter Rental Agreement, You acknowledge that You are also entering into an Agreement

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with the United States Postal Service ("USPS") in accordance with the Domestic Mail Manual ("DMM") 604.4, Postage Payment Methods, Postage Meters and PC Postage Products (collectively, "Postage Evidencing Systems" or "PES") and accept responsibility for control and use of the PES contained therein.

B. You also acknowledge You have read the DMM 604.4, Postage Payment Methods, Postage Meters and PC Postage Products (Postage Evidencing Systems) and agree to abide by all rules and regulations governing its use.

C. Failure to comply with the rules and regulations contained in the DMM or use of the PES in any fraudulent or unlawful scheme or enterprise may result in the revocation of this Rental Agreement.

D You further acknowledge that any use of this PES that fraudulently deprives the USPS of revenue can cause You to be subject to civil and criminal penalties applicable to fraud and/or false claims against the United States. The submission of a false, fictitious or fraudulent statement can result in imprisonment of up to five (5) years and fines of up to $10,000 (18 U.S.C. 1001). In addition, a civil penalty of up to $5,000 and an additional assessment of twice the amount falsely claimed may be imposed (3 U.S.C. 3802)).

E. You further understand that the rules and regulations regarding use of this PES as documented in the USPS Domestic Mail Manual may be updated from time to time by the USPS and it is Your obligation to comply with any current or future rules and regulations regarding its use.

F. You are responsible for immediately reporting (within seventy-two hours or less) the theft or loss of the postage meter that is subject to this Rental Agreement. Failure to comply with this notification provision in a timely manner may result in the denial of refund of funds remaining on the postage meter at the time of the loss or theft.

G. **Privacy Act Statement:** Your information will be used to facilitate the purchase of U.S. Postal Service (USPS) postage and fulfill transactional reporting requirements for USPS postage systems. Collection is authorized by 39 U.S.C. 401, 403, and 404. Providing the information is voluntary, but if not provided, your transaction may not be processed. USPS does not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS auditor; to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers). For more information regarding our privacy policies, visit www.usps.com/privacypolicy.

## POSTAGE FUNDING ACCOUNT AGREEMENT

**1. Incorporation of Certain Terms**. You acknowledge that You have entered a Government Product Lease Agreement with Quadient Leasing USA, Inc. (the "Lease") and a Postage Meter Rental Agreement with Quadient, Inc. (the "Rental Agreement"). If you have an eligible postage meter, then you will have access to a postage funding account and this Postage Funding Account Agreement ("Account Agreement") shall govern Your use of such account. Any defined terms in the Lease or Rental Agreement shall have the same meanings in this Account Agreement, except that "We," "Us," and "Our," refer to Quadient Finance USA, Inc. Sections 14 through 20 of the Lease are hereby incorporated into this Account Agreement except that any reference in those sections to the "Lease" refers to this Account Agreement.

**2. Establishment and Activation of Account**. You hereby authorize Us, to establish an account in Your name ("Account") for funding the purchase of United States Postal Service ("USPS") postage for use in the postage meter. Your Account may also be used to purchase supplies, pay for the Postage Meter rental, and obtain certain other products and services from Quadient, Inc. The establishment of Your Account shall be subject to Our approval of Your creditworthiness. Any use of the Account shall constitute Your acceptance of all the terms and conditions of this Account Agreement and all other documents executed or provided in connection with the Account. The Account may not be used for personal, family, or household purposes.

**3. Operation of Account**. Each time an employee or agent of Yours with the express, implied, or apparent authority to do so (each an "Authorized User") uses the Account to receive a postage meter reset or obtain other products or services that Quadient, Inc. is authorized to provide, Quadient, Inc. will notify Us of the amount to be applied to Your Account balance. If the Account is used to obtain postage, then We will transfer the requested amount of postage to the USPS on Your behalf and Your Account will be charged for the amount of postage requested and any related fees, if applicable. You can continue to pre-pay the USPS for postage and understand that pre-paid postage funds will be used first to pay for my postage meter resets. You further understand that the Account will provide additional available postage funds when Your pre-paid account balance is zero ($0). When You request a postage meter reset, if You have the funds on account with the USPS, those funds automatically will be withdrawn first to pay for postage, and any additional amounts due for postage and related fees will be billed through the Account under the terms and conditions of this Account Agreement. If the Account is used to acquire products or services from that Quadient, Inc. is authorized to provide, then We shall pay the applicable amount to Quadient, Inc. and add such amount to Your Account balance.

**4. Payment Terms**. You will receive a billing statement for each billing cycle in which You have any activity on Your Account. Payments are due twenty-eight (28) days from the date of Your billing statement. You may pay the entire balance due or a portion of the balance, provided that You pay at least the minimum payment amount shown on Your statement. However, if You have exceeded the Account Limit, then You must pay the entire amount of any overage, as well as the minimum payment amount shown on Your statement. Whenever there is an unpaid balance outstanding on Your Account which is not paid in full by the due date shown on Your billing statement, We will charge You, and You agree to pay, interest on the unpaid balance of the Account for each day from the date the transaction is posted to Your Account until the date the unpaid balance is paid in full, at the Annual Percentage Rate (as defined below). The Account balance that is subject to a finance charge each day will include outstanding balances, minus any payments and credits received by Us on Your Account that day. The Annual Percentage Rate applicable to Your Account will be equal to the lesser of eighteen percent (18.00%) per annum or the maximum permitted by law. Each payment will be applied to reduce the outstanding balance of Your Account and replenish the amount available to You. We may refuse to extend further credit if the amount of a requested charge plus Your existing balance exceeds Your Account Limit.

**5. Account Limit and Account Fees**. You agree that We will establish a credit limit on Your Account (the "Account Limit"). The exact amount

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of the Account Limit will be indicated on Your invoice. We may, in Our sole discretion, allow Your balance to exceed the Account Limit. In the event We do so, You agree to pay Us an additional fee equal to one percent (1%) of the amount by which the Account Limit is exceeded for each transaction that You initiate after Your Account has reached the Account Limit. Such amount will be charged to Your Account on the date that the relevant transaction(s) occurs. Unless prohibited by applicable law, You agree to pay the amounts set forth in this Account Agreement, which may include, without limitation, the amounts specified above, a fee for a late payment, a fee for any checks that are returned as a result of insufficient funds, and a fee for any ACH direct debit transactions which are rejected, and an annual account fee. All such fees shall be added to Your Account balance.

**6. Cancellation and Suspension**. We may at any time close or suspend Your Account or temporarily refuse to allow further charges to Your Account. You can cancel Your Account at any time by notifying Us in writing at the address provided on Your Account statement of Your desire to do so. No cancellation or suspension will affect Your obligation to pay any amounts You then owe under this Account Agreement. We will notify You of the Account balance in the event of any termination and all outstanding obligations will survive the termination of this Account Agreement by either party.

**7. Default**. We may declare You in default if You: (i) have made any misrepresentations to Us; (ii) at any time, have done or allowed anything that indicates to Us that You may be unable or unwilling to repay the balance of Your Account as required under this Account Agreement; or (iii) are in default under this Account Agreement or any lease, rental, or other agreement with Us, Quadient, Inc., or their affiliates. If You are in default, or upon any cancellation of Your Account, We shall not be obligated to continue to provide the Account service or extend further credit under this Account Agreement. If We are required to take collection action or any other legal action under this Account Agreement, You shall pay upon demand by Us all court and collection costs, along with reasonable attorney's fees. These remedies shall be cumulative and not exclusive, and shall be in addition to any and all other remedies available to Us.

**8. Remedies**. If We have declared that You are in default under this Account Agreement, then We may: (i) declare all agreements You have with Us in default and due and payable at once without notice or demand; (ii) refuse to make further advances on Your behalf to reset Your postage meter; and (iii) exercise any other rights that We may have. In addition, You agree that any default under this Account Agreement shall constitute a default under any agreement You may have with any of Our affiliates, including, but not limited to, Quadient, Inc., Quadient Leasing USA, Inc.

**9. Amendments**. We may amend this Account Agreement, or any of its provisions, including without limitation any fees and charges and/or the Annual Percentage Rate, at any time by at least thirty (30) days written notice to You, and such written notice may be included in Your billing statement. Any such amendment will become effective on the date stated in the notice and will apply to any transactions after such date, as well as to any outstanding balance on Your Account.

**10. Notice**: Any notice required to be given under this Account Agreement by either party hereto shall be given if to You, at the address shown on Your Order Form, and if to Us at 478 Wheelers Farms Road, Milford, CT 06461.

**11. Miscellaneous**. You understand that We may obtain credit reports in connection with Your Account now and in the future. This Account Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without reference to its conflict-of-laws rules, and any applicable federal laws. The sole jurisdiction and venue for actions related to the subject matter hereof shall be in a State or Federal Court within the State of Texas.

## ONLINE SERVICES AND SOFTWARE AGREEMENT

**1. Incorporation of Certain Terms**. You acknowledge that You have entered a Government Product Lease Agreement with Quadient Leasing USA, Inc. (the "Lease"). Any defined terms in the Lease shall have the same meanings in this Online Services and Software Agreement ("OSS Agreement"), except that "We," "Us," and "Our," refer to Quadient, Inc. Sections 13 through 21 of the Lease are hereby incorporated into this OSS Agreement, except that any reference in those sections to the "Lease" refer to this OSS Agreement.

**2. License Grant and Additional Terms**. In exchange for the license fees that are included in Your Lease Payment, We hereby grant to You a nonexclusive, nontransferable license to use the Software products, including related documentation, described on the Order Form solely for Your own use on or with the Products. You warrant and represent that You will not sell, transfer, disclose or otherwise make available such Software products or copies thereof to third parties; provided, however, that the Software products may be used by Your employees or independent contractors using the Products. No title or ownership of the Software products or any portion thereof is transferred to You. You acknowledge and agree that there may be additional terms and conditions that apply to Your use of any Software provided by Us. Such terms may be provided with the Software, or made available at www.quadient.com/software-terms and may be supplemented by Us or third party licensors, from time to time, by notice to You. You acknowledge and agree that You have access to the appropriate version(s) of the applicable terms provided at the address above and corresponding to Software described on the Order Form at the time you enter this OSS Agreement. Such terms are incorporated herein by this reference and You agree to be bound by such terms as if they were fully stated herein.

**3. Software Support.** Unless otherwise specified in the applicable Software terms, if You have purchased support for the Software, We will provide the following during the Initial Term of the Lease: (i) software updates and, if applicable, up to two (2) carrier rate updates per calendar year in order to keep the Software current and compliant with supported carrier rates, fees, zone schedules, label, barcode and forms changes; (ii) updates to the Software; (iii) corrective bug fixes as released; and (iv) technical support for the Software (collectively "Software Support"). At the conclusion of the Initial Term, the Software Support will automatically renew for additional one-year periods at Our then-current fee for such services unless you provide Us with at least sixty (60) days prior to the renewal date that You wish to cancel the Software Support. You acknowledge that the Software may fail to comply with applicable regulations if You do not have Software Support services and that We shall not have any liability in connection with any such failure. If You allow the Software Support to lapse, You may reinstate such services;

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provided that You pay Us all fees that would have been due from the expiration of Your last Software Support period through the reinstatement date, plus a 15% administrative surcharge.

4. **Use of Websites and SaaS Services**. Quadient, Inc. and/or any of Our affiliates, suppliers, including, but not limited to, Quadient Leasing USA, Inc. may, from time to time, make certain content and/or services available to You via the Internet ("Websites") in order to provide You with certain services, including, but not limited to, software as a service solutions. If You access any such Websites, You acknowledge and agree that Your use of the Website is subject to the terms of use and/or subscription terms in effect at the time You use the Website. Such terms are available on the Websites for Your review. You acknowledge and agree that such terms may be supplemented and modified from time to time ("Supplemental Terms"). Your use of a Website after Supplemental Terms have been issued will signify Your acceptance of those terms. In the event of a conflict between the terms of this OSS Agreement and the Supplemental Terms, the Supplemental Terms shall control.

quadient

# Address Update/Addition

**Company Information**

| Customer Account # (CSN #) | Company Name | |
|---|---|---|
| 60138518 | STILLWATER PUBLIC SCHOOLS | |
| Address Change Request<br>EQUIPMENT LOCATION CHANGED | | Meter Serial #<br>31248605 |
| Address to Update *(Check all that apply)*<br>☐ Quadient *(Rental & Supplies)* ☑ Quadient Leasing ☑ Postage Finance ☑ Supply Only | | |
| Contract # | Lease #<br>N3101352 | POC #<br>8059963 |
| Billing Address<br>314 S LEWIS ST, STILLWATER OK 74074 | | |

**Old Information**

| Ship To *(Line 1)*<br>5021 N PERKINS RD | Bill To *(Line 1)* |
|---|---|
| Address *(Line 2)* | Address *(Line 2)* |
| City, St., Zip<br>STILLWATER, OK 74075 | City, St., Zip |

**New Information** - *This form is solely for Address Changes;* ***Company Name changes on this form will not be accepted and/or processed.***

| First Name<br>TINA | Last Name<br>MCARTOR |
|---|---|
| Email Address<br>tmcartor@stillwaterschools.com | Phone Number<br>405-533-6340 |
| Ship To Address *(Line 1)*<br>5005 N PERKINS RD | Bill To Address *(Line 1)*<br>314 S LEWIS ST |
| Address *(Line 2)* | Address *(Line 2)* |
| City, St., Zip<br>STILLWATER, OK 74075 | City, St., Zip<br>STILLWATER OK 74074 |
| Rep Name | Case # |

| Customer Contact Name<br>TINA MCARTOR | Customer Title<br>FACILITIES SECRETARY |
|---|---|
| Customer Contact Email<br>tmcartor@stillwaterschools.com | Phone Number<br>405-533-6340 |
| Authorized Signature<br>Tina McArtor | Date<br>5/28/25 |

Docusign Envelope ID: 0A9A798D-A87A-45EC-951F-4154DE6F1B5C

# OTIS

**DATE:** 5/15/2025

**TO:**

**CUSTOMER NAME**
Will Rogers Elementary School
1211 N. Washington
Stillwater, OK 74075

**EQUIPMENT LOCATION**
WILL ROGERS ELEM SCHOOL
1211 N WASHINGTON ST
STILLWATER, OK 74075-3330

**FROM:**

**OTIS ELEVATOR COMPANY**
803 S.E. 83RD
OKLAHOMA CITY, OK 73149

Dewey Bledsoe
(405) 609-9473
dewey.bledsoe@otis.com

OTIS ADDENDUM

**CONTRACT NAME:** TO 05418

**CONTRACT NUMBER:** 101285

**CONTRACT START DATE:** 4/1/2025

We propose the following modification to the Contract referred to above, to take effect as of: 5/19/2025.

Board President to be changed from Eric Gudgel to Roberta Douglas

This proposal, when accepted by you below and approved by our authorized representative, will become binding as an addendum and modification to the Contract. All other terms, conditions and obligations in the Contract referred to are to remain in full force and effect. This quotation is valid for ninety (90) days from the proposal date.

If this change results in the price adjustment date and billing frequency not aligning, the price adjustment date will be changed to ensure continued alignment with the billing frequency not earlier than the current price adjustment date.

To set up automatic payments, please visit https://otis.payinvoicedirect.com.

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**SUBMITTED BY:** Dewey Bledsoe
**TITLE:** Specialist, Sales Generalist
**E-MAIL:** dewey.bledsoe@otis.com

Accepted in Duplicate

| Will Rogers Elementary School | Otis Elevator Company |
|---|---|
| Date: | Date: 15-May-2025 |
| Signed: | Signed: DocuSigned by: Cameron Jones 2CDA45B4BBA1497... |
| Print Name: Roberta Douglas | Print Name: Cameron Jones |
| Title: Board President | Title: Sr Manager & GM - Oklahoma |
| Email: | Email: cameron.jones@otis.com |

OTIS ADDENDUM

Company Name: Will Rogers Elementary School

□ Principal, Owner or Authorized Representative of Principal or Owner

□ Agent Dane Sallaska
(Name of Principal or Owner)

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OTIS ADDENDUM

## BILL TO INFORMATION

Company Name: Will Rogers Elementary School

Address: 314 S. LEWIS

Address 2:

City: STILLWATER

State:

Zip Code: 740743515

## ACCOUNTS PAYABLE CONTACT

Name: Shannon Flores

Phone Number: 405-533-6340

Fax Number: 405-533-6340

E-mail: sflores@stillwaterschools.com

## TAX STATUS

Are you tax exempt? (Yes or No)

If yes, please provide tax exempt certificate #736021194

Do you require a Purchase Order be listed on your invoices? (Yes or No)

If yes, please provide contact info for PO renewal:

PO Number: Will know new PO in July/2025

Name:

Phone:

E-Mail:

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TK-78-1549

**Purchaser:** Stillwater Public Schools
314 S. Lewis Street
Stillwater, OK 74074
Hereinafter referred to as "Purchaser", "you', and "your".

**Location:** Stillwater Public Schools
314 S. Lewis Street
Stillwater, OK 74074

**By:** ThyssenKrupp Elevator Corporation
4100 Will Rogers Pkway,, Ste 200
Oklahoma City, OK 73108
Telephone: (405)949-1916Ext 1480, (405)301-5278
Fax: (866)558-8568
E-Mail: adam.evans@thyssenkrupp.com
Internet: www.thyssenkruppelevator.com
Hereinafter referred to as "ThyssenKrupp Elevator Corporation", "ThyssenKrupp Elevator', "we", "us" and "our".

# GOLD MAINTENANCE AGREEMENT

ThyssenKrupp Elevator agrees to maintain Purchaser's elevator equipment described below in accordance with this agreement. We will endeavor to provide a comprehensive maintenance program designed to protect your investment and maximize the performance, safety, and life span of the elevator equipment to be maintained.

## *Equipment To Be Maintained*

| Building Name | Unit Quantity | Manufacturer | Type of Unit | Application of Unit | Unit ID or Serial # |
|---|---|---|---|---|---|
| Performing Arts Center | 1 | ThyssenKrupp | Hydraulic | Passenger | TAC20 |
| Performing Arts Center | 2 | Chairlift | Handicapped Lift | Passenger | SM8192-93 |
| Main Building | 1 | Stair Climbing Lift | Handicapped Lift | Passenger | EM8190 |
| Field House | 1 | Schindler | Hydraulic | Passenger | 330A |
| City Gym | 1 | Chairlift | Handicapped Lift | Passenger | SG9680 |
| Pioneer Stadium | 1 | Otis | MRL | Passenger | Gen2 |
| Stillwater Middle School | 1 | Dover | Hydraulic | Passenger | DMC |

## Preventative Maintenance Program

We will service your equipment described in this agreement on a regularly scheduled basis. These service visits will be performed during normal business working days and hours, which are defined as Monday through Friday, 8:00 AM to 4:30 PM (except scheduled holidays). All work performed before or after normal business working days and hours shall be considered "Overtime".

ThyssenKrupp Elevator will perform the following services:

- Examine your elevator equipment for optimum operation. Our examination, lubrication and adjustment will cover the following components of your elevator system:
  - Control and landing positioning systems
  - Signal fixtures
  - Machines, drives, motors, governors, sheaves, and wire ropes
  - Power units, pumps, valves, and jacks
  - Car and hoistway door operating devices and door protection equipment
  - Loadweighers, car frames and platforms, and counterweights
  - Safety mechanisms
- Lubricate equipment for smooth and efficient performance
- Adjust elevator parts and components to maximize performance and safe operation

## Full Coverage Parts Repair and Replacement

ThyssenKrupp Elevator will provide full coverage parts repair and/or replacement for all components worn due to normal wear, unless specifically excluded in the "Items Not Covered" or "Other Conditions" provisions herein. We maintain a comprehensive parts inventory to support our field operations. All replacement parts used in your equipment will be new or refurbished to meet the quality standards of ThyssenKrupp Elevator. Most specialized parts are available within 24 hours, seven days a week. We will relamp all signals as required (during regularly scheduled visits).

## Maintenance Control Program

ThyssenKrupp Elevator performs service in accordance with our written Maintenance Control Program. This program meets or exceeds any and all requirements of ASME A 17.1-2007 Code, Section 8.6. The Maintenance Control Program includes ThyssenKrupp Elevator's Maintenance Tasks & Records documentation which shall be used to record all work performed on the equipment and is provided with each controller. We do not perform any tests unless such tests are specifically listed as included elsewhere in this agreement.

## Quality Assurance

To help increase elevator performance and decrease downtime, our technicians utilize the latest industry methods and technology available to us for your specific brand of elevator. They will be equipped with our tools, documentation and knowledge to troubleshoot your unique system, as well as access to a comprehensive parts replacement inventory system.

Behind our technicians is a team devoted to elevator excellence. Technicians are supported around the clock by a team of engineers and field support experts. Our North American technical support facilities continuously research advancements in the industry and in your equipment. Also, our internal quality control program ensures optimum and reliable operation of your elevator equipment.

To assure that quality standards are being maintained, we may conduct periodic field quality audit surveys. Your dedicated ThyssenKrupp Elevator representative will be available to discuss your elevator needs with you in all aspects of service and modernization. In addition, you may receive recommendations for upgrades that will also provide you with budget options designed to enhance the appearance, performance and safety of or meet Code requirements for your equipment over time.

## Service Requests during Normal Working Days and Hours

Service requests are defined as any request for dispatch of our technician to the location of the equipment covered in this agreement from one or more of the following: you or your representative, the building or building's representative, emergency personnel, passengers through the elevator's communication device and/or from VISTA Remote Monitoring through the elevator's communication line. Service requests include minor adjustments and response to emergency entrapments that can be accomplished in two hours or less (excluding travel time) and do not include regularly scheduled maintenance visits.

We will respond to service requests during normal business working days and hours, as defined above, at no additional charge.

## Overtime Service Requests

On all overtime service requests, you will be responsible for all labor costs including travel time, travel expenses, and time spent on the job. Such costs will be invoiced at our standard overtime billing rates. Overtime service requests are performed before or after normal business working days and hours.

## ☐ VIEW® (Check box if included)

VIEW is ThyssenKrupp Elevator's customer oriented, online service activity reporting system. VIEW allows building owners and managers to monitor our maintenance and service call activity. VIEW can be accessed via the Internet any time, day or night. You can "VIEW" service tickets associated with a single elevator serviced under this agreement, for all the elevators at the location serviced under this agreement, or across an entire portfolio of elevator equipment that is serviced by ThyssenKrupp Elevator.

☐ VISTA® (Check box if included)

VISTA Remote Monitoring is ThyssenKrupp Elevator's exclusive service for monitoring the status and performance of your elevator(s). VISTA monitors compatible equipment 24 hours per day, 7 days per week, and 365 days per year. Constantly monitoring performance data on your equipment provides ThyssenKrupp Elevator the ability to respond to operational irregularities quickly and more efficiently. With VISTA, we can often dispatch a service technician to your location before any interruption in elevator service occurs. Service visits based on VISTA data will be made during normal business hours on normal business days.

☐ SoundNet® (Check box if included)

SoundNet is ThyssenKrupp Elevator's 24-hour telephone monitoring and emergency call service. Our representatives are trained to handle elevator calls and they can assess the situation and quickly dispatch a technician when necessary. If needed, they can stay on the line to reassure a stranded passenger that help is on the way. SoundNet maintains digital recordings and computerized records of the time, date, and location of calls received and action taken for the benefit of passengers and building owners.

☐ Periodic Safety Testing (Check box if included)

ThyssenKrupp Elevator will test your equipment in accordance with those annual periodic testing requirements as outlined in the American National Safety Code for Elevators and Escalators, ANSI A 17.1, which are in effect at the time this agreement is executed. In the event that the state, city or local governing authority in which the equipment is located has adopted different requirements, ThyssenKrupp Elevator will test your equipment in accordance with those annual periodic testing requirements in effect at the time this agreement is executed. You agree to pay for any costs of the inspector and/or inspection fees.

Product Information. You agree to provide ThyssenKrupp Elevator with current wiring diagrams that reflect all changes, parts catalogs, and maintenance instructions for the equipment covered by this agreement (exception: we will supply all of the above for new ThyssenKrupp elevators at no additional cost). You agree to authorize us to produce single copies of any programmable device(s) used in the equipment for the purpose of archival back-up of the software embodied therein. These items will remain your property.

Safety. You agree to instruct or warn passengers in the proper use of the equipment and to keep the equipment under continued surveillance by competent personnel to detect irregularities between elevator examinations. You agree to immediately report any condition that may indicate the need for correction before the next regular examination. You agree to immediately shut down the equipment upon manifestation of any irregularities in either the operation or the appearance of the equipment, to immediately notify us, and to keep the equipment shut down until the completion of any repairs. You agree to give us immediate verbal notice and written notice within ten (10) days after any occurrence or accident in or about the elevator. You agree to provide our personnel with a safe place to work. You agree to provide a suitable machine room, including secured doors, waterproofing, lighting, ventilation, and appropriate air temperature control to maintain that room at a temperature between 50°F and 90°F. You also agree to maintain the elevator pit in a dry condition at all times. Should water or other liquids become present, you will contract with others for removal and the proper handling of such liquids. We reserve the right to discontinue work in the building whenever, in our sole opinion, our personnel do not have a safe place to work. You also agree that if ThyssenKrupp Elevator's inspection of a piece of equipment serviced under this agreement reveals an operational problem which, in ThyssenKrupp Elevator's sole judgment, jeopardizes the safety of the riding public, ThyssenKrupp Elevator may shut down the equipment until such time as the operational problem is resolved. In that event, ThyssenKrupp Elevator will immediately advise you in writing of such action, the reason for such action, and whether any proposed solution is covered by the terms of this agreement.

Other. You agree not to permit others to make alterations, additions, adjustments, or repairs or replace any component or part of the equipment during the term of this agreement. You agree to accept our judgment as to the means and methods employed by us for any corrective work under this agreement. Since ThyssenKrupp Elevator's top priority is the satisfaction of its customers, if you should have any concern(s) with the means and methods used to maintain or repair the equipment covered under this agreement, you agree to provide us with written notice of that concern and give us thirty (30) days to respond either in writing or commence action to appropriately resolve it.

In the event of the sale, lease or other transfer of the ownership or management of the premises in which the elevator(s) or equipment described herein are located, you agree to see that such transferee is made aware of this agreement and agrees to assume and/or be bound by the conditions hereof for the balance of the unexpired term of this agreement. Should the transferee fail to assume this agreement, you shall remain liable for all unpaid amounts, including those owed for the balance of the current unexpired term of this agreement.

In consideration of ThyssenKrupp Elevator performing the services herein specified, you expressly agree to indemnify, defend, save harmless, discharge, release and forever acquit ThyssenKrupp Elevator Corporation, our employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings brought against ThyssenKrupp Elevator, our employees, officers, agents, affiliates and subsidiaries for loss, property damage (including damage to the equipment which is the subject matter of this agreement), personal injury or death that are alleged to have been caused by the Purchaser or any others in connection with the presence, use, misuse, maintenance, installation, removal, manufacture, design, operation or condition of the equipment covered by this agreement, or the associated areas surrounding such equipment. Your duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this agreement), personal injury or death is determined to be caused by or resulting from the negligence of ThyssenKrupp Elevator and/or our employees. You recognize that your obligation to ThyssenKrupp Elevator under this clause includes payment of all attorney's fees, court costs, judgments, settlements, interest and any other expenses of litigation arising out of such claims or lawsuits.

Insurance. You expressly agree to name ThyssenKrupp Elevator Corporation along with its officers, agents, affiliates and subsidiaries as additional insureds in your liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure ThyssenKrupp Elevator Corporation, along with its officers, agents, affiliates and subsidiaries for those claims and/or losses referenced in the above paragraph, and for claims and/or or losses arising from the sole negligence or responsibility of ThyssenKrupp Elevator Corporation and/or its officers, agents, affiliates and subsidiaries. Such insurance must specify that its coverage is primary and non-contributory. You hereby waive the right of subrogation.

Items Not Covered. We do not cover cosmetic, construction, or ancillary components of the elevator system, including the finishing, repairing, or replacement of the cab enclosure, ceiling frames, panels, and/or fixtures, hoistway door panels, door frames, swing door hinges and closing devices, sills, car flooring, floor covering, lighting fixtures, ceiling light bulbs and tubes, main line power switches, breaker(s), feeders to controller, below ground or unexposed hydraulic elevator system, including but not limited to, jack cylinder, piston, PVC or other protective material; below ground or unexposed piping, alignment of elevator guide rails, smoke and fire sensors, fire service reports, all communication and entertainment devices, security systems not installed by us, batteries for emergency lighting and emergency lowering, air conditioners, heaters, ventilation fans, pit pumps and all other items as set forth and excluded in this agreement.

Other Conditions. With the passage of time, equipment technology and designs will change. If any part or component of your equipment covered under this agreement cannot, in our sole opinion, be safely repaired and is no longer stocked and readily available from either the original equipment manufacturer or an aftermarket source, that part or component shall be considered obsolete. You will be responsible for all charges associated with replacing that obsolete part or component as well as all charges required to ensure that the remainder of the equipment is functionally compatible with that replacement part or component. In addition, we will not be required to make any changes or recommendations in the existing design or function of the unit(s) nor will we be obligated to install new attachments or parts upon the equipment as recommended or directed by insurance companies, governmental agencies or authorities, or any other third party. Moreover, we shall not be obligated to service, renew, replace and/or repair the equipment due to any one or more of the following: anyone's abuse, misuse and/or vandalism of the equipment; anyone's negligence in connection with the use or operation of the equipment; any loss of power, power fluctuations, power failure, or power surges that in any way affect the operation of the equipment; fire, smoke, explosions, water, storms, wind, lightening, acts of civil or military authorities, strikes, lockouts, other labor disputes, theft, riot, civil commotion, war, malicious mischief, acts of God, or any other reason or cause beyond our control that affects the use or operation of the equipment. You expressly agree to release and discharge us and our employees for any and all claims and/or losses (including personal injury, death and property damage, specifically including damage to the property which is the subject matter of this agreement) associated therewith or caused thereby. ThyssenKrupp Elevator shall also automatically receive an extension of time commensurate with any delay in performance caused by or related to the aforementioned and you expressly agree to release and discharge ThyssenKrupp Elevator from any and all claims for consequential, special or indirect damages arising out of the performance of this agreement. In no event shall ThyssenKrupp Elevator's liability for damages arising out of this agreement exceed the remaining unpaid installments of the current, unexpired term of this agreement.

Should your system require any of the safety tests on the commencement date of this agreement, ThyssenKrupp Elevator assumes no responsibility for the day-to-day operation of the governor or safeties on traction elevators, or the hydraulic system on hydraulic elevators under the terms of this agreement until the test has been completed and the equipment passed. Should the respective system fail any of those tests, it shall be your sole responsibility to make necessary repairs and place the equipment in a condition that we deem acceptable for further coverage under the terms of this agreement. We shall not be liable for any damage to the building structure or the elevator resulting from the performance of any safety tests we perform at any time under this agreement. If during the initial firefighter's service test, that feature is found to be inoperable, you shall be responsible for all costs associated with necessary repair(s) to bring the elevator(s) into compliance with the applicable elevator codes in your local jurisdiction.

In the event a third party is retained to enforce, construe or defend any of the terms and conditions of this agreement or to collect any monies due hereunder, either with or without litigation, the prevailing party shall be entitled to recover all costs and reasonable attorney's fees.

You hereby waive trial by jury. You agree that this agreement shall be construed and enforced in accordance with the laws of the state where the equipment is located. You consent to jurisdiction of the courts, both state and Federal, of the state in which the equipment is located as to all matters and disputes arising out of this agreement.

In the event any portion of this agreement is deemed invalid or unenforceable by a court of law, public policy or statute, such finding shall not affect the validity or enforceability of any other portion of this agreement.

Our rights under this agreement shall be cumulative and our failure to exercise any rights given hereunder shall not operate to forfeit or waive any of said rights and any extension, indulgence or change by us in the method, mode or manner of payment or any of its other rights shall not be construed as a waiver of any of its rights under this agreement.

Price. The price for the services as stated in this agreement shall be **One Thousand Three Hundred Seventy-Five** dollars (**$ 1,375.00**) per month, payable monthly in advance.

Term. This agreement is effective for one (1) year starting July 01, 2011 and is non-cancelable. To ensure continuous service, this agreement will be automatically renewed for successive one (1) year periods, unless either party timely serves written notice upon the other party of its intention to cancel at least ninety (90) days but not more than 120 days before the end of the initial one (1) year year period, or at least ninety (90) days but not more than 120 days before the end of any subsequent one (1) year renewal period. Notice shall be sent by certified mail, return receipt requested to the address set forth on page 1 of this agreement. Time is of the essence.

Annual Price Adjustments. Since our costs to provide you with the service set forth in this agreement may increase, we reserve the right to adjust the price of our service under this agreement accordingly. In the event this occurs, we will adjust your monthly price based on the percentage change in the average rate paid to elevator examiners. This rate paid to elevator examiners consists of the hourly rate paid to examiners plus fringe benefits and union welfare granted in place of or in addition to the hourly rate. Fringe benefits include pensions, vacations, paid holidays, group insurance, sickness and accident insurance, and hospital insurance. We also reserve the right to make additional adjustment to the price of our service under this agreement and/or enact surcharges as needed to account for increased fuel prices when such increases exceed the Consumer Price Index (CPI) current rate. We also reserve the exclusive right to make additional adjustment to the price of our service under this agreement in the event that the equipment covered by this agreement is modified from its present state.

Early Payment Discount. You may elect to pay in advance for twelve (12) months of service described in this agreement. Such a pre-payment entitles you to a 3% discount from the annual price in effect at the time of payment.

**Overdue Invoices.** A service charge of 1½% per month, or the highest legal rate, whichever is more, shall apply to all overdue accounts you have with ThyssenKrupp Elevator that are in any way related to your equipment described in this agreement. If you do not pay any sum due to ThyssenKrupp Elevator related to your equipment described in this agreement, regardless of whether it is billed pursuant to this agreement or any other with us, within sixty (60) days from the billing date, we may also choose to do one or more of the following: 1) suspend all service until all amounts due have been paid in full, and/or 2) declare all sums for the unexpired term of this agreement due immediately as liquidated damages and terminate our obligations under this agreement. If ThyssenKrupp Elevator elects to suspend service, we shall not be responsible for personal injury, death, damage to property (including damage to the equipment that is the subject matter of this agreement) or losses of any other type or kind that is in any way related the ThyssenKrupp Elevator's suspension of service. Upon resumption of service, you will be responsible for payment to ThyssenKrupp Elevator for all costs we incur that result from our suspension of service and to remedy any damage caused to your equipment during that time. Time is of the essence.

**Acceptance.** Your acceptance of this agreement and its approval by an authorized manager of ThyssenKrupp Elevator will constitute exclusively and entirely the agreement for the services herein described. All other prior representations or agreements, whether written or verbal, will be deemed to be merged herein and no other changes in or additions to this agreement will be recognized unless made in writing and properly executed by both parties. Should your acceptance be in the form of a purchase order or other similar document, the provisions of this agreement will govern, even in the event of a conflict. This proposal is hereby accepted in its entirety and shall constitute the entire agreement as contemplated by you and us. This proposal is submitted for acceptance within one-hundred twenty (120) days from the Date Submitted by the ThyssenKrupp Elevator representative indicated below.

No agent or employee shall have the authority to waive or modify any of the terms of this agreement without the prior written approval of an authorized ThyssenKrupp Elevator manager.

| ThyssenKrupp Elevator Corporation: | Stillwater Public Schools | ThyssenKrupp Elevator Corporation Approval: |
|---|---|---|
| By: _____ (Signature of ThyssenKrupp Elevator Representative) | By: _____ (Signature of Authorized Individual) | By: _____ (Signature of Authorized Individual) |
| Adam Evans | Kevin Clark | Kevin Wenzel |
| | (Print or Type Name) | (Print or Type Name) |
| Account Manager | President, Board of Education | Branch Manager |
| (405)949-1916Ext 1480 | (Print or Type Title) | (Print or Type Title) |
| April 22, 2011 | June 14, 2011 | 06/17/2011 |
| (Date Submitted) | (Date of Approval) | (Date of Approval) |

## *Special Considerations*

***Contract Pricing based upon TCPN pricing structure.**

**QEI Annual Safety Test:**

ThyssenKrupp Elevator will coordinate with a certified QEI inspector to witness your annual tests. Additional costs will be $25.00 per month for hydraulic elevators and $35 per month for MRL units. Should this requirement change, additional costs, if applicable, shall be added to this agreement.

ACCEPTED:_____

## Travel Time and Mileage on Service Requests

Purchaser shall reimburse ThyssenKrupp Elevator for all travel time and mileage expended on any service requests which occur between our regularly scheduled examinations. Such costs will be invoiced at our regular billing rates and shall be roundtrip from the dispatching location to the building Location and return.

## Otis Gen2

To enable monitoring of the suspension means on certain units being serviced under this Agreement, Purchaser authorizes us to install and maintain ThyssenKrupp Elevator's suspension monitor on purchaser's equipment. Purchaser understands that the suspension monitor installed by us on purchaser's equipment remains the property of ThyssenKrupp Elevator. If the service agreement between ThyssenKrupp Elevator and customer is terminated for any reason, you authorize and will allow us access to your premises to remove our suspension monitor.

The suspension monitor equipment installed by ThyssenKrupp Elevator contains trade secrets belonging to us, and is installed for the use and benefit of our personnel only. You agree not to permit your personnel or any third parties to use, access, examine copy, disclose or disassemble the suspension monitor while it is located on your premises..

## Schindler 321A Miconic (hydro) or 330A (hydro)

ThyssenKrupp Elevator does not accept responsibility to test, maintain, repair or replace any Schindler Elevator inverted, twin-post, telescopic jacks under the coverage of this maintenance agreement and they are specifically excluded from these terms and conditions. Any required repair or replacement of this equipment will be billed to Purchaser at ThyssenKrupp Elevator's current "time and material" billing rates.

# Service Agreement Addendum

TK Elevator Corporation ("TK Elevator Corporation," "TK Elevator," "we," "us," and "our") and Stillwater Public Schools (the "Purchaser," "you," and "your") hereby amend and supplement their duly executed and existing elevator maintenance agreement, contract number US29326 (the "Agreement"), as set forth in this addendum. This addendum shall be made a part of the Agreement, and in the event of conflict with other terms, conditions, purchase orders or contract documents, this addendum shall govern. All terms and conditions set forth in the Agreement will remain in full force and effect and apply to this addendum where no conflict exists. This addendum shall become effective upon acceptance as described below. Collectively, TK Elevator and Purchaser may hereinafter be referred to as the
"Parties."

**Term**
In light of the modifications to Agreement set forth above, the term for the Agreement shall now be extended through June 30, 2026 and shall be subject to future adjustments as further described in the Agreement.

# Service Agreement Addendum

## Acceptance

Your acceptance of this addendum and its approval by an authorized manager of TK Elevator will constitute exclusively the entire understanding of the Parties with respect to the subject matter contained herein and it shall thereafter become part of the Agreement. All other prior representations or agreements, whether written or verbal, will be deemed to be merged herein and no other changes in or additions will be recognized unless made in writing and properly executed by both Parties. Should your acceptance be in the form of a purchase order or other similar document, the provisions of this addendum and the Agreement will govern, even in the event of a conflict.

No agent or employee shall have the authority to waive or modify any of the terms of this Agreement without the prior written approval of an authorized TK Elevator manager.

| Stillwater Public School | TK Elevator Corporation Management Approval |
|---|---|
| By: | By: DocuSigned by: Erin Shurley |
| (Signature of Authorized Individual) | (Signature of Branch Representative) |
| | Erin Shurley<br>Branch Manager |
| (Print or Type Name) | |
| (Print or Type Title) | |
| | 6/4/2025 |
| (Date of Acceptance) | (Date of Execution) |

For inquiries regarding your contract or services provided by TK Elevator, please contact your local branch office:

4100 Will Rogers Pkwy Ste 200
Oklahoma City, OK 73108
405-949-1916

Thank you for choosing TK Elevator. We appreciate your business.

Erin Shurley

WS

American Red Cross

# Facility Use Agreement

The American National Red Cross ("Red Cross"), a non-profit corporation chartered by the United States Congress, provides services to individuals, families, and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public, who support the Red Cross with generous donations. The Red Cross's disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility to provide services during a disaster. This agreement only applies when Red Cross requests use of the facility and is managing the activity at the facility.

## Parties and Facility

***Owner:***

| | |
|---|---|
| Full Name of Owner | Stillwater Middle Schools Middle School Main Gym |
| Address | 2200 South Sangre RD Stillwater, Oklahoma 74075 |
| 24-Hour Point of Contact<br>Name and<br>Title Work<br>Phone Cell | Bo Gamble<br>Assistant Superintendent<br>Wk# 405-533-6300<br>Cell# 405-334- 6927 |
| Address for Official Notices (only if different from above | 2nd: Rob Lamecker 405-338-1048 |

***Red Cross:***

| | |
|---|---|
| Chapter Name | Northern Oklahoma |
| Chapter Address | 118 W 7th St. Stillwater, Oklahoma 74074 |
| 24-Hour Point of Contact<br>Name and<br>Title Work<br>Phone Cell | Stephen Duke<br>Community Disaster Program Manager<br>1-800-RedCross (1-800-733-2767)<br>580-370-1994<br><br>Karvin Vega<br>CDPS<br><br>405-479-2915 |
| Address for Official Notices | American Red Cross, Disaster Cycle Services Logistics, 8550 Arlington Blvd., Fairfax, VA 22031 |

***Facility:***

Insert name and complete street address of building or, if multiple buildings, write "See attached facility list," and attach facility list, including complete street address of each building that is part of this agreement. If the Red Cross will use only a portion of a building, then describe the portion of the building that the Red Cross will use.

## Terms and Conditions

1. Use of Facility: Upon request and if feasible, Owner will permit the Red Cross to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities. The Facility may be used for the following purposes (both parties must initial all that apply):

| Facility Purpose | Owner Initials | Red Cross Initials |
|---|---|---|
| Service Center (Operations, Client Services, or Volunteer Intake) | | SD |
| Storage of supplies | | SD |
| Parking of vehicles | | SD |
| Disaster Shelter | | SD |

2. Facility Management: The Red Cross will designate a Red Cross official to manage the activities at the Facility ("Red Cross Manager"). The Owner will designate a Facility Coordinator to coordinate with the Red Cross Manager regarding the use of the Facility by the Red Cross.

3. Condition of Facility: The Facility Coordinator and Red Cross Manager (or designee) will jointly conduct a survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Red Cross's ***Facility/Shelter Opening/Closing Form*** to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that the Red Cross should not use. The Red Cross will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.

4. Food Services (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request by the Red Cross, and if such resources are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate meals at the direction of and in cooperation with the Red Cross Manager. The Food Service Manager will establish a feeding schedule and supervise meal planning and preparation. The Food Service Manager and Red Cross Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies before the Facility is turned over to the Red Cross. When the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the Red Cross's activities at the Facility.

5. Custodial Services (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request of the Red Cross and if such resources are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate these services at the direction of and in cooperation with the Red Cross Manager.

6. Security/Safety: In coordination with the Facility Coordinator, the Red Cross Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.

7. Signage and Publicity: The Red Cross may post signs identifying the Facility as a site of Red Cross operations in locations approved by the Facility Coordinator. The Red Cross will remove such signs when the Red Cross concludes its activities at the Facility. The Owner will not issue press releases or other publicity concerning the Red Cross's activities at the Facility without the

written consent of the Red Cross Manager. The Owner will refer all media questions about the Red Cross activities to the Red Cross Manager.

8. Closing the Facility: The Red Cross will notify the Owner or Facility Coordinator of the date when the Red Cross will vacate the Facility. Before the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator will jointly conduct a post-occupancy inspection, using the second page of the *Shelter/Facility Opening/Closing Form,* to record any damage or conditions.

9. Fee (*This paragraph does not apply when the Facility is used as a shelter. The Red Cross does not pay fees to use facilities as shelters.*): Both parties must initial one of the two statements below:

   a. Owner will not charge a fee for the use of the Facility.
   Owner Initials _____ Red Cross Initials _____

   b. The Red Cross will pay $___ per: _____ for the right to use and occupy the Facility
   Owner Initials _____ Red Cross Initials _____

10. Reimbursement: Subject to the conditions in paragraph 10(e) below, the Red Cross will reimburse the Owner for the following:

   a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross, in consultation with the Owner, will select from bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

   b. *Reasonable costs associated with custodial and food service personnel and supplies* which would not have been incurred but for the Red Cross's use of the Facility. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.

   c. *Reasonable, actual, out-of-pocket costs for the utilities indicated below*, to the extent that such costs would not have been incurred but for the Red Cross's use of the Facility. (Both parties must initial all utilities that may be reimbursed by the Red Cross):

| | Owner Initials | Red Cross Initials |
|---|---|---|
| Water | | SD |
| Gas | | SD |
| Electricity | | SD |
| Waste Disposal | | SD |

   d. The Owner will submit any request for reimbursement to the Red Cross within 60 days after the occupancy of the Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.

   e. If the disaster is a Federally declared disaster and Owner is a municipal, county, parish, or state government entity, then the Owner will work with appropriate emergency management agencies to seek cost reimbursement through the Federal Emergency Management Agency's program for administering Public Assistance Category B under the Robert T. Stafford Act. The Red Cross is not obligated to

reimburse the Owner for costs covered by Public Assistance Category B.

11. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least $1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers'.
    a. Compensation coverage with statutory limits for the jurisdiction within which the facility is located and $1,000,000 in Employers' Liability.
12. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to claims for bodily injury, death, and property damage arising from the negligence of the Red Cross during the use of the Facility.
13. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Digital Signature: Each party agrees that either part's execution of this agreement by DIGITAL signature (whether ELECTRONIC or encrypted) is expressly intended to authenticate this AGREEMENT and to have the same force and effect as manual signatures. The term DIGITAL signature means any electronic sound, symbol, or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or email electronic signatures. The use of digital signatures is intended to facilitate more efficient execution and delivery of signed documents.

| | |
|---|---|
| | The American National Red Cross |
| Owner (Legal Name) | (Legal Name) |
| By (Signature) | By (Signature) |
| Name (Printed) | Stephen Duke<br>Name (Printed) |
| Title | CDPM<br>Title |
| Date | 5-23-25<br>Date |

JH

American Red Cross

# Facility Use Agreement

The American National Red Cross ("Red Cross"), a non-profit corporation chartered by the United States Congress, provides services to individuals, families, and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public, who support the Red Cross with generous donations. The Red Cross's disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility to provide services during a disaster. This agreement only applies when Red Cross requests use of the facility and is managing the activity at the facility.

## Parties and Facility

***Owner:***

| | |
|---|---|
| Full Name of Owner | Stillwater Public Schools Jr High Gym #1, 2, Field House |
| Address | 1900 North Skyline, Stillwater, Oklahoma 74075 |
| 24-Hour Point of Contact<br>Name and<br>Title Work<br>Phone Cell | Bo Gamble<br>Assistant Superintendent<br>Wk# 405-533-6300<br>Cell# 405-334-6927 |
| Address for Official Notices (only if different from above | 2nd: Rob Lamecker<br>405-338-1048 |

***Red Cross:***

| | | |
|---|---|---|
| Chapter Name | Northern Oklahoma | |
| Chapter Address | 118 W 7th St. Stillwater, Oklahoma 74074 | |
| 24-Hour Point of Contact<br>Name and<br>Title Work<br>Phone Cell | Stephen Duke<br>Community Disaster Program Manager<br>1-800-REDCROSS(1-800-733-2767)<br>580-370-1994 | Karvin Vega<br>CDPS<br><br>405-479-2915 |
| Address for Official Notices | American Red Cross, Disaster Cycle Services Logistics, 8550 Arlington Blvd., Fairfax, VA 22031 | |

***Facility:***

Insert name and complete street address of building or, if multiple buildings, write "See attached facility list," and attach facility list, including complete street address of each building that is part of this agreement. If the Red Cross will use only a portion of a building, then describe the portion of the building that the Red Cross will use.

## Terms and Conditions

1. Use of Facility: Upon request and if feasible, Owner will permit the Red Cross to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities. The Facility may be used for the following purposes (both parties must initial all that apply):

| Facility Purpose | Owner Initials | Red Cross Initials |
|---|---|---|
| Service Center (Operations, Client Services, or Volunteer Intake) | | SD |
| Storage of supplies | | SD |
| Parking of vehicles | | SD |
| Disaster Shelter | | SD |

2. Facility Management: The Red Cross will designate a Red Cross official to manage the activities at the Facility ("Red Cross Manager"). The Owner will designate a Facility Coordinator to coordinate with the Red Cross Manager regarding the use of the Facility by the Red Cross.

3. Condition of Facility: The Facility Coordinator and Red Cross Manager (or designee) will jointly conduct a survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Red Cross's ***Facility/Shelter Opening/Closing Form*** to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that the Red Cross should not use. The Red Cross will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.

4. Food Services (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request by the Red Cross, and if such resources are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate meals at the direction of and in cooperation with the Red Cross Manager. The Food Service Manager will establish a feeding schedule and supervise meal planning and preparation. The Food Service Manager and Red Cross Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies before the Facility is turned over to the Red Cross. When the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the Red Cross's activities at the Facility.

5. Custodial Services (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request of the Red Cross and if such resources are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate these services at the direction of and in cooperation with the Red Cross Manager.

6. Security/Safety: In coordination with the Facility Coordinator, the Red Cross Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.

7. Signage and Publicity: The Red Cross may post signs identifying the Facility as a site of Red Cross operations in locations approved by the Facility Coordinator. The Red Cross will remove such signs when the Red Cross concludes its activities at the Facility. The Owner will not issue press releases or other publicity concerning the Red Cross's activities at the Facility without the

written consent of the Red Cross Manager. The Owner will refer all media questions about the Red Cross activities to the Red Cross Manager.

8. Closing the Facility: The Red Cross will notify the Owner or Facility Coordinator of the date when the Red Cross will vacate the Facility. Before the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator will jointly conduct a post-occupancy inspection, using the second page of the *Shelter/Facility Opening/Closing Form,* to record any damage or conditions.

9. Fee (*This paragraph does not apply when the Facility is used as a shelter. The Red Cross does not pay fees to use facilities as shelters.*): Both parties must initial one of the two statements below:

   a. Owner will not charge a fee for the use of the Facility.
   Owner Initials _____ Red Cross Initials _____

   b. The Red Cross will pay $___ per: _____ for the right to use and occupy the Facility
   Owner Initials _____ Red Cross Initials _____

10. Reimbursement: Subject to the conditions in paragraph 10(e) below, the Red Cross will reimburse the Owner for the following:

   a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross, in consultation with the Owner, will select from bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

   b. *Reasonable costs associated with custodial and food service personnel and supplies* which would not have been incurred but for the Red Cross's use of the Facility. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.

   c. *Reasonable, actual, out-of-pocket costs for the utilities indicated below*, to the extent that such costs would not have been incurred but for the Red Cross's use of the Facility. (Both parties must initial all utilities that may be reimbursed by the Red Cross):

| | Owner Initials | Red Cross Initials |
|---|---|---|
| Water | | SD |
| Gas | | SD |
| Electricity | | SD |
| Waste Disposal | | SD |

   d. The Owner will submit any request for reimbursement to the Red Cross within 60 days after the occupancy of the Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.

   e. If the disaster is a Federally declared disaster and Owner is a municipal, county, parish, or state government entity, then the Owner will work with appropriate emergency management agencies to seek cost reimbursement through the Federal Emergency Management Agency's program for administering Public Assistance Category B under the Robert T. Stafford Act. The Red Cross is not obligated to

reimburse the Owner for costs covered by Public Assistance Category B.

11. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least $1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers'.
    a. Compensation coverage with statutory limits for the jurisdiction within which the facility is located and $1,000,000 in Employers' Liability.
12. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to claims for bodily injury, death, and property damage arising from the negligence of the Red Cross during the use of the Facility.
13. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Digital Signature: Each party agrees that either part's execution of this agreement by DIGITAL signature (whether ELECTRONIC or encrypted) is expressly intended to authenticate this AGREEMENT and to have the same force and effect as manual signatures. The term DIGITAL signature means any electronic sound, symbol, or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or email electronic signatures. The use of digital signatures is intended to facilitate more efficient execution and delivery of signed documents.

| | |
|---|---|
| Owner (Legal Name) | The American National Red Cross<br>(Legal Name) |
| By (Signature) | By (Signature) |
| Name (Printed) | Stephen Duke<br>Name (Printed) |
| Title | CDPM<br>Title |
| Date | 5-23-25<br>Date |

HS

American Red Cross

# Facility Use Agreement

The American National Red Cross ("Red Cross"), a non-profit corporation chartered by the United States Congress, provides services to individuals, families, and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public, who support the Red Cross with generous donations. The Red Cross's disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility to provide services during a disaster. This agreement only applies when Red Cross requests use of the facility and is managing the activity at the facility.

## Parties and Facility

***Owner:***

| | |
|---|---|
| Full Name of Owner | Stillwater Public Schools High School Field House |
| Address | 1224 North Husband, Stillwater, Ok 74075 |
| 24-Hour Point of Contact<br>Name and<br>Title Work<br>Phone Cell | Bo Gamble<br>Assistant Superintendent<br>Wk# 405-533-6300<br>Cell# 405-334-6927 |
| Address for Official Notices (only if different from above | 2nd: Rob Lamecker 405-338-1048 |

***Red Cross:***

| | | |
|---|---|---|
| Chapter Name | Northern Oklahoma | |
| Chapter Address | 118 W 7th, Stillwater, Ok, 74075 | |
| 24-Hour Point of Contact<br>Name and<br>Title Work<br>Phone Cell | Stephen Duke<br>Disaster Program Manager<br>1-800-RED CROSS (1-800-733-2767)<br>580-370-1994 | Karvin Vega<br>Disaster Program Specialist<br>1-800-RED CROSS (1-800-733-2767)<br>405-479-2915 |
| Address for Official Notices | American Red Cross, Disaster Cycle Services Logistics, 8550 Arlington Blvd., Fairfax, VA 22031 | |

***Facility:***

Insert name and complete street address of building or, if multiple buildings, write "See attached facility list," and attach facility list, including complete street address of each building that is part of this agreement. If the Red Cross will use only a portion of a building, then describe the portion of the building that the Red Cross will use.

## Terms and Conditions

1. Use of Facility: Upon request and if feasible, Owner will permit the Red Cross to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities. The Facility may be used for the following purposes (both parties must initial all that apply):

| Facility Purpose | Owner Initials | Red Cross Initials |
|---|---|---|
| Service Center (Operations, Client Services, or Volunteer Intake) | | SD |
| Storage of supplies | | SD |
| Parking of vehicles | | SD |
| Disaster Shelter | | SD |

2. Facility Management: The Red Cross will designate a Red Cross official to manage the activities at the Facility ("Red Cross Manager"). The Owner will designate a Facility Coordinator to coordinate with the Red Cross Manager regarding the use of the Facility by the Red Cross.

3. Condition of Facility: The Facility Coordinator and Red Cross Manager (or designee) will jointly conduct a survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Red Cross's ***Facility/Shelter Opening/Closing Form*** to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that the Red Cross should not use. The Red Cross will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.

4. Food Services (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request by the Red Cross, and if such resources are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate meals at the direction of and in cooperation with the Red Cross Manager. The Food Service Manager will establish a feeding schedule and supervise meal planning and preparation. The Food Service Manager and Red Cross Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies before the Facility is turned over to the Red Cross. When the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the Red Cross's activities at the Facility.

5. Custodial Services (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request of the Red Cross and if such resources are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate these services at the direction of and in cooperation with the Red Cross Manager.

6. Security/Safety: In coordination with the Facility Coordinator, the Red Cross Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.

7. Signage and Publicity: The Red Cross may post signs identifying the Facility as a site of Red Cross operations in locations approved by the Facility Coordinator. The Red Cross will remove such signs when the Red Cross concludes its activities at the Facility. The Owner will not issue press releases or other publicity concerning the Red Cross's activities at the Facility without the

written consent of the Red Cross Manager. The Owner will refer all media questions about the Red Cross activities to the Red Cross Manager.

8. Closing the Facility: The Red Cross will notify the Owner or Facility Coordinator of the date when the Red Cross will vacate the Facility. Before the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator will jointly conduct a post-occupancy inspection, using the second page of the *Shelter/Facility Opening/Closing Form,* to record any damage or conditions.

9. Fee (*This paragraph does not apply when the Facility is used as a shelter. The Red Cross does not pay fees to use facilities as shelters.*): Both parties must initial one of the two statements below:

   a. Owner will not charge a fee for the use of the Facility.
   Owner Initials _____ Red Cross Initials _____

   b. The Red Cross will pay $___ per: _____ for the right to use and occupy the Facility
   Owner Initials _____ Red Cross Initials _____

10. Reimbursement: Subject to the conditions in paragraph 10(e) below, the Red Cross will reimburse the Owner for the following:

   a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross, in consultation with the Owner, will select from bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

   b. *Reasonable costs associated with custodial and food service personnel and supplies* which would not have been incurred but for the Red Cross's use of the Facility. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.

   c. *Reasonable, actual, out-of-pocket costs for the utilities indicated below*, to the extent that such costs would not have been incurred but for the Red Cross's use of the Facility. (Both parties must initial all utilities that may be reimbursed by the Red Cross):

| | Owner Initials | Red Cross Initials |
|---|---|---|
| Water | | SD |
| Gas | | SD |
| Electricity | | SD |
| Waste Disposal | | SD |

   d. The Owner will submit any request for reimbursement to the Red Cross within 60 days after the occupancy of the Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.

   e. If the disaster is a Federally declared disaster and Owner is a municipal, county, parish, or state government entity, then the Owner will work with appropriate emergency management agencies to seek cost reimbursement through the Federal Emergency Management Agency's program for administering Public Assistance Category B under the Robert T. Stafford Act. The Red Cross is not obligated to

reimburse the Owner for costs covered by Public Assistance Category B.

11. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least $1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers'.
    a. Compensation coverage with statutory limits for the jurisdiction within which the facility is located and $1,000,000 in Employers' Liability.
12. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to claims for bodily injury, death, and property damage arising from the negligence of the Red Cross during the use of the Facility.
13. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Digital Signature: Each party agrees that either part's execution of this agreement by DIGITAL signature (whether ELECTRONIC or encrypted) is expressly intended to authenticate this AGREEMENT and to have the same force and effect as manual signatures. The term DIGITAL signature means any electronic sound, symbol, or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or email electronic signatures. The use of digital signatures is intended to facilitate more efficient execution and delivery of signed documents.

| | |
|---|---|
| Owner (Legal Name) | The American National Red Cross<br>(Legal Name) |
| By (Signature) | By (Signature) |
| Name (Printed) | Stephen Duke<br>Name (Printed) |
| Title | CDPM<br>Title |
| Date | 5-23-25<br>Date |

AGREEMENT is made a term beginning July 1, 2025 and ending June 30, 2026 by and between Independent School District No. 16 of Payne County, Oklahoma (STILLWATER PUBLIC SCHOOLS) and the City of Stillwater, contracting on behalf of Stillwater Police Department (STILLWATER POLICE DEPARTMENT) as follows:

WITNESSETH:

WHEREAS STILLWATER PUBLIC SCHOOLS agree to work with the STILLWATER POLICE DEPARTMENT and the STILLWATER POLICE DEPARTMENT agrees to manage a School Resource Officer (SRO) Program in STILLWATER PUBLIC SCHOOLS consisting of full time School Resource Officers (SROs) as police department staffing levels permit, their vehicles, supplies and equipment; and WHEREAS STILLWATER PUBLIC SCHOOLS and the STILLWATER POLICE DEPARTMENT desire to set forth in this SRO Agreement the specific terms and conditions of the services to be performed and provided by the said SROs in STILLWATER PUBLIC SCHOOLS;; NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

**1. Goals and Duties of School Resource Officers** - It is understood and agreed that STILLWATER PUBLIC SCHOOLS and the STILLWATER POLICE DEPARTMENT share the following goals and duties with regard to the School Resource Officer (SRO) Program in STILLWATER PUBLIC SCHOOLS:

1.1. Goals of the SRO Program:

1.1.1. To prevent and reduce school violence and juvenile crime;

1.1.2. To create and maintain a safe, secure and orderly learning environment;

1.1.3. To create a positive image of police in the minds of students;

1.1.4. To enable students to become better informed and more effective citizens; and

1.1.5. To encourage members of STILLWATER PUBLIC SCHOOLS and the STILLWATER POLICE DEPARTMENT to continue working together towards these common goals.

1.2. STILLWATER PUBLIC SCHOOLS Goals:

1.2.1. To report any crimes that occur on campus, and to cooperate with the law enforcement officials in their investigation of crimes that occur at school or when a student is a victim of a crime and

1.3. STILLWATER POLICE DEPARTMENT Goals:

1.3.1. To respond quickly to major disruptions and criminal offenses at the various school sites; and

1.3.2. To encourage SROs to attend extra-curricular activities held at schools, when possible.

1.4. To protect lives and property for the citizens and public-school students of the City of Stillwater;

1.5. To enforce Federal, State and Local criminal laws and ordinances;

1.6. To investigate criminal activity committed on or adjacent to school property;

1.7. To schedule officers to provide security for athletic events or other school activities at the

request of the principal or his designee;

1.8. To coordinate with the school administration to develop plans and strategies to prevent and/or minimize dangerous situations on or near campus;

1.9. To develop and expand crime prevention programs and other programs that may be needed;

1.10. To provide law-related counseling to students, teachers, staff and parents;

1.11. To provide classroom instruction on a variety of law-related topics;

1.12. To prepare lesson plans for the instruction provided;

1.13. To assist the superintendent, principals, faculty and staff in enforcing the campus code of conduct and other schools' rules in order to maintain a safe learning environment in the following manner.

1.13.1. When it pertains to preventing a disruption that would, if ignored, place students, faculty and

staff at risk of harm, the SRO will resolve the problem to preserve the school climate.

1.13.2. IN ALL OTHER CASES disciplining students is a School District responsibility, and the SRO will alert

administration and/or take students to the office where school discipline can be meted out.

1.14. To provide traffic control during the arrival and departure of students and during special events as requested by school officials;

1.15. To establish and maintain a positive rapport with students, teachers and staff;

1.16. To participate in campus activities, student organizations, and athletic events when appropriate;

1.17. To participate in the Safe and Healthy Schools Committee; and

1.18. To become familiar with the various social service agencies available in the Stillwater community.

**2. Employment and Assignment of School Resource Officers**

2.1. The STILLWATER POLICE DEPARTMENT agrees to provide School Resource Officers (SROs) during the term of this agreement as department staffing allows. The SROs shall be employees of the STILLWATER POLICE DEPARTMENT and shall be subject to the administration, supervision and control of the STILLWATER POLICE DEPARTMENT, except as such administration, supervision and control are subject to the terms and conditions of this Agreement.

2.2. The STILLWATER POLICE DEPARTMENT agrees to provide and to pay the SROs' salary and employment benefits in accordance with the applicable salary schedules and employment practices of the STILLWATER POLICE DEPARTMENT. The SROs shall be subject to all other

personnel policies and practices of the STILLWATER POLICE DEPARTMENT except as such policies or practices may have to be modified to comply with the terms and conditions of this Agreement.

2.3. The STILLWATER POLICE DEPARTMENT, in its sole discretion, shall have the power and authority to hire, discharge and discipline SROs.

2.4. When police department staffing levels permit, SROs shall be assigned by the STILLWATER POLICE DEPARTMENT as follows:

2.4.1. Of the 4 SROs one shall be assigned to Stillwater High School; one shall be assigned to Stillwater Junior High; and one shall be assigned to Stillwater Middle School. Any of the 4 SROs may be assigned to an Elementary School Site on an as-needed basis as determined by an internal schedule.

2.4.2. Any of the four SROs may respond to Lincoln Alternative Academy as needed.

2.4.3. Rotation of SRO's will be considered on an annual basis as agreed upon by STILLWATER POLICE DEPARTMENT and STILLWATER PUBLIC SCHOOLS.

2.4.4. In the event an SRO is absent from work, the SRO shall notify both his/her supervisor at the STILLWATER POLICE DEPARTMENT and the principal of the school to which the SRO is assigned.

**3. Duty Hours**

3.1 When assigned, SROs will report to their assigned site 30 minutes before the beginning of school until 30 minutes after students are released at the assigned school site. Any time worked passed a 40-hour work week will be compensated in accordance with standard departmental practice.

3.2 When school is closed for a holiday or other reasons, the SRO may use his/her accumulated comp time and/or vacation time to take that day off, or be assigned other police department related tasks. When school is not in session, but it is considered a workday for school employees (such as professional days and parent teacher conferences), the SRO may work in the schools as needed or as requested by school officials for training, meetings, or as needed by the Stillwater Police Department.

3.3 Summer Hours

3.3.1 During the summer break when school is not in session, the SROs will be assigned to the schools a minimum of two weeks after the last day of school and two weeks before the first day of school. Additional time in the schools may be requested by school officials and/or SROs, and must be approved by Police Department Administration.

3.3.2 Time will be allotted for the SRO's to attend other school related events and/or training.

3.4 The SROs will be allowed to use their time off as needed as long as it does not interfere with their duties as SROs, or other needs of the Police Department. It is recommended that the SROs take the bulk of their time off in the summer or during scheduled school holidays; however, situations may arise whereas they may need time off during a regular school day.

3.5 STILLWATER PUBLIC SCHOOLS recognize that in the event of an emergency as, defined by the needs of the Police Department one or more SROs may be needed by the STILLWATER POLICE DEPARTMENT to leave their school duty station during normal duty hours as described above and to perform other services for the STILLWATER POLICE DEPARTMENT. STILLWATER POLICE DEPARTMENT and STILLWATER PUBLIC SCHOOLS will collaborate to minimize SROs from being removed from their assignments within the schools.

**4. Basic Qualifications of School Resource Officers (SROs)**

4.1. To be an SRO, an officer must first meet all of the requirements in SOP 340 and the following basic qualifications:

4.1.1. Shall possess sufficient knowledge of the applicable Federal and State laws, City ordinances, and Board of Education policies and regulations;

4.1.2. Shall be capable of conducting in-depth criminal investigations;

4.1.3. Shall possess even temperament and set a good example for students;

4.1.4. Shall possess communication skills that would enable the officer to function effectively; and

4.1.5. Shall maintain a harmonious relationship with STILLWATER PUBLIC SCHOOLS.

**5. Chain of Command**

5.1. As employees of the STILLWATER POLICE DEPARTMENT, SROs shall follow the chain of command as set forth in the STILLWATER POLICE DEPARTMENT Standard Operating Procedures (SOP) Manual.

5.2. In the performance of their duties, SROs shall coordinate and communicate with the principal or the principals' designee of the school to which they are assigned.

**6. Training/Briefing**

6.1. Training Sessions will be conducted to provide SROs with appropriate in-service training such as updates in the law, in-service firearms training, and CLEET training. The STILLWATER PUBLIC SCHOOLS also may provide training in Board of Education Policies, regulations and procedures. STILLWATER PUBLIC SCHOOLS agrees to pay 25% of the training cost for SRO training for 3 of the SRO's and 75% of the SRO training cost for the fourth SRO.

**7. Dress Code**

7.1. The SROs will be required to wear a departmental-issued uniform. The uniform shall be provided by the STILLWATER POLICE DEPARTMENT.

**8. Supplies and Equipment**

8.1. Motor vehicles. The STILLWATER POLICE DEPARTMENT shall provide a vehicle for each SRO. The STILLWATER POLICE DEPARTMENT will be responsible for the Insurance, maintenance and any other expenses associated with the operation and upkeep of the vehicle.

8.2. Weapons and ammunition. The STILLWATER POLICE DEPARTMENT agrees to provide each SRO with all weapons and ammunition.

8.3. Office and Office Supplies. STILLWATER PUBLIC SCHOOLS agrees to provide each SRO with a private office that is properly lighted and climate controlled. The office shall be furnished with a desk with drawers, chair, worktable, phone and a filing cabinet that can be properly locked and secured for confidential files and/or records. The SRO also shall be provided a computer and printer. The SRO shall also have access to a copy machine, fax machine, secretarial assistance, and technical support. The school agrees to provide each SRO with the usual and customary office supplies and forms required in the performance of their duties.

**9. Transporting Students**

9.1. It is agreed that SROs shall not transport students in their vehicles except:

9.1.1. When the students are victims, a witness of a crime, access Safe Place, are under arrest, or some other emergency circumstances exist; and

9.1.2. When students are suspended and sent home from school pursuant to school disciplinary actions if the student's parent or guardian has refused or is unable to pick up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel, as determined by the school resource officer or his/her supervisor.

9.2. If circumstances require that the SRO transport a student, other than an arrest, then the school must provide a school official or employee to accompany the officer in the vehicle.

9.3. If the student to be transported off campus is not under arrest, a victim, a witness of a crime, or violent or disruptive, the school administration shall provide transportation for the student and the SRO may accompany a school official in transporting a student.

9.4. Student shall not be transported to any location unless it is determined that the student's parent, guardian or custodian is at the destination to which the student is being transported. SROs shall not transport students in their personal vehicles.

9.5. SROs shall notify the school principal, as well as the STILLWATER POLICE DEPARTMENT before removing a student from campus.

**10. Investigation, Interviewing, Search and Arrest Procedures**

10.1. STILLWATER PUBLIC SCHOOLS recognize that during the investigation of crimes, arrests may be necessary. Such "arrests" may be the mere issuance of a ticket or a summons or a custodial arrest. SROs may issue citations and/or summons as situations dictate, however, whenever possible, SRO's should notify the site principal, or their designee, prior to a student being taken into custody. If prior notification is not feasible, the SRO should notify the school administration as soon thereafter as possible.

10.2. STILLWATER PUBLIC SCHOOLS recognize that during any criminal search or investigation

SROs are required to follow STILLWATER POLICE DEPARTMENT protocols and procedures.

10.3. STILLWATER PUBLIC SCHOOLS shall not restrict SROs' ability to search individuals under arrest, search for weapons based on probable cause, or to conduct a pat down for weapons based on reasonable suspicion. STILLWATER POLICE DEPARTMENT shall exercise sound professional judgment and comply with applicable law when conducting searches. STILLWATER POLICE DEPARTMENT shall be responsible for its own negligent acts and omissions.

**11. Bomb Threats**

11.1. It is a felony to give false information concerning the placement of a bomb in a school building. School officials, the SRO and fire safety officials shall cooperate in the implementation of procedures in the event of a bomb threat (see STILLWATER PUBLIC SCHOOLS Emergency Procedures Manual). In all cases, the principal shall report such incidents to the Superintendent, and to the SRO. In the absence of physical evidence, it is the Superintendent and Principal's decision to evacuate the school

**12. Controlled Substances**

12.1. School officials shall notify the SRO in all cases involving ALL possessions, sales or distribution of controlled substances at school or school activities as required by Title 70 in the Oklahoma State Statutes.

12.2. Any controlled substances or suspected controlled substances confiscated by school officials shall be turned over to the SRO for proper identification and eventual destruction as required by Title 70 in the Oklahoma State Statutes.

12.3. If there is probable cause to believe that a student or any other person has sold or is selling controlled substances at or near a school, the SRO shall be notified and the SRO should proceed according to law and Stillwater Police Department policy.

**13. Riots and Civil Disorders**

13.1. In the event of a riot or civil disorder the SRO is expected to take appropriate police action.

13.2. If, in the opinion of the principal or SRO, additional law enforcement personnel are needed to restore and/or maintain order, the SRO will contact the appropriate law enforcement agency and request assistance. The principal or his designee also shall notify the Superintendent.

13.3. To the extent possible, all communications should be made by telephone or other secure communication to avoid alarming the public and news media.

13.4. The Superintendent or his designee shall be prepared to respond to questions from the news media, parents and other members of the public as soon as order is restored.

13.5. If deemed necessary by school and law enforcement officials, the media and the public may be restricted to an area *off* campus away from the disturbance until order is restored.

13.6. Information regarding those arrested and removed from campus shall be released in accordance with the Oklahoma Open Records Act or the Federal Freedom of Information Act.

**14. Access to Education Records**

14.1. School officials shall allow SROs to inspect and copy any public records maintained by the school including student directory information such as yearbooks. If the directory information has not been excluded by a parent. However, unless a health or safety exception exists as defined by Family Educational Rights and Privacy Act (FERPA) and such disclosure is necessary to protect the health or safety of the student or other individuals, SROs may only inspect confidential student education records or personally identifiable information from the same to the extent an SRO is a "school official" as contemplated by federal and state law and only for the purpose for which the disclosure is intended.

14.2. An SRO shall not re-disclose any education records or personally identifiable information they receive as a school official to the STILLWATER POLICE DEPARTMENT, its employees, or others without legal consent unless such disclosure is permitted by FERPA. Any STILLWATER POLICE DEPARTMENT employee who is not a "school official" may not have access to education records or a student's personally identifiable information without legal consent unless the disclosure is pursuant to a court order or search warrant or a health or safety emergency exception under FERPA exists for the disclosure. In the case of a health or safety emergency, the disclosure may be appropriate if it is necessary to address a significant and articulable threat of a health or safety emergency.

**15. Evaluation**

15.1. It is mutually agreed that the STILLWATER PUBLIC SCHOOLS shall evaluate the SRO Program and the performance of each SRO annually. It is further understood that the STILLWATER PUBLIC SCHOOL'S evaluation of each officer is advisory only and that the STILLWATER POLICE DEPARTMENT retains the final authority to evaluate the performance of the SROs.

**16. Compensation**

16.1. It is mutually agreed that STILLWATER PUBLIC SCHOOLS will provide $75,000.00 of the total compensation for three of the four SROs annually, STILLWATER PUBLIC SCHOOLS will provide $55,671 of total compensation for the fourth SRO. It is expected that monthly invoices will be provided for reimbursement.

**17. Term of Agreement**

17.1. The term of this agreement is one year commencing on 7/01/2025 and ending on 6/30/2026. The Agreement may be renewed and extended annually for additional and successive one-year terms pursuant to mutual ratification and written approval of the parties.

IN WITNESS WHEREOF, the parties hereto have caused this Operations Agreement to be executed the day and year first written above.

Independent School District No. 16 of
Payne County, Oklahoma, Stillwater
Public Schools

_____ _____

Roberta Douglas Date
President, Board of Education

City of Stillwater, Oklahoma

_____ _____

Brady Moore Date
City Manager

Clearwater
ENTERPRISES
**5637 N. Classen Blvd. ▪ Oklahoma City, OK 73118**
**(405) 842-9200 ▪ (405) 842-9213 Fax**

***Via Email: tbridges@stillwaterschools.com***
*If no email, Via Fax: 405-533-6311*

April 1, 2025

Stillwater Public Schools
Attn: Tyler Bridges

Re: Amendment to Gas Sales Agreement (Contract #20099)

Thank you for choosing Clearwater Enterprises, L.L.C. as your natural gas supplier. We would like to renew our services and offer you an Amendment to extend the term of your Agreement. In lieu of your contract automatically extending per the existing Exhibit A-2, we would like to offer an extension through June 30, 2026. This letter shall serve as the required forty-five (45) day notice that we will not extend the existing Exhibit A-2 past June 30, 2025.

Enclosed is one (1) unexecuted original of the above referenced Amendment which covers July 1, 2025 through June 30, 2026. Should you require duplicate originals to be sent via mail, please let me know and I will send originals to you.

Please return one partially executed original to the undersigned by July 1, 2025. Once fully executed, we will provide you with a copy for your files. If we do not receive a signed Amendment by June 30, 2025, we will operate under the provisions of the attached Amendment as of July 1, 2025.

We appreciate this opportunity to do business with you. If you have any questions, please contact me at (405) 842-9200 x201.

Sincerely,

*Regina Fort*

Regina Fort
Vice President of Retail Sales
rfort@cwegas.com

# GAS SALES AGREEMENT

**CONTRACT No. G.S. 20099**

**THIS AGREEMENT ("Agreement")** is made and entered into effective the **1st** day of **July**, **2020** ("Contract Effective Date") between **Clearwater Enterprises, L.L.C. ("Clearwater")**, hereinafter referred to as "Seller", and **Stillwater Public Schools**, hereinafter referred to as "Buyer". Seller agrees to sell and deliver to Buyer, and Buyer agrees to purchase and receive from Seller, natural gas pursuant to the terms and conditions hereinafter set forth. Seller and Buyer may be referred to sometimes individually as "Party" or collectively as "Parties".

(1) **Transaction Confirmation:** At any time Seller may offer to sell to Buyer and/or Buyer may offer to purchase from Seller a specific quantity of gas under this Agreement by transmitting to the other a Transaction Confirmation, in the form attached hereto as Exhibit A, setting out the details of the proposed transaction. Subject to Section 3, Buyer has no obligation to purchase gas and Seller has no obligation to sell gas under this Agreement, except as set forth in a Transaction Confirmation duly executed by both Parties.

(2) **Quantity:** Subject to the provisions of Section 3 hereof, Seller agrees to sell, and Buyer agrees to purchase all its gas requirements in the quantities of gas set forth in the applicable Transaction Confirmation ("Fixed Quantity" and/or "Quantity"). The Parties will cooperate in the nomination and confirmation of the actual quantities to be delivered by Seller and received by Buyer, pursuant to the procedures and requirements of the Local Distribution Company's approved transportation tariff and any applicable procedures and requirements of the third-party pipeline(s) upstream of such Local Distribution Company's facilities.

(3) **Nature of Obligation:** During the term of this Agreement, Buyer agrees to purchase all of its monthly usage exclusively from Seller. Seller agrees to exercise its commercially reasonable efforts to supply all of Buyer's monthly usage. If Seller is unable or unwilling to supply Buyer with all of its monthly usage, Buyer shall have as its sole remedy the option to terminate this Agreement upon forty-five (45) day notice to Seller.

(4) **Price:** The price per MMBtu for the gas sold and purchased hereunder will be the Price as set out in the Transaction Confirmation. Such Price will be inclusive of any production, severance, and all other applicable taxes attributable to the gas prior to its delivery at the Delivery Point(s). Such price will not be inclusive of, and Buyer shall be responsible for, any transportation fees, riders, taxes or any other costs or charges incurred for services at or after the Delivery Point(s), including as assessed by the Local Distribution Company or any third-party pipeline upstream of and transporting the gas to the Local Distribution Company. Additionally, Seller shall not be responsible or liable for, but Buyer shall be responsible for, any costs including, but not limited to, imbalances, penalties, or cash-out charges, which are the result of measurement corrections or in connection with the balancing of actual receipts over and under nominated and confirmed quantities at or after the Delivery Point(s), including as assessed by the Local Distribution Company or any third-party pipeline upstream of and transporting the gas to the Local Distribution Company. Notwithstanding the above, Seller shall be responsible for any balancing fees or penalties charged to Buyer's account by the Local Distribution Company or the third-party pipeline transporting the gas to the Local Distribution Company that are caused by Seller's gross negligence or willful misconduct.

(5) **Term**: This Agreement shall remain in force and effect unless and until terminated by either Party upon forty-five (45) days' prior written notice; provided, however such termination shall not be effective as to any then duly executed Transaction Confirmation until the expiration of such Transaction Confirmation's designated term. The obligations to make payment for gas previously received and to balance to zero actual receipts over and under nominated and confirmed quantities, under a Transaction Confirmation, if any, shall survive the termination of this Agreement and the applicable Transaction Confirmation.

(6) **Delivery Point(s)/Point(s) of Sale**: Seller will deliver gas at the Delivery Point(s) identified within the Transaction Confirmation. All such Delivery Point(s) shall be considered the Point(s) of Sale between Buyer and Seller, and risk of loss for the gas delivered hereunder shall transfer from Seller to Buyer at the Delivery Point(s).

(7) **Transportation**: The Local Distribution Company serving Buyer's applicable Facility site will be specified in the Transaction Confirmation. Seller will have no responsibility for, and Buyer will be responsible for all transportation of gas at or after the Delivery Point(s).

(8) **Measurement, Metering, Quality**: Gas delivered by Seller at the Delivery Point(s) pursuant to this Agreement and any Transaction Confirmation will meet the quality specifications set out in the Local Distribution Company's tariff. Except as expressly provided in this Section 8 and Section 9, Seller disclaims any other warranty, express or implied, including any warranty of fitness for any particular purpose. The Parties acknowledge and agree that measurement and testing will be performed by the operator of the applicable Delivery Point according to the Local Distribution Company's most recent tariff requirements. Buyer will cooperate in good faith with any reasonable request of Seller to exercise Buyer's rights under the Local Distribution Company's tariff regarding measurement and testing at the Delivery Point(s).

(9) **Title**: Seller warrants its right to sell the gas delivered hereunder to Buyer. Title shall pass from Seller to Buyer at the Delivery Point(s).

(10) **Billing and Payment**: Seller agrees to provide Buyer a monthly invoice for the total quantity of gas delivered to Buyer at the Delivery Point(s). Buyer agrees to make payment to Seller of the total invoice amount on or before the 25th day of the month, except for any amount disputed in good faith. With regard to any amount disputed in good faith, Buyer will provide sufficient detail to support adjustments requested by Buyer to the invoice amount. Buyer and Seller will work together to resolve any disputed amount in a timely manner, but Buyer shall remain obligated to remit payment for undisputed amounts as provided herein. Any undisputed amounts due Seller and not paid when due shall bear interest from the due date at the lesser of (i) one and one-half percent per month from the date due until the date of payment; or (ii) the maximum applicable lawful interest rate. All invoices, statements and adjustments shall be considered final and correct as between the Parties unless disputed in writing within two (2) years from the date of such invoices, statements, or adjustments.

(11) **Seller's Credit Terms and Right to Set-Off**: Seller's obligation to deliver gas hereunder is conditioned upon Buyer's compliance with Seller's credit policies and requirements. If the financial responsibility of Buyer is at any time unsatisfactory to Seller for any reason, then Buyer shall, within five (5) business days of Seller's written notification, provide Seller with security as deemed satisfactory by Seller for Buyer's performance hereunder. Buyer's failure to abide by the provisions of this Section shall be considered a breach hereof, and in such event, payment for all natural gas delivered hereunder shall be due and paid

immediately, and Seller may, without waiving any rights or remedies it may have, withhold further deliveries until such payments or security is received, provided Buyer is afforded an opportunity to cure any default within three (3) business days' notice of any breach. Should Buyer fail to cure such default within such three (3) business day, then Seller shall have the right to terminate this Agreement and any Transaction Confirmation effective upon Seller's written notice to Buyer. Buyer's obligation to make payment hereunder for gas received, and with regard to balancing nominated and confirmed volumes versus actual deliveries, shall survive the termination of this Agreement and any Transaction Confirmation. Furthermore, if any payment due to Seller hereunder is not paid when due, Seller shall have the right, in addition to all other rights and remedies, to set-off any such unpaid balance due Seller against any amounts owed by Seller, or by the parent or any subsidiary of Seller, to Buyer under this or any separate agreement or transaction.

**(12)** **Forward Contract:** If a Party to this Agreement is considering or becomes subject to U.S. Bankruptcy Code proceedings, it is understood and agreed to that the other Party is a "forward contract merchant" under Section 556 of the U.S. Bankruptcy Code, that this Agreement and each Transaction Confirmation constitutes a "forward contract" within the meaning of the U.S. Bankruptcy Code, and that the other Party and this Agreement and each Transaction Confirmation executed hereunder shall be afforded all the rights and protections to forward contract merchants and forward contracts under the U.S. Bankruptcy Code without limitation.

**(13)** **Taxes:** Seller shall pay or cause to be paid all production, severance and all other applicable taxes attributable to the gas prior to its delivery at the Delivery Point(s). Buyer is responsible for and hereby agrees to pay or cause to be paid all applicable sales, use, and gross receipts taxes or charges arising at or after delivery at the Delivery Point. If Buyer is entitled to purchase natural gas free from any such taxes or charges, Buyer shall promptly furnish Seller with the necessary exemption certificate(s) covering each Delivery Point.

**(14)** **Notices:** Except as herein otherwise provided, any notice, request, demand, statement, routine communication, invoice, or bill provided for under this Agreement or the Exhibits hereto shall be in writing and delivered to the Parties at the addresses or facsimile numbers identified on Exhibits "B" and "C" attached hereto. Notice shall be deemed given when physically delivered to the other Party in person, when transmitted to the other Party by confirmed facsimile transmission, three Business Days after deposited, postage prepaid, in the U.S. Mail, or upon confirmed delivery by a delivery service. Either Party may change its address or facsimile number by providing notice of same in accordance herewith. Notices under this Agreement and any Transaction Confirmation are to be made to the person(s) designated by each Party on Exhibits "B" and "C" until each Party designates other persons to receive such notices.

**(15)** **Previous Agreements:** This Agreement and Transaction Confirmation(s) executed in connection herewith replace and supersede any prior discussions, negotiations, representations or agreements, whether oral or written, between Seller and Buyer, if any, with respect to the purchase of gas by Buyer from Seller for the Facility(ies) and dates of service listed on the applicable Transaction Confirmation.

**(16)** **Force Majeure:** Except with regard to Buyer's obligation to make payment(s) due under Section 10, neither Party hereto shall be liable for any failure to perform any of its obligations hereunder due to causes beyond its reasonable control, the occurrence of which could not have been prevented by the exercise of due diligence, such as acts of God; acts of civil or military authority; fires; strikes; floods; epidemics; war or riot;

limitations, constraints, or failure of transportation service (including by the Local Distribution Company and/or any other third-party pipelines upstream of the Delivery Point(s)); and inability of Seller to obtain gas supply at a reasonable cost; provided, however, that neither Party shall be relieved of its obligations hereunder solely by reason of that Party's financial inability to perform. Refusal of either Party to accede to a demand of laborers or labor unions which, in its sole discretion, it considers unreasonable shall not deny that Party the benefits of this provision.

(17) **Confidentiality:** During the term hereof and for a period of one (1) year after termination of this Agreement, Seller and Buyer agree to maintain the confidentiality of this Agreement and each Transaction Confirmation executed in connection herewith, and each of the terms and conditions hereof and thereof, and Seller and Buyer agree not to divulge same to any third party (other than the receiving Party's employees, lenders, counsel, accountants and other agents with a need to know) without the express prior written consent of the other Party, except to the extent required by law or exchange rule. However, Seller consents to allow Buyer to divulge the terms hereof and of the applicable Transaction Confirmation(s) to a prospective purchaser of the Facility designated in such Transaction Confirmation(s), and Buyer consents to allow Seller to divulge the terms hereof to a prospective purchaser of all or substantially all of Seller's assets or any rights under this Agreement.

(18) **Waiver:** No waiver by either Buyer or Seller of one or more defaults by the other in the performance of any of the provisions of this Agreement or any Transaction Confirmation shall operate or be construed as a waiver of any other or further default or defaults, whether of a like or different character.

(19) **Severability:** If any provision in this Agreement or any Transaction Confirmation is determined to be invalid, void or unenforceable by any court having jurisdiction, such determination shall not invalidate, void, or make unenforceable any other provision, agreement or covenant of this Agreement.

(20) **Governmental Regulation:** In the event any governmental authority prohibits any of the transactions described in this Agreement or any Transaction Confirmation, or otherwise conditions such transaction in a manner that is unacceptable in the reasonable judgment of the Party affected thereby, then the Parties shall negotiate in good faith alternative mutually acceptable terms giving effect to the maximum extent possible to the intentions of the Parties as expressed in this Agreement and the applicable Transaction Confirmation at the time of execution. If the Parties are unable to agree on mutually aggregable alternative terms by the date the governmental prohibition or condition takes effect, either Party may terminate this Agreement and the applicable Transaction Confirmation(s) effective upon written notice to the other Party.

(21) **Supply Change.** If the Local Distribution Company, or any third-party pipeline upstream of and transporting the gas to the Local Distribution Company, limits, restricts, or otherwise modifies requirements for gas supply to the Delivery Point(s), including, without limitation, (i) the geographic source of such supply, (ii) the point of receipt into the Local Distribution Company's system to which such supply must be delivered, (iii) the point of receipt into such third-party pipeline's system to which such supply must be delivered, or (iv) the point of redelivery out of the such third-party pipeline's system through which such supply must be transported (a "Supply Change"), which Supply Change increases Seller's costs to perform hereunder, then Seller shall be entitled to recover such increased cost from Buyer, including without limitation by modifying the price to be paid by Buyer for gas hereunder.

(22) **Indemnity**: Seller agrees to indemnify Buyer and save it harmless from all losses, liabilities or claims including reasonable attorneys' fees and costs of court ("Claims") from any and all persons arising from or out of title to the gas upon delivery hereunder, failure of Seller's gas to meet the quality specification set forth in Section 8 upon delivery hereunder, personal injury or property damages from gas prior to delivery at the Delivery Point(s) or other charges thereon that attach prior to the Delivery Point. Buyer agrees to indemnify Seller and save it harmless from all Claims from any and all persons arising from or out of obligations for payment due hereunder, personal injury or property damages from gas at and after delivery at the Delivery Point or other charges thereon that attach at or after the Delivery Point.

(23) **Assignability:** This Agreement and any Transaction Confirmation shall inure to and be binding upon the successors and assigns of the Parties hereto; provided, that neither Party may assign this Agreement or any Transaction Confirmation and the rights and obligations hereunder or thereunder without first having obtained the written approval of the other Party, which approval shall not be unreasonably withheld. Seller reserves the right to review and approve the creditworthiness of any proposed assignee of Buyer. Upon any such assignment, transfer and assumption, the transferor shall remain principally liable for and shall not be relieved of or discharged from any obligations hereunder unless expressly waived by Seller.

(24) **Applicable Law/Venue/Jury Waiver/Attorney's Fees:** This Agreement and each Transaction Confirmation shall be interpreted and enforced in accordance with the laws of the State of Oklahoma, without reference to its principles on conflict of laws. The Parties hereby submit to the personal jurisdiction of, and agree venue is proper in the state courts located in, Oklahoma County, Oklahoma, and the federal courts located in the Western District of Oklahoma. Any suit arising out of or related to this Agreement or any Transaction Confirmation shall be brought exclusively in such courts, and the Parties irrevocably consent and submit to the exclusive jurisdiction of such courts and waive any objection based on venue or forum non conveniens. Each Party waives, to the fullest extent permitted by applicable law, any right it may have to a trial by jury in respect of any proceedings relating to this Agreement or any Transaction Confirmation. In any action brought to enforce or interpret this Agreement or any Transaction Confirmation, the prevailing Party shall be entitled to recover the reasonable attorney's fees, costs and disbursements by outside counsel.

(25) **Authority:** Each Party to this Agreement and any Transaction Confirmation represents and warrants that it has full and complete authority to enter into and perform this Agreement and any Transaction Confirmation. Each person who executes this Agreement and any Transaction Confirmation on behalf of either Party represents and warrants that it has full and complete authority to do so and that such Party will be bound thereby.

(26) **Entirety:** Each Transaction Confirmation is hereby incorporated into and made a part of this Agreement. The entire agreement between the Parties shall include those provisions contained in this Agreement and any effective Transaction Confirmation. However, the provisions of each respective Transaction Confirmation shall apply only to the terms and quantities set forth in such Transaction Confirmation; the provisions of this Agreement shall apply to all quantities in all Transaction Confirmations. In the event of a conflict between the terms of any Transaction Confirmation and this Agreement, the terms of the Transaction Confirmation shall take precedence.

(27) **Preparation:** This Agreement and any Transaction Confirmation were negotiated by both Parties hereto with advice of counsel to the extent deemed necessary by each Party, and were not prepared by any Party to the exclusion of the other, and, accordingly, shall not be construed against either Party by reason of its preparation.

(28) **Signatures:** In lieu of original signatures, the Parties agree that this Agreement and any Transaction Confirmation is valid and binding upon the execution and delivery of same via facsimile transmission or email.

As evidence of the Parties' agreement to the terms and conditions set forth above, this Agreement, effective as of the date first stated above, is hereby executed by an authorized representative of each Party on the dates shown below.

**Seller**
**Clearwater Enterprises, L.L.C.**

By: Jenny Thompson
Name: Jenny Thompson
Title: Chief Operating Officer
Date: June 16, 2020

**Buyer**
**Stillwater Public Schools**

By:
Name: R.E. Grantham, VP
Title: Pres. BOE
Date: June 9 2020

SIGN HERE

INDEPENDENT SCHOOL DIST. NO. 16 OFFICIAL SEAL PAYNE COUNTY, OKLA.

aj

**EXHIBIT A**
**TRANSACTION CONFIRMATION**

**Clearwater Enterprises, L.L.C.** ("Seller") and **Stillwater Public Schools** ("Buyer") agree to the purchase and sale of natural gas pursuant to this Transaction Confirmation and the general terms and conditions contained in the Gas Sales Agreement dated July 1, 2020 between Buyer and Seller ("Agreement"):

Term: July 1, 2020 through June 30, 2021 and automatically renewed year to year thereafter unless either Party notifies the other Party in writing at least forty-five (45) days prior to the expiration of the stated term or the then current renewal period that this Transaction Confirmation shall not be renewed, subject to early termination under Sections 11 and 20 of the Agreement.

Facility: As listed on Schedule 1 attached hereto

Quantity: Full Facility Requirements, the monthly quantity of which is estimated on Schedule 1 attached hereto.

Nature of Quantity Obligation: Firm

Price: For all gas delivered by Seller the price Buyer shall pay Seller shall be calculated by adding $0.30/MMBtu to the Inside FERC's Gas Market Report first of the month index posting for Oneok Gas Transportation LLC, Oklahoma. In the event the referenced index posting for Oneok Gas Transportation LLC, Oklahoma is not published for any delivery month, the average of the index postings ANR Pipeline Co., Oklahoma, Natural Gas Pipeline Co. of America, Midcontinent zone, and Panhandle Eastern Pipe Line Co., Texas, Oklahoma (mainline) shall be substituted therefore. Buyer shall have the option to fix a price for a quantity of gas throughout the term of this Transaction Confirmation at a price which is mutually agreeable to the Parties hereto.

Delivery Point/Point(s) of Sale: Oklahoma Natural Gas Company distribution system receipt point for delivery to the Facility listed above.

Local Distribution Company: Oklahoma Natural Gas Company

**EVIDENCE OF AGREEMENT:** This Transaction Confirmation documents an oral agreement previously reached by representatives of the Parties. Therefore, although Clearwater Enterprises, L.L.C. would prefer that this Transaction Confirmation be signed and returned by facsimile transmission, or that written confirmation of this Transaction Confirmation be provided in some other manner, this Transaction Confirmation will be deemed accepted if Clearwater Enterprises, L.L.C. receives no objections within two (2) business days of Clearwater's execution date shown below.

| **Seller** | | **Buyer** | |
|---|---|---|---|
| **Clearwater Enterprises, L.L.C.** | | **Stillwater Public Schools** | |
| By: | Jenny Thompson | By: | |
| Name: | Jenny Thompson | Name: | RE Gradlmar |
| Title: | Chief Operating Officer | Title: | Pres. BOE. |
| Date: | June 16, 2020 | Date: | June 9, 2020 |

SIGN HERE

OFFICIAL SEAL INDEPENDENT SCHOOL DIST. NO. 16 PAYNE COUNTY, OKLA.

## SCHEDULE 1 to TRANSACTION CONFIRMATION

### Facility Listing and Estimated Monthly Usage

| Facility(ies) | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **ONG Contract #** | **Current ONG Regional Receipt Location** | **Account Name** | | | | **ONG Account #** | | | **Address** | | | | | |
| **Estimated Monthly Usage (MMBtus)** | | | | | | | | | | | | | | |
| **1101** | OGT-OKC | STILLWATER PS HIGH SCHOOL | | | | 211507543 | | | 1224 N Husband St; Stillwater, OK 74075-3613 | | | | | |
| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Annual Volume |
| | | 1094 | 1115 | 765 | 386 | 84 | 53 | 35 | 49 | 55 | 273 | 822 | 1212 | 5943 |
| **1367** | OGT-OKC | STILLWATER PS MIDDLE SCHOOL | | | | 210503914 | | | 2200 S Sangre Rd; Stillwater, OK 74074-2143 | | | | | |
| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Annual Volume |
| | | 273 | 270 | 157 | 84 | 34 | 21 | 22 | 32 | 44 | 64 | 205 | 269 | 1475 |
| **1370** | OGT-OKC | STILLWATER PS JUNIOR HIGH | | | | 211506325 | | | 1900 N Skyline St; Stillwater, OK 74075-3101 | | | | | |
| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Annual Volume |
| | | 275 | 236 | 145 | 70 | 26 | 16 | 16 | 25 | 31 | 56 | 141 | 240 | 1277 |
| **3714** | OGT-OKC | STILLWATER PS SKYLINE ELEMENTARY | | | | 210184276 | | | 1414 1/2 E Sunrise Dr; Stillwater, OK 74075-6924 | | | | | |
| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Annual Volume |
| | | 193 | 201 | 151 | 60 | 16 | 34 | 13 | 14 | 17 | 38 | 108 | 219 | 1064 |
| **7865** | OGT-OKC | STILLWATER PS HIGHLAND PARK ELEMENTARY | | | | 213116894 | | | 400 S Drury Rd; Stillwater, OK 74074 | | | | | |
| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Annual Volume |
| | | 123 | 139 | 74 | 42 | 16 | 4 | 4 | 13 | 15 | 32 | 71 | 122 | 655 |
| **8067** | OGT-OKC | STILLWATER PUBLIC SCHOOLS | | | | 213156385 | | | 5021 N Perkins Rd; Stillwater, OK 74075-1706 | | | | | |
| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Annual Volume |
| | | 439 | 475 | 345 | 152 | 34 | 10 | 3 | 2 | 4 | 114 | 352 | 486 | 2416 |

Estimated Monthly Usage is for informational purposes and based on historical consumption as represented by Buyer's Local Distribution Company or upon information supplied by Buyer.

**EXHIBIT B**
**Seller Addresses and Contacts**

This Exhibit B to the Gas Sales Agreement between **Clearwater Enterprises, L.L.C.** ("Seller") and **Stillwater Public Schools** ("Buyer"), dated July 1, 2020, is for all purposes made a part of said Agreement.

**Main Address:**

| | |
|---|---|
| | **Clearwater Enterprises, L.L.C.** |
| Address: | 5637 N. Classen Blvd. |
| | Oklahoma City, OK 73118 |
| Phone: (405) 842-9200 | Fax: (405) 842-9213 |

**Gas Supply Representative:**

| | |
|---|---|
| Attn: | Regina Fort |
| Phone: (405) 842-9200 x201 | Fax: (405) 842-9213 |
| Email: | rfort@clearwaterenterprises.net |

**Contractual Notices & Correspondence:**

| | |
|---|---|
| Attn: | Jennifer Rodriguez |
| Address: | Same as Main |
| Phone: (405) 842-9200 x217 | Fax: (405) 842-9213 |
| Email: | jrodriguez@clearwaterenterprises.net |

**Invoices:**

| | |
|---|---|
| Attn: | Jeff Geis |
| Address: | Same as Main |
| Phone: (405) 842-9200 x208 | Fax: (405) 418-0129 |
| Email: | jgeis@clearwaterenterprises.net |

**Payments:**

| | |
|---|---|
| Attn: | Jeff Geis |
| Phone: (405) 842-9200 x208 | Fax: (405) 418-0129 |
| Email: | jgeis@clearwaterenterprises.net |

**Payment by Wire:**

| | |
|---|---|
| Bank: | International Bank of Commerce |
| | 1200 San Bernardo St.; Laredo, TX 78040 |
| ABA: | 114902528 |
| Account No.: | 1601012268 |
| For the Account of: | Clearwater Enterprises, L.L.C. |
| Reference: | Oklahoma Account |

**Payment by ACH:**

| | |
|---|---|
| Bank: | International Bank of Commerce |
| | Oklahoma City, OK |
| ABA: | 303072793 |
| Account No.: | 1601012268 |
| For the Account of: | Clearwater Enterprises, L.L.C. |

**Payment by Check:**

Clearwater Enterprises, L.L.C.
Section# 3109
P.O. Box 659506
San Antonio, TX 78265-9506

**EXHIBIT C**
**Buyer Addresses and Contacts**

This Exhibit C to the Gas Sales Agreement between **Clearwater Enterprises, L.L.C.** ("Seller") and **Stillwater Public Schools** ("Buyer"), dated July 1, 2020, is for all purposes made a part of said Agreement.

**Buyer**
**Main Address:**

| | |
|---|---|
| | **Stillwater Public Schools** |
| Address: | 314 S Lewis Street |
| | Stillwater, OK 74074 |
| Phone: | 405-553-6300 |
| Fax: | 405-533-6311 |

**Marketing Representative:**

| | |
|---|---|
| Attn: | Mark Moore |
| Phone: | 405-553-6300 |
| Fax: | 405-533-6311 |
| Email: | mmoore@stillwaterschools.com |

**Contractual Notices & Correspondence:**

| | |
|---|---|
| Attn: | Mark Moore |
| Address: | 314 S Lewis Street |
| | Stillwater, OK 74074 |
| Phone: | 405-553-6300 |
| Fax: | 405-533-6311 |
| Email: | mmoore@stillwaterschools.com |

**Invoices and Payments:**

| | |
|---|---|
| Attn: | Accounts Payable - Dian Porter |
| Address: | 314 S Lewis Street |
| | Stillwater, OK 74074 |
| Phone: | 405-533-6300 |
| Fax: | 405-533-6311 |
| Email: | d_porter@stillwaterschools.com |

## AMENDMENT

This Amendment is made and entered into as of July 1, 2025 by and between **Clearwater Enterprises, L.L.C.** ("Seller") and **Stillwater Public Schools** ("Buyer").

WITNESSETH:

WHEREAS, Seller and Buyer made and entered into that certain Gas Sales Agreement dated July 1, 2020 (the "Agreement"), Contract #20099; and

WHEREAS, Seller and Buyer wish to amend the Agreement in the manner specified below;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements herein provided, the Parties hereby agree to amend the Agreement in the following respects only:

- Exhibit A-2 is hereby replaced in its entirety and the attached Exhibit A-3 is substituted therefore. All references in the Agreement to Exhibit A-2 shall be amended to reference Exhibit A-3.

- Schedule 3 is hereby replaced in its entirety and the attached Schedule 4 is substituted therefore. All references in the Agreement to Schedule 3 shall be amended to reference Schedule 4.

This Amendment is effective July 1, 2025. Except as expressly amended hereby, all terms, conditions, and provisions of the Agreement, as amended, shall remain in full force and effect.

As evidence of the Parties' agreement to the terms and conditions set forth above, this Amendment is hereby executed by an authorized representative of each Party on the dates shown below.

| **Seller**<br>**Clearwater Enterprises, L.L.C.** | | **Buyer**<br>**Stillwater Public Schools** | |
|---|---|---|---|
| By: | | By: | |
| Name: | Maria Olivares | Name: | |
| Title: | Vice President - Commodity Operations and Contracts | Title: | |
| Date: | 6-4-25 | Date: | |



## EXHIBIT A-3
## TRANSACTION CONFIRMATION

**Clearwater Enterprises, L.L.C.** ("Seller") and **Stillwater Public Schools** ("Buyer") agree to the purchase and sale of natural gas pursuant to this Transaction Confirmation and the general terms and conditions contained in the Gas Sales Agreement dated July 1, 2020 between Buyer and Seller ("Agreement"):

Term: July 1, 2025 through June 30, 2026 and automatically renewed year to year thereafter unless either Party notifies the other Party in writing at least forty-five (45) days prior to the expiration of the stated term or the then current renewal period that this Transaction Confirmation shall not be renewed, subject to early termination under Sections 11 and 20 of the Agreement.

Facility: As listed on Schedule 4 attached hereto

Quantity: Full Facility Requirements, the monthly quantity of which is estimated on Schedule 5 attached hereto.

Nature of Quantity Obligation: Firm

Price: For all gas delivered by Seller the price Buyer shall pay Seller shall be calculated by adding $0.30/MMBtu to Seller's cost. Buyer shall have the option to fix a price for a quantity of gas throughout the term of this Transaction Confirmation at a price which is mutually agreeable to the Parties hereto.

Delivery Point/Point(s) of Sale: Oklahoma Natural Gas Company distribution system receipt point for delivery to the Facility listed above.

Local Distribution Company: Oklahoma Natural Gas Company

**EVIDENCE OF AGREEMENT:** This Transaction Confirmation documents an oral agreement previously reached by representatives of the Parties. Therefore, although Clearwater Enterprises, L.L.C. would prefer that this Transaction Confirmation be signed and returned by facsimile transmission, or that written confirmation of this Transaction Confirmation be provided in some other manner, this Transaction Confirmation will be deemed accepted if Clearwater Enterprises, L.L.C. receives no objections within two (2) business days of Clearwater's execution date shown below.

| **Seller**<br>**Clearwater Enterprises, L.L.C.** | **Buyer**<br>**Stillwater Public Schools** |
|---|---|
| By: _____ | By: _____ |
| Name: Maria Olivares | Name: _____ |
| Title: Vice President - Commodity Operations and Contracts | Title: _____ |
| Date: 6-4-25 | Date: _____ |

SIGN HERE

## SCHEDULE 5 to TRANSACTION CONFIRMATION

### Facility Listing and Estimated Monthly Usage

| Facility(ies) | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **ONG Contract #** | **Current ONG Regional Receipt Location** | **Account Name** | | | | **ONG Account #** | | | **Address** | | | | | |
| **Estimated Monthly Usage (MMBtus)** | | | | | | | | | | | | | | |
| **1101** | OGT-OKC | STILLWATER PS HIGH SCHOOL | | | | 211507543 | | | 1224 N Husband St; Stillwater, OK 74075-3613 | | | | | |
| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Annual Volume |
| | | 1565 | 1044 | 649 | 182 | 73 | 39 | 34 | 36 | 36 | 109 | 632 | 1022 | 5421 |
| **1367** | OGT-OKC | STILLWATER PS MIDDLE SCHOOL | | | | 210503914 | | | 2200 S Sangre Rd; Stillwater, OK 74074-2143 | | | | | |
| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Annual Volume |
| | | 516 | 312 | 188 | 68 | 41 | 25 | 17 | 30 | 42 | 58 | 158 | 262 | 1717 |
| **1370** | OGT-OKC | STILLWATER PS JUNIOR HIGH | | | | 211506325 | | | 1900 N Skyline St; Stillwater, OK 74075-3101 | | | | | |
| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Annual Volume |
| | | 425 | 258 | 150 | 64 | 30 | 10 | 10 | 22 | 44 | 62 | 134 | 236 | 1445 |
| **3714** | OGT-OKC | STILLWATER PS SKYLINE ELEMENTARY | | | | 210184276 | | | 1414 1/2 E Sunrise Dr; Stillwater, OK 74075-6924 | | | | | |
| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Annual Volume |
| | | 737 | 460 | 359 | 167 | 54 | 50 | 9 | 17 | 22 | 174 | 448 | 602 | 3099 |
| **7865** | OGT-OKC | STILLWATER PS HIGHLAND PARK ELEMENTARY | | | | 213116894 | | | 400 S Drury Rd; Stillwater, OK 74074 | | | | | |
| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Annual Volume |
| | | 122 | 78 | 76 | 41 | 19 | 4 | 2 | 10 | 13 | 20 | 44 | 75 | 504 |
| **8067** | OGT-OKC | STILLWATER PUBLIC SCHOOLS | | | | 213156385 | | | 5021 N Perkins Rd; Stillwater, OK 74075-1706 | | | | | |
| | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Annual Volume |
| | | 483 | 353 | 250 | 98 | 27 | 6 | 2 | 3 | 3 | 50 | 227 | 363 | 1865 |

Estimated Monthly Usage is for informational purposes and based on historical consumption as represented by Buyer's Local Distribution Company or upon information supplied by Buyer.

**Stillwater Public Schools, Independent School District No. 16 of Payne County, Oklahoma and Facilitron, Inc.**
**Facilities Management Portal Agreement**

This Facilities Management Portal Agreement (this "Agreement") is made and entered into as of July 1, 2025 (the "Effective Date"), by and between Stillwater Public Schools, Independent School District No. 16 of Payne County, Oklahoma (the "Client"), and Facilitron, Inc., a Delaware corporation (the "Company"). The Client and the Company may be referred to herein individually as a "Party" and collectively as the "Parties".

**W I T N E S S E T H**

WHEREAS, the Company is the operator of a web platform that provides its customers with solutions and services for the presentation, scheduling and rental of facilities and management of work orders; and

WHEREAS, the Client desires to present, schedule, rent and administer its facilities, manage work orders, and track assets and consumable inventory on a web platform hosted by the Company ("the "Facilities Management Portal");

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

**A G R E E M E N T**

1. Definitions. As used in this Agreement, the following terms, when capitalized, shall have the following meanings:

(a) "**Company Site**" shall mean the Company's website maintained at www.facilitron.com and any successor or supplemental locations.

(b) "**Client Site**" shall mean Client's website maintained at: www.stillwaterschools.com and any successor or supplemental locations.

(c) **"End Users"** shall mean any employee, contractor or agent of Client, as well as individuals or outside group representatives who use the Facilities Management Portal.

(d) "**Client Facilities**" shall mean the facilities that the Client intends to schedule, rent and administer using Facilities Management Portal.

(e) **"Facilities Management Portal"** shall mean the website and e-commerce platform on the Company Site provided to Client by the Company for the purpose of presenting, scheduling, renting and administering of facilities and managing work orders.

(f) **"Services"** shall mean the act of implementing and operating Facilities Management Portal to present, schedule and administer internal and external use of Client Facilities, to manage work orders, and to track assets and consumable inventory, providing additional offerings facilitating transactions, such as liability insurance and processing of payments and

disbursements, providing customer support, facility based data analytics, best practices and other consultative services.

(g) **"Transaction"** shall mean the total of each reservation by an End-User. For example, if a reservation is made that includes twenty (20) uses of a Client Facility, the "Transaction" will be the total costs associated with all twenty (20) uses.

2. Grant of Rights.

(a) Grant of Rights to Company. The Client hereby grants Company the non-exclusive right to present and rent Client Facilities to End-Users in accordance with the provisions of this Agreement during the Term.

(b) Appointment of the Company as Limited Payment Collection Agent for the Client. The Client hereby appoints Company as the Client's limited payment collection agent solely for the purpose of accepting rental and service payments from End Users. The Client agrees that payment made by an End User through Company, shall be considered the same as a payment made directly to the Client, and the Client will make the facilities and services available to the End User in the agreed-upon manner as if the Client has received the fees. The Client agrees that Company may, in accordance with the cancellation policy selected by the Client (i) permit the End User to cancel the booking and (ii) refund (via Company) to the End User that portion of the fees specified in the applicable cancellation policy. The Client understands that Company accepts payments from End Users as the Client's limited payment collection agent and that Company's' obligation to pay the Client is subject to and conditioned upon successful receipt of the associated payments from End Users. In accepting appointment as the limited authorized agent of the Client, the Company assumes no liability for any acts or omissions of the Client.

(c) Pricing and Payment Terms. The Client shall determine the pricing for its facilities, application, equipment usage, custodial and other associated services provided by the Client (the "Client Fee"). **Company shall withhold a commission from the Client or charge End Users a service fee, as determined by the Client pursuant to Exhibit "A", which is attached hereto and incorporated herein by reference.** Notwithstanding the foregoing, in no event shall the aggregate fees to be charged to End Users exceed those limits set forth in Oklahoma law or Client's board policies. Company shall remit all collected Client Fee payments for completed rentals minus any applicable commission and any End User refunds by a check to the Client on a monthly basis, and such funds must be sent by Company to Client by the 20th day of the following month.

(d) Audit. Upon at least ten (10) calendar days prior written demand to Company, the Client shall have the right, at its own cost and expense, to audit Company's books, records, and accounts for the sole purpose of verifying payments reported under Section 2(c). Company shall provide all such relevant books, records, and accounts to Client upon such demand. If Client (through its certified public accountant or other appropriate auditor) concludes that additional amounts were owed during the audited period, the Company shall pay such additional amounts within thirty (30) calendar days of the date the Client delivers to Company such accounting firm's written report so concluding. The fees charged by such accounting firm shall be paid by the Client; provided, however, if the audit discloses that the payments payable by Company for such period are more than thirty percent (30%) of the amounts actually paid for

such period, then the Company shall pay the reasonable fees and expenses charged by such accounting firm in addition to any additional amounts owed.

3. Scope of Services.

Company shall be responsible for (a) designing and hosting facility booking websites equipped with photos, application and payment processing for each facility, (b) provisioning and populating the work order management platform, including recurring work orders, tracking of assets and consumable inventory, (c) maintaining the websites and calendar to ensure that the sites are functional and usable, (d) providing PCI compliant payment processing, (e) providing account management and customer personnel as are reasonably necessary to perform, maintain and manage the Services, (f) coordinating all administrative functions associated with the Services, and (g) conducting any other operations reasonably necessary to perform the Services. Company shall comply with all industry standards, any Client rules and regulations concerning the use of Client Facilities, Client's reasonable requests, and all applicable law.

4. Client Obligations.

(a) Solely for purposes of conducting the Services, Client shall use reasonable efforts to assist Company in performing the Services by providing access to its staff, facilities, and updated availability data in a timely manner.

(b) The Client shall use reasonable efforts to provide on its website and other communications, at its discretion, instructions, links, and other information to promote the Services therein.

5. No Transfer of Intellectual Property Rights. The Client and the Company acknowledge and agree that no transfer of any proprietary technology, inventions, developments, improvements, art, ideas, art form, or the like, including, but not limited to patents, patent applications, trademarks, copyrights or trade secrets (collectively, "Intellectual Property"), is intended in connection with this Agreement. Each Party's ownership interest in any Intellectual Property owned or licensed by such Party as of the date of this Agreement or acquired by it during the Term of this Agreement is not, and shall not be affected by the terms of this Agreement.

6. Trademarks; Client Marks and Company Marks.

(a) Subject to the terms and conditions of this Agreement, the Client grants Company a nonexclusive, non-transferable, revocable license to use the Client's trademarks ("Client Marks") solely on the Facilities Management Portal and in connection with any promotions, marketing and press releases relating to the Services contemplated under this Agreement. The Client Marks are, and shall remain, the sole property of Client. Upon termination of this Agreement or of the herein granted license for any reason, the Company shall promptly discontinue use of the Client Marks.

(b) Subject to the terms and conditions of this Agreement, Company grants Client a nonexclusive, non-transferable, revocable license to use the Company's trademarks and servicemarks (the "Company Marks") in connection with marketing of the Client Facilities

and any related services. The Company Marks are, and shall remain, the sole property of the Company. Client recognizes the Company's title to the Company Marks. Client shall use reasonable efforts not to do or suffer to be done any act or thing which will in any way impair the rights of the Company and to the Company Marks. It is understood that Client shall not acquire and shall not claim any title to the Company Marks adverse to the Company by virtue of the license granted herein, it being the intention of the Parties that use of the Company Marks by Client shall at all times inure to the benefit of the Company. Upon termination of this Agreement or of the herein granted license for any reason, Client agrees to promptly discontinue use of the Company Marks except that historical records may remain and be subject to internet access and/or public records requests.

7. Privacy Policy.

Company shall ensure that any collection, use of or disclosure of any individual, aggregate and/or personally-identifiable customer data and information about the End Users by Company complies with all applicable laws and regulations, including, but not limited to the Children's Online Privacy Protection Act of 1998 (15 U.S.C. §§ 6501, et seq.), the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. §§ 1232g, et seq.) and related regulations, relevant State law, and with Client's privacy policy and the Company's privacy policy (the "Privacy Policy"). Company shall post throughout the Term of this Agreement, on at least the main page of the Online Facilities Rental Storefront, a copy or link to the Privacy Policy. The Privacy Policy must be prominently published on the web page and provide adequate notice, disclosure and choice to users regarding Company's collection, use and disclosure of user information. Company shall ensure that the Privacy Policy does not create any liability to Client for the use of any customer or user data by either Party in any manner.

8. Confidentiality.

(a) Confidential Information. For purposes of this Agreement, "Confidential Information" shall mean any information disclosed by a Party hereto (the "Disclosing Party") to the other Party ("Recipient"), either directly or indirectly, in writing or by inspection of tangible objects (including without limitation documents, prototypes, samples, plant and equipment), which is designated as "Confidential," "Proprietary" or would reasonably be regarded as being of a confidential nature or, if disclosed orally, is identified as confidential or proprietary at the time of its disclosure to the Recipient or would reasonably be regarded as being of a confidential nature; provided, however, that any information relating to financial, product and business plans and strategies shall be deemed to be Confidential Information whether or not so designated. Notwithstanding the foregoing, Confidential Information shall not include any information which (i) was publicly known and available in the public domain prior to the time of disclosure to the Recipient by the Disclosing Party; (ii) becomes publicly known and available in the public domain after disclosure to the Recipient by the Disclosing Party through no action or inaction of Recipient; (iii) Recipient is able to demonstrate by documentary evidence that the Confidential Information was lawfully in the possession of Recipient at the time of disclosure by the Disclosing Party; (iv) is independently developed by Recipient, provided Recipient can show by documentary evidence that such development was accomplished by or for Recipient without

any use or beneficial reference to any Confidential Information of the Disclosing Party; (v) is disclosed pursuant to legal, judicial or administrative proceeding or as otherwise required by law, provided that (A) Recipient gives reasonable prior notice to the Disclosing Party to allow it to seek a protective or similar order preventing or restricting the disclosure of such information, and (B) such information shall be deemed not to be Confidential Information only to the extent that such disclosure is compelled by such proceeding or law and only for the purpose of complying with such proceeding or law; or (vi) has been approved in writing for disclosure by the Disclosing Party.

(b) Duty to Hold in Confidence. Each Recipient agrees that, to the extent permitted by law, it will preserve in strict confidence and secure against accidental loss any Confidential Information disclosed by the Disclosing Party to Recipient. In preserving the Disclosing Party's Confidential Information, Recipient will use the same standard of care it would use to secure and safeguard its own Confidential Information of similar importance, but in no event less than reasonable care. Any permitted reproduction of the Disclosing Party's Confidential Information shall contain all confidential or proprietary legends that appear on the original.

(c) Permitted Disclosures. To the extent permitted by law, Recipient shall permit access to the Disclosing Party's Confidential Information solely to its employees, agents and contractors who have a need to know such information for purposes of the Recipient's performance of the Agreement. Except as permitted by law or in the exercise of the rights granted under this Agreement, Recipient shall not disclose or transfer any Confidential Information to any third party, without the specific prior written approval of the Disclosing Party.

(d) Obligation to Return Confidential Information. Recipient acknowledges that the Disclosing Party retains ownership of all Confidential Information disclosed or made available to Recipient. Accordingly, upon any termination, cancellation or expiration of this Agreement, or upon the Disclosing Party's request for any reason (other than in violation of this Agreement), Recipient shall return promptly to the Disclosing Party the originals and all copies (without retention of any copy) of any written documents, tools, materials or other tangible items provided by the Disclosing Party to the Recipient containing or embodying Confidential Information.

9. Representations and Warranties.

(a) Client Representations and Warranties. Client represents and warrants to the Company as of the Effective Date that:

(i) Authority. Client has power and authority to execute and deliver this Agreement and to perform its obligations hereunder, and has by all necessary action authorized the execution and delivery of this Agreement and the performance of its obligations hereunder.

(ii) No Conflicts. The execution, delivery and performance by Client of this Agreement and each other agreement, document, or instrument now or hereafter executed and delivered by Client pursuant thereto or in connection herewith will not: (A) conflict with or violate any provision of any law, rule, regulation, authorization or judgment of any governmental authority having applicability to Client or its actions; or (B) to the best knowledge of Client, materially conflict with or result in any breach of, or

constitute a default under, any note, security agreement, commitment, contract or other agreement, instrument or undertaking to which Client is a party or by which any of its property is bound.

(b) Company Representations and Warranties. The Company represents and warrants to Client as of the Effective Date that:

(i) Corporate Authority. The Company is a corporation duly organized, validly existing, and in good standing under the laws of the jurisdiction of its incorporation, has the corporate power and authority to execute and deliver this Agreement and to perform its obligations hereunder, and has by all necessary corporate action authorized the execution and delivery of this Agreement and the performance of its obligations hereunder.

(ii) No Conflicts. The execution, delivery and performance by the Company of this Agreement and each other agreement, document, or instrument now or hereafter executed and delivered by the Company pursuant thereto or in connection herewith will not: (A) conflict with or violate the articles of incorporation or bylaws of the Company or any provision of any law, rule, regulation, authorization or judgment of any governmental authority having applicability to the Company or its actions; or (B) to the best knowledge of the Company, materially conflict with or result in any breach of, or constitute a default under, any note, security agreement, commitment, contract or other agreement, instrument or undertaking to which the Company is a party or by which any of its property is bound.

(iii) Binding Obligation. When executed and delivered by the Company and Client, this Agreement will be valid and legally binding obligation of the Company in accordance with its terms, subject to bankruptcy, reorganization, insolvency, moratorium and similar laws and to general principles of equity which are within the discretion of courts of applicable jurisdiction.

(iv) Confidentiality Agreements. The Company has and will maintain with all the Company employees, agents, and consultants, written agreements sufficient to enable the Company to perform its obligations hereunder with confidentiality terms at least as restrictive as those provided for the Parties under this Agreement.

(v) Non-infringement. The Company represents and warrants that the Company Site and the Facilities Management Portal do not knowingly infringe any Intellectual Property Rights of any third party. Company agrees to defend, indemnify, and hold Client and its board members, employees, students, attorneys, and insurers harmless against any loss, damage, expense, or cost, including reasonable attorneys' fees arising out of any claim, demand, proceeding, or lawsuit by a third party claiming infringement on its intellectual property rights.

10. Termination.

(a) Term. The initial term of this Agreement shall be from the Effective Date through June 30, 2026. The contract may be renewed for subsequent one-year terms, beginning July 1 and continuing through June 30 each year upon written approval and ratification of the Parties.

(b) Termination for Breach. In the event of a material breach of this Agreement by a Party (the "Breaching Party"), expressly including Company's failure to abide by the payment and reporting terms as set forth in the Agreement, this Agreement may be terminated by the non-breaching Party, effective upon delivery of written notice to the Breaching Party, unless within seven (7) business days after receiving written notice of such breach from the non-breaching Party the Breaching Party cures such breach (or agrees with the non-breaching Party on a plan to cure such breach, which agreement shall not be unreasonably withheld, conditioned or delayed by the non-breaching Party).

(c) Other Termination. Following the Term the Client or Company may terminate this Agreement at any time for any reason without cause. Written notice to terminate this Agreement without cause shall be provided by the canceling Party to the other Party at least thirty (30) days in advance of termination. In the event of early termination, the Company shall be paid for satisfactory work performed to the date of termination. The Client may then proceed with any work-product, materials, and information completed by the Company in any manner the Client deems proper.

(d) Survival. Notwithstanding anything to the contrary in this Agreement, the provisions of Sections 5, 6 and 8 shall survive the expiration or earlier termination of this Agreement.

11. General Provisions.

(a) Limitation of Liability. IN NO EVENT SHALL EITHER PARTY HAVE ANY LIABILITY TO THE OTHER PARTY OR ITS AFFILIATES ON ANY CAUSE OF ACTION RELATING TO THIS AGREEMENT FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR SPECULATIVE DAMAGES, INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS OR USE, BUSINESS INTERRUPTION, OR LOSS OF GOODWILL, IRRESPECTIVE OF WHETHER SUCH DAMAGES ARISE UNDER CONTRACT, TORT, STATUTE, OR OTHERWISE AND WHETHER OR NOT THE PARTY HAS ADVANCE NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. THESE LIMITATIONS SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. COMPANY'S LIABILITY HEREUNDER SHALL BE LIMITED TO THE TRANSACTION FEES RECEIVED BY THE COMPANY DURING THE TERM OF THIS AGREEMENT.

(b) Assignment. This Agreement may not be assigned by either Party without the prior written consent of the other Party, which consent shall not be unreasonably withheld, conditioned or delayed, except that this Agreement may be assigned by any Party without the consent of the other Party (i) to any of the Party's majority-owned or controlled subsidiary entities or (ii) to any other entity resulting from the sale, merger, reorganization or other transfer of all or substantially all of the business or assets of the Party or its majority-owned or controlled subsidiary entities. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns.

(c) Headings. The section headings appearing in this Agreement are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or extent of such section or in any way affect the Agreement.

(d) Counterparts. This Agreement may be executed simultaneously in two or more counterparts, each of which will be considered an original, but all of which together will

constitute one and the same instrument. The signature page of any counterpart may be detached therefrom without impairing the legal effect of the signatures thereon provided such signature page is attached to any other counterpart identical thereto except having additional signature pages executed by the other Party. Counterparts may be delivered by email or facsimile provided that original executed counterparts are delivered to the recipient within the next three (3) business days following the email or facsimile transmission.

(e) Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective Parties may provide in writing for this purpose:

| | |
|---|---|
| If to Client: | Stillwater Public Schools,<br>Independent School District No. 16 of Payne County, Oklahoma<br>314 S. Lewis St.<br>Stillwater, OK 74074<br>Attn:<br>Telephone: (405) 533-6300 |
| If to the Company: | Chief Executive Officer<br>Facilitron, Inc.<br>PO Box 1935<br>Los Gatos, CA 95031-1935<br>Telephone: 800-272-2962 |

Notice delivered by hand shall be deemed to have been received by the addressee on the date delivered. Notice given by registered or certified mail, return receipt requested, shall be deemed to have been received by the addressee on the date marked on the receipt. Notice given electronically or by confirmed facsimile shall be deemed to have been received by the addressee on the business day following the day on which it was sent.

(f) Entire Agreement. This Agreement and the Exhibits hereto are the complete agreement of the Parties relating to the subject matter hereof. This Agreement supersedes and governs any other prior or collateral agreements with respect to the subject matter hereof. Any amendment to this Agreement or any modification of any term of this Agreement must be in writing and be executed by an authorized officer of each Party.

(g) Governing Law, Dispute Resolution and Exclusive Venue. This Agreement shall be governed by and construed under the laws of the State of Oklahoma, without reference to conflict of laws principles. The parties waive any objection to exclusive jurisdiction and venue in the state and federal courts located in Payne County, Oklahoma.

(h) Severability. The illegality or unenforceability of the whole or any part of the provisions of this Agreement will not affect the continued operation of the remaining provisions of this Agreement.

(i) Waiver. The failure of either Party at any time to insist upon strict performance of any of the terms and conditions contained in this Agreement will not be deemed a waiver of its right at

any time thereafter to insist upon strict performance. No waiver of any portion of this Agreement shall be effective unless in writing and signed by the Client and the Company.

(j) Independent Contractors. The relationship of the Parties established by this Agreement is that of independent contractors, and nothing contained in this Agreement shall be construed to (i) give either Party the power to direct and control the day-to-day activities of the other, (ii) constitute the Parties as partners, joint venturers, co-owners or otherwise as participants in a joint or common undertaking, or (iii) allow either Party to create or assume any obligation on behalf of the other Party for any purpose whatsoever.

(k) Force Majeure. Neither Party to this Agreement shall be held responsible for any failure or delay in performance under this Agreement where such performance is rendered impracticable by any act of war, compliance with laws, governmental acts or regulations, fire, flood, other natural disaster, epidemic, strikes and other causes similar to those listed, in each case where failure to perform is beyond the control, and not caused by the negligence of the non-performing Party ("Force Majeure").

(l) No Third Party Beneficiaries. Unless otherwise expressly provided, no provision of this Agreement are intended or shall be construed to confer upon or give to any person or entity other than the Parties any rights, remedies or other benefits under or by reason of this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their representatives thereunto duly authorized as of the date first written above.

| "CLIENT" | "COMPANY" |
|---|---|
| Stillwater Public Schools, Independent School District No. 16 of Payne County, Oklahoma | Facilitron, Inc. |
| By: _____ | By: _____ |
| Name: _____ | Name: Mike Kapul |
| Title: _____ | Title: President |
| Date: _____ | Date: April 22, 2025 |

# EXHIBIT “A”

## Company Fees

The Client shall determine the pricing for its facilities rental, application, equipment usage, custodial and other associated services provided by the Client (the “Client Fee”).

**The Client agrees to pay the Company a commission of 14% of the total Client Fee amount per Transaction which shall be deducted from the client’s payment.** Company shall remit all collected Client Fee payments for completed rentals minus applicable commission and any End User refunds to the Client on a monthly basis, and such funds must be sent by Company to Client by the 20th day of the following month.

**Minimum Annual Rental Volume.** In the event that the total Client Fee payments for completed rentals during a 12-months period (the “Actual Rental Volume”) are less than $100,000 (the “Minimum Rental Volume”) the Client agrees to pay the Company 14% of the difference between the Minimum Rental Volume and the Actual Rental Volume. The Company shall invoice the Client 30 days after the end of the 12-months period.

Green Energy

# MEMORANDUM OF AGREEMENT

**THIS MEMORANDUM OF AGREEMENT** (this "**MOA**"), dated as of 5-29-25 sets forth certain nonbinding understandings and binding agreements between Green Energy Solutions, LLC (the "Assignor"), an Oklahoma Limited Liability Company, and Stillwater Public Schools (the "**Assignee**"), the Stillwater Public School District, relating to the proposed assignment of certain Compressed Natural Gas (CNG) conversion equipment (the "**CNG Equipment**"), for Assignee's vehicles. CNG Equipment includes, but is not limited to the following:

Compressed Natural Gas Conversion Kits;

Compressed Natural Gas Compressors including a 3-year warranty;

Compressed Natural Gas Storage Vessels; and

Compressed Natural Gas Slow-Fill Stations;

Included in the assignment is the installation of the CNG Equipment stated above (the "**Proposed Transaction**"). The Assignor and the Assignee are sometimes referred to individually as a "**Party**" and collectively as the "**Parties**".

1. MOA Subject to Definitive Agreement. This MOA is for discussion purposes only, and is not intended to constitute a legally binding or enforceable agreement or commitment on either Party, except for Section 3 which shall be binding on the Parties in accordance with its terms.

2. Nonbinding Understandings. This Section 2 sets forth the nonbinding understandings of the Parties with respect to the Proposed Transaction. It is the present intention of the Parties that Assignee would purchase for no upfront cost but is obligated to perform any and all necessary maintenance on the CNG Equipment in a good faith manner, and Assignor would provide the certain CNG Equipment including the installation of the CNG Equipment on the stated terms and conditions set forth in this Section 2, while retaining ownership of the CNG Equipment subject to Section 2(d). These terms are based upon information currently available. They do not reflect all the material terms of the Proposed Transaction but provide a basis for negotiating the Definitive Agreement (as defined below).

(a) Definitive Agreement. The Parties intend to negotiate a formal written agreement that would govern the Proposed Transaction ("**Definitive Agreement**"). Binding obligations with respect to the Proposed Transaction shall only arise upon the execution of the Definitive Agreement by both Parties.

(b) Price. The proposed price for the purchase and installation of the CNG Equipment would be $0, contingent on Assignee's responsibility for any and all of the necessary maintenance required for the CNG Equipment as reasonably and necessarily determined. Assignee shall show Assignor as owner of the equipment on all tax reports and returns during the period of this Agreement. Assignee shall cooperate with Assignor in obtaining, securing and transferring all Environmental Attributes and Environmental Incentives and the benefit of all Tax Credits & Deductions.

(c) Quantity. The proposed quantity of goods purchased and installed will include, but is not limited to:

31 Compressed Natural Gas Vehicles;

1 Compressed Natural Gas Compressor(s) including a 3-year warranty;

1 Compressed Natural Gas Storage Vessel(s); and

34 Compressed Natural Gas Slow-Fill Stations

(d) Ownership. The CNG Equipment's ownership will be retained by the Assignor for no longer than a period of 5 years from the date of installation, unless otherwise mutually agreed upon by both Parties. At the expiration of 5 years from date of installation, unless otherwise mutually agreed upon by both Parties, the ownership will transfer to the Assignee at no additional cost.

(e) Customary Provisions. The Definitive Agreement will contain such covenants, conditions, indemnities, representations and warranties as are customary for this type of transaction and as the Parties would mutually agree.

3. Binding Agreements. This Section 3 shall constitute a legally binding and enforceable agreement between the Parties. In consideration of the significant expenses that the Parties will incur in pursuing the Proposed Transaction and drafting and negotiating the Definitive Agreement, the Parties agree as follows:

(a) Good Faith Negotiations. The Parties shall negotiate in good faith and use their reasonable and best efforts to bring about the execution and delivery of the Definitive Agreement at the earliest practicable time.

(b) Due Diligence. Conclusion of the Proposed Transaction is subject to completion of a due diligence investigation by the Parties. Each Party agrees to provide representatives of the other Party with reasonable access to such information and such individuals as the other Party may reasonably request in order to carry out its due diligence investigation.

(c) Costs and Expenses. Each Party shall be responsible for all of its costs and expenses associated with pursuing the Proposed Transaction, including without limitation (i) the performance of its obligations under this MOA, (ii) conducting its due diligence investigation, and (iii) drafting and negotiating the Definitive Agreement.

(d) Term and Termination. The rights and obligations of the Parties contained in this MOA shall expire upon the execution of the Definitive Agreement. Either Party may terminate this MOA after 21 calendar days from the date of this MOA without any obligation or liability to the other Party, provided however that Section 3(f) and Section 3(g) shall survive such termination.

(e) Governing Law. This MOA shall be governed by and construed in accordance with the internal laws of the state of Oklahoma, without giving effect to any choice or conflict of law provision or rule (whether of the state of Oklahoma or any other jurisdiction) that would cause the application of laws of any jurisdiction other than those of the state of Oklahoma.

(f) No Third-Party Beneficiaries. Nothing herein is intended or shall be construed to confer upon any person or entity other than the Parties and their successors or assigns, any rights or remedies under or by reason of this MOA.

(g) No Assignment. Neither this MOA, nor any rights or obligations hereunder may be assigned, delegated, or conveyed by either Party without the prior written consent of the other Party.

(h) Counterparts. This MOA may be executed in counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties hereto have executed this MOA as of the date set forth above:

| | |
|---|---|
| | Green Energy Solutions, LLC |
| By: _____ | By: _____ |
| Name: | Name: ~~Kat~~ Cayla Green |
| Title: | Title: In-House Counsel |

# 2025-2026 SWIMMING PROGRAM CONTRACT

## Between Independent School District Number 16, Stillwater Public Schools AND YMCA of Greater Oklahoma City, Stillwater Branch

This agreement entered this _____ day of _____between INDEPENDENT SCHOOL DISTRICT NUMBER 16, STILLWATER, PAYNE COUNTY, OKLAHOMA (SPS) AND YMCA OF GREATER OKLAHOMA CITY, STILLWATER BRANCH (YMCA)

WITNESSETH:

In consideration of the covenants, agreements, and payments herein forth the parties agree as follows:

1. YMCA shall make its swimming pool available and allow SPS the use thereof on a non-exclusive basis, for the swimming program, from 2:30 – 5:30 p.m. Monday through Friday beginning August 2025 through May 2026, except Christmas vacation, during which time SPS swim team will schedule two practices per day that are compatible with YMCA activities.

   School groups authorized to participate under this contract are:

   A. High School swim team
   B. Other SPS athletic teams

2. Pool Usage – Only recognized groups approved by the YMCA and the High School may use the pool during the school contracted time.

3. Secure Area – YMCA will provide a secured storage area for SPS. There will be two (2) keys; one for the SPS coach and one for the YMCA director, which will be always secured.

4. YMCA shall operate and maintain its swimming pool in a safe and responsible manner and in compliance with all state laws, city codes, and policies of the YMCA, where applicable. YMCA, in good faith, will keep water temperatures during SPS practice and swim meets at 84-86 degrees. SPS personnel shall comply with all policies of the YMCA while using the facility. YMCA shall be responsible for concessions and may retain revenues.

5. SPS shall provide coach supervision by certified personnel during SPS use of the pool. SPS shall provide a coach and transportation to all swim meets in which a team is representing Stillwater High School.

6. Each party shall maintain in full force and effect for the benefit of the other party, liability insurance covering its activities, arising out of the contract

with the limits of $1,000,000 for each claim. Each party shall furnish the other a certificate of insurance for its respective liability coverage.

7. In consideration of the foregoing, SPS agrees to pay a total of $33,960 in the following manner:
    a. $16,980 on or about October 1st, 2025, after receipt of appropriate invoice from the YMCA.
    b. $16,980 on or about January 1st, 2026, after receipt of appropriate invoice from the YMCA.

    In addition, the school district will pay $645 for each three-hour home meet. The 2025-2026 schedule is anticipated to have four swim meets. Each swim meet will be paid for after the receipt of an appropriate invoice from the YMCA.
8. The relationship of the YMCA to SPS is that of independent contract and neither party shall be responsible for liabilities nor claims against the other.
9. This agreement shall expire June 30, 2026, unless extended in writing by the parties.

INDEPENDENT SCHOOL DISTRICT NUMBER 16
STILLWATER, PAYNE COUNTY, OKLAHOMA (SPS)

_____

Roberta Douglas
President, School Board

YMCA OF GREATER OKLAHOMA CITY
STILLWATER BRANCH (YMCA)

_____

Kelly Kay
President, CEO of YMCA of Greater Oklahoma City

FINALSITE

# Finalsite Master Terms and Conditions

## U.S. EDUCATION AGENCIES

**THESE MASTER TERMS AND CONDITIONS ("MASTER TERMS") APPLY TO ALL SERVICES MADE AVAILABLE TO THE CUSTOMER BY ACTIVE INTERNET TECHNOLOGIES, LLC, dba FINALSITE, A CONNECTICUT LIMITED LIABLITY COMPANY HAVING A PRINCIPAL PLACE OF BUSINESS AT 655 WINDING BROOK DRIVE, GLASTONBURY, CONNECTICUT 06033 AND ITS OPERATING AFFILIATES INCLUDING SCHOOLADMIN LLC, SCHOOLPOINT, INC. AND FINALSITE HOLDINGS (UK) LIMITED (COLLECTIVELY, "FINALSITE"). THE "CUSTOMER" IS A SCHOOL DISTRICT OR OTHER EDUCATION AGENCY WHICH ENTERS INTO AN ORDER WITH FINALSITE PURSUANT TO THESE MASTER TERMS. EACH ORDER EXECUTED BY THE PARTIES FORMS A SEPARATE CONTRACT BETWEEN WHICH INCORPORATES AND IS GOVERNED BY THESE MASTER TERMS (FINALSITE AND CUSTOMER ARE SOMETIMES INDIVIDUALLY REFERRED TO AS A "PARTY" AND COLLECTIVELY REFERRED TO AS THE "PARTIES").**

These Master Terms, together with each fully executed Order and Statement of Work, any applicable Services Rider containing terms and conditions specific to any Services, and any additional contract documents agreed to in writing between the Parties (collectively, the "Customer Contract Documents"), form the contract between Finalsite and the Customer (collectively, the "Agreement").

In the event of any conflict between the terms and conditions of these Master Terms and the terms and conditions of any Order, the terms and conditions of the Order shall control with respect to such Order. In the event of any conflict between the terms and conditions of these Master Terms and the terms and conditions of any Services Rider, the terms and conditions of the Services Rider shall control with respect to the relevant Services. **In the event of any conflict between the terms and conditions of these Master Terms and the terms and conditions of the Customer Contract Documents, the terms and conditions of the Customer Contract Documents shall control.**

**1. Ordering Services.**

1.1 Services Generally. Finalsite agrees to provide the Customer the software as a service ("SaaS") services (collectively, the "Services" or "SaaS Services") described in a mutually agreed ordering document signed by the Parties (each an "Order"). Services may include access to certain software applications and other technology of Finalsite, including hosting, regular support and maintenance any and all regular updates, enhancements, error corrections, bug fixes, and modifications which are made generally available by Finalsite to its customers (collectively, "SaaS Services") and certain professional services, including deployment of the SaaS Services and other professional services, such as website design, training and consulting services (collectively, "Professional Services"). Specific Services are also subject to the terms and conditions included in the Order. The Customer shall only have the right to receive those Services specified in the relevant Order during the duration stated therein. Subject to the terms and conditions of this Agreement, Finalsite shall make the relevant Services available to the Customer on the Effective Date of the applicable Order. In the course of Finalsite providing Services, Finalsite may utilize its employees, affiliates, subcontractors and/or third party service providers ("Representatives") to provide their services to Finalsite as part of Finalsite's provision of Services to the Customer. Finalsite's Representatives include third parties who provide back-up, hosting, support and business recovery services. Finalsite remains responsible for the acts of its Representatives under this Agreement.

**2. Usage Rights and Restrictions.**

2.1 Usage Rights – SaaS Services. Subject to the terms of this Agreement, Finalsite grants the Customer the right to access and use the SaaS Services described in each Order solely by the Customer's employees, faculty, administrators, students, parents of students, alumni and/or third party service providers who are authorized by the Customer to use the SaaS Services on the Customer's behalf (collectively, "Authorized Users"). With respect to public-facing content which the SaaS Services display on behalf of the Customer, Authorized Users include individuals who access screen displays of the SaaS Services on a remote, web-enabled basis in order to view the content which the Customer has chosen to display to the public. The Customer and its Authorized Users shall access the SaaS Services solely via Finalsite hosted portal. The Customer shall have no other access to any Finalsite technology and shall not be entitled to download or otherwise receive a copy of the SaaS Services. Due to the nature of a SaaS delivery model, the SaaS Services to which the Customer is provided access will be the then-current version of such SaaS Services which is made available by Finalsite to its customers generally. The Customer shall be liable for the acts and omissions of its Authorized Users relating to this Agreement and use of the SaaS Services. Finalsite

reserves to itself all rights not expressly granted pursuant to this Agreement.

2.2 Restrictions. The Customer and its Authorized Users shall not (i) access or use the Services beyond the Term and specific scope limitations set forth in the relevant Order; (ii) modify, copy, transfer, translate or create any derivative works based on the SaaS Services; (iii) override or attempt to override or circumvent any security feature, control usage limits with respect to the SaaS Services; (iv) remove or alter any copyright notices, trademarks or other proprietary rights notices contained on or within (or in any materials provided by Finalsite in connection with) the Services; (v) resell or sublicense the Services or use the SaaS Services to provide any services on behalf of any third parties; (vi) violate any applicable law, regulation, order, decree or judgment in connection with the use of the Services, including any content and data utilized thereby; (vii) use or knowingly permit the use of any security testing tools in order to probe, scan or attempt to penetrate or ascertain the security of the SaaS Services, Finalsite's systems or any software applications deployed by or accessible via integration with Finalsite; or (viii) attempt to gain access to the SaaS Services or any Finalsite systems in a manner not expressly authorized in the Agreement. The Customer shall take all reasonable precautions to prevent any virus or other malicious code from compromising the SaaS Services and/or Finalsite systems, including implementing other industry-standard security protections for any browsers used to access the SaaS Services. The Customer shall only enable access to and allow use of the Services in accordance with the express terms of the Agreement. Additional usage limitations or restrictions may be imposed on the Customer's use of the Services in the relevant Order, including limitations on bandwidth and storage.

2.3 Analytics. The Customer acknowledges that Finalsite may track usage of the SaaS Services by the Customer and its Authorized Users (by use of Google Analytics and other similar means) for purposes of providing, enhancing and maintaining its service offerings, collecting and analyzing cookies and other metadata, for analytical, statistical or benchmarking purposes and for creating analytics related to the use of the SaaS Services by Finalsite customers ("Analytics Data"). Analytics Data is created and maintained on an anonymized basis and does not identify individual data subjects. All right, title and ownership of Analytics Data (including all derivative works thereof) is and shall remain solely and exclusively vested in Finalsite.

**3. Service Levels.**

3.1 Finalsite will provide the SaaS Services in accordance with the Service Level Agreement ("SLA") available at https://www.finalsite.com/servicelevels, as may be amended from time to time in a manner that does not materially degrade the service levels set forth therein.

**4. Professional Services.**

4.1 Statement(s) of Work. The Parties may also enter into a Statement of Work (each, a "SOW") to describe the scope of certain Professional Services and specific terms and dependencies relating to those Professional Services. In order to be effective, a SOW must be signed by both Parties and reference the applicable Order. Any modifications or changes to the Services following execution of a SOW must be evidenced by a mutually acceptable amendment signed by both Parties.

4.2 Limitations/ Cooperation. Any timetable set forth in a SOW, Order or other project document is a good faith estimate which is dependent on, among other factors, the Customer's provision of appropriate information, cooperation, assistance, and tasks, including those items which may be identified as the responsibility of the Customer in the SOW. Subject to Section 7.2 of these Master Terms, the Customer shall provide Finalsite access to the Customer's logos and trademarks and other content as may be necessary for Finalsite to perform the Professional Services described in an Order.

4.3 Professional Services Representations and Warranties. Finalsite will provide all Professional Services in a professional and workmanlike manner and in accordance with any and all descriptions or requirements set forth in an applicable SOW. If deliverables are provided as part of the Professional Services and those deliverables do not conform in all material respects to any applicable specifications and other requirements described in the applicable Order or SOW, the Customer shall give Finalsite written notification of the deficiency or non-conformance within thirty (30) days after delivery of such Services. Finalsite then shall, within thirty (30) days of receipt of such written notification, use commercially reasonable efforts to correct the deficiency. The Customer shall provide such support and assistance as reasonably requested by Finalsite to discover the cause or a cure for the reported deficiency or non-conformance.

4.4 E-Verify. Finalsite agrees that it shall register with and use the U.S. Department of Homeland Security's E-Verify system, https://e-verify.uscis.gov/emp, to verify the work authorization status of all newly hired employees engaged to perform Professional Services during the Term of this Agreement.

4.5 Conflicts of Interest/ Anti-Corruption. Finalsite agrees that it will not knowingly engage in transactions which conflict with the interests of the Customer and shall abide by a high standard of ethical conduct in the formation of this Agreement and providing Services hereunder. In particular, Finalsite will not pay kickbacks directly or indirectly to any Customer employee for the purpose of obtaining this or any other agreement with the Customer and agrees to cooperate fully with any investigation involving a possible violation of this Section. Finalsite has provided Customer's employees or Representatives no fees, gifts, gratuities, compensation, or anything of value in violation of applicable law in connection with this Agreement.

**5. Maintenance and Support.**

5.1 Scope. Finalsite shall provide maintenance and support of the SaaS Services, including provision of and all regular updates, enhancements, error corrections, bug fixes and modifications to the SaaS Services in accordance with Finalsite's then-current standard support policies and practices as and when made available to customers generally. Finalsite supports the Customer's browser access to the SaaS Services utilizing the then-current version and one prior version of Internet

Explorer, Microsoft Edge, Safari, Chrome or Firefox. Certain Support Services are accessible through the "Help" section located in the Customer's interface to the SaaS Services. Finalsite reserves the right to discontinue any Service during the Term for any reason, but in such event Finalsite will notify Customer and, as Customer's sole and exclusive remedy, Finalsite will provide a pro-rata refund for any unused portion of the discontinued Services.

5.2 Enhanced Support. Certain support Services (such as expedited or "priority" support) may be purchased by the Customer under an Order, and, in such event, the terms and conditions of such support Services, and associated fees, shall be as described in the applicable Order.

**6. Third Party Technology.**

6.1 Third Party Technology. Finalsite may utilize certain software or other technology of third parties (collectively, "Third Party Technology") in connection with its provision of the SaaS Services. The SaaS Services may be used to enable the Customer to interact with and/or utilize certain Third Party Technology, such as payment processing, online chat services, site translation services, accessibility overlay solutions, font and typography services, and any web service, website, social media platform or online library that enables functionality within a webpage displayed by the SaaS Services. Finalsite shall be responsible for enabling interoperability between the SaaS Services and the Third Party Technology described in the relevant Order. Except for the foregoing, the Customer is solely responsible and liable for the Customer's access to or use of any Third Party Technology.

**7. Ownership.**

7.1 Customer Materials. As between the Customer and Finalsite, Customer Materials are the sole and exclusive property of Customer. "Customer Materials" means, collectively, all data and materials (including text and images) that the Customer and its Authorized Users input, post, submit, or otherwise provide to Finalsite while utilizing the Services and in connection with Finalsite's provision of Services under this Agreement; and Customer's logos and trademarks. The Customer shall be solely responsible and liable for the content, accuracy or completeness of all Customer Materials (including monitoring the content of Customer Materials posted on the SaaS Services), and for any infringement of any third party intellectual property rights resulting from by any Customer Materials.

7.2 Use of Customer Materials. During the Term of this Agreement, Customer grants to Finalsite and its Representatives a non-exclusive, royalty-free license to access, modify, reproduce, display, combine, copy, store, transmit, distribute, and otherwise use the Customer Materials for purposes of performing Finalsite's obligations hereunder. Subject to the terms of the Agreement and to the extent permitted by applicable law, Customer authorizes Finalsite and its Representatives to access and process Customer Materials in countries other than the jurisdiction from which the Customer Materials were originally collected. Finalsite shall not use Customer Materials except as authorized under this Agreement (including the applicable DPA) and to the extent required, or permitted, by applicable laws or regulations.

7.3 Services. As between the Customer and Finalsite, Finalsite owns all right, title, and interest in and to: (a) the SaaS Services, including the underlying software applications and technology and all application program interfaces ("API's") provided or made available by Finalsite in connection therewith; (b) all documentation, materials, work product and deliverables resulting from or related to the Services; and (c) all enhancements, modifications, updates, upgrades and derivative works thereof and all Intellectual Property Rights in any of the foregoing. Any enhancements, modifications, derivative works or any other intellectual property created directly or indirectly using or referring to the SaaS Services or components thereof, whether created solely by the

Customer, a third party on behalf of the Customer, or jointly by the Customer and Finalsite or a third party on either Party's behalf, belong exclusively to Finalsite, and the Customer hereby irrevocably assigns all rights therein, including all Intellectual Property Rights to Finalsite. For purposes of these Master Terms, "Intellectual Property Rights" means collectively all intellectual or industrial property rights recognized now or in the future under the laws of any jurisdiction throughout the world, including trademarks and trade mark applications, trade names, service marks, patents and patent applications, copyrights, and trade secrets in each case, including any registrations of, applications to register, and renewals and extensions of, any of the foregoing and derivative works and improvements (as such terms are defined and applied under Title 17 and Title 35 U.S.C., respectively).

7.4 Content Restrictions. Customer agrees not to use any Service to store, display, or transmit content that is deceptive, libelous, defamatory, obscene, racist, hateful, infringing or illegal, and to the extent Authorized Users exercise the rights granted to you under this Agreement, Customer represents and agrees that it will ensure that its Authorized Users will also comply with the obligations applicable to such exercise set forth in this Agreement. Finalsite takes no responsibility and assumes no liability for any Customer Materials that it, or any Authorized User, or third party out of Finalsite's control posts, submits, displays, or otherwise makes available via any Service, and Customer agrees Finalsite is acting only as a passive conduit for the online distribution and publications of such Customer Materials.

7.5 Removal of Content. If Finalsite determines in good faith that any Customer Materials could (a) pose a material security risk, (b) be deceptive or perceived as libelous, defamatory, obscene, racist, hateful, or otherwise objectionable, or (c) give rise to potential liability to Finalsite or a violation of applicable law or the terms or restrictions of the Agreement, then Finalsite may remove the offending Customer Materials, suspend Customer's and/or Customer's Authorized Users' use of the Services, and/or pursue other remedies and corrective actions.

7.6 Other Rights. Customer hereby grants Finalsite a limited right and license to use Customer's name, logo and/or other marks for the sole purpose of listing Customer as a user of the applicable Services in promotional materials unless and until Customer provides a written request to discontinue such use.

7.7 Feedback. In the event that the Customer or any of its Authorized Users submit any ideas, suggestions, proposed enhancements, or other feedback relating to the SaaS Services (collectively, "Feedback"), Finalsite shall own all such Feedback without compensation to the Customer or its Authorized Users and the Customer hereby irrevocably assigns all rights, including any Intellectual Property Rights, in such Feedback to Finalsite.

**8. Protection of Personal Information.**

8.1 Provision of Personal Information. In connection with use of the Services set forth in an Order, the Customer and its Authorized Users may from time to time provide Finalsite with certain personally identifiable information of the Customer's students, prospective students, parents of students, faculty, administrators, employees and/or Authorized Users that is protected by various laws and regulations ("Personal Information").

8.2 Data Protection and other Compliance Obligations. Both Parties shall comply with their respective obligations under applicable data privacy laws with respect to Personal Information, including the Family Educational Rights and Privacy Act of 1974, 20 USC 1232g and its implementing regulations, as they may be amended from time to time ("FERPA"), the Protection of Pupil Rights Amendment ("PPRA"), and COPPA. Finalsite will maintain reasonable and appropriate security measures designed to protect Personal Information from unauthorized access, destruction, use, modification and disclosure.

8.3 Customer Data Privacy Obligations. The Customer shall maintain reasonable and appropriate security measures to protect the confidentiality and integrity of its account IDs, passwords, and interaction with the SaaS Services. The Customer shall be responsible for all account activities regardless of whether the activities are authorized by the Customer or undertaken by the Customer, its employees, other Representatives, or Authorized Users; and Finalsite is not responsible for unauthorized access to Customer's account. The Customer shall also comply with all applicable laws and regulatory requirements governing Personal Information utilized and transferred in connection with the SaaS Services.

**9. Additional Data Privacy Terms.**

9.1 Student Data. Personal Information of students, student records and student-generated content (collectively, "Student Data") is the property of the applicable student or legal guardian of the student. During the Term of this Agreement, the Customer shall retain control of all Student Data maintained in

connection with the Services. Finalsite shall take reasonable commercial measures designed to ensure the security and confidentiality of all Student Data. Finalsite and its employees, agents and contractors shall use Student Data only for purposes for which it may utilize Customer Materials under the terms of this Agreement.

9.2 FERPA. Student Data may include "education records" as defined under FERPA. To the extent that Finalsite collects or processes Personal Information in education records in the course of providing Services under this Agreement, it does so as an outsourced institutional function pursuant to FERPA 34 CFR Part 99.31(a)(1) and is designated by the Customer for these purposes as a "school official" with legitimate educational interests. In this regard, Finalsite will comply with its responsibilities as a school official under FERPA. Similarly, the Customer will comply with the responsibilities applicable to it under FERPA. The Customer is responsible to obtain any necessary consents prior to providing Student Data to Finalsite and is wholly responsible for providing annual notice to students and parents or other legal guardians of their rights with respect to FERPA and other applicable law.

9.3 Additional Data Processing Terms. Additional data processing terms applicable to Customer's jurisdiction are available at www.finalsite.com/dpa (each, a "DPA") and are incorporated into and made a part of these Master Terms. Finalsite may amend or supplement any DPA from time to time to address current best practice or to address changes in applicable law. Such additional terms will become part of this Agreement unless Customer objects in writing within ten (10) days of any posted update, provided that any changes required by law shall become part of this Agreement immediately upon the effective date of such change.

**10. Consent to Use/Transfer.**

10.1 Consents. The Customer represents and warrants that at all times during the Term it has obtained all consents necessary for Finalsite to access and use the Customer Materials and Student Data for purposes of providing the Services, including those consents related to the collection, use, maintenance and transfer of Personal Information (including Student Data) in compliance with applicable law and regulatory requirements (including the Children's Online Privacy Protection Act, as amended). Finalsite may rely on this Agreement as the Customer's representation that all necessary consents have been obtained and Finalsite shall not be required to independently verify such fact or compliance by the Customer with applicable law with respect thereto.

10.2 Authorized Use. The Customer further represents and warrants that the use of Personal Information and other Customer Materials by Finalsite, in accordance with the terms of the Agreement, does not and will not violate any applicable law or regulatory requirements, or result in the breach of any covenant or obligation that the Customer has to any person or entity. The Customer acknowledges that Finalsite has no responsibility to review or monitor any Customer Materials, including reviewing or determining the legality, accuracy or completeness of Customer Materials. Finalsite, however, reserves the right to take any action with respect to the Services that Finalsite deems necessary or appropriate in its sole discretion if Finalsite reasonably believes the Customer's use of the Services could violate applicable law or regulatory requirements, create liability for Finalsite, its affiliates and/or its suppliers, or could otherwise compromise or disrupt services provided to other customers.

**11. Customer Responsibilities.**

11.1 Hardware and Customer Procedures. In addition to its other responsibilities as set forth in this Agreement, the Customer is solely responsible for and assumes all liability relating to (i) decisions about the Customer's computer and communications systems needed to access the SaaS Services; (ii) all purchases of any necessary hardware, software, services or licenses required by the Customer to access and use the SaaS Services as contemplated in this Agreement; (iii) the Customer's procedures and criteria, including any claim by an applicant, student, parent or employee arising from the Customer's procedures or criteria and any violation of any applicable statutory or regulatory requirements resulting from implementation of the Customer's procedures and criteria; and (iv) provision and maintenance of all domains and URLs used by the Customer and its Authorized Users to access the Services.

11.2 Compliance with Law. The Customer and its Authorized Users shall comply with all applicable law and regulatory requirements in their respective execution, delivery and performance of this Agreement and access to and use of the Services.

11.3 Terms of Use. Access and use of the Services is contingent upon compliance with the terms and conditions of this Agreement. The Customer warrants and covenants that neither the Customer or its Authorized Users will: (i) use the Services, in whole or in part, to store, initiate or transmit material (including Customer Materials) that is infringing, libelous, defamatory, abusive, harmful to minors, designed to cause annoyance, inconvenience or distress to any

person; comprises unsolicited marketing in violation of third-party privacy or property rights, or otherwise violate applicable law: (ii) interfere with, unreasonably burden, or disrupt the integrity or performance of the Services or third-party data or content contained therein;
(iii) attempt to gain unauthorized access to the Services or its related systems or networks; or (iv) provide the Services to third parties who are not Authorized Users, including, by resale, license, loan or lease. The Customer will use best efforts to prevent and/or block any prohibited use, and will cooperate with Finalsite to prevent or cease such use from continuing. The Customer will notify Finalsite in writing within three (3) business days of discovery of facts indicating that the Services are being used in violation of the Agreement or applicable law, describing such violation(s), and the basis for such knowledge, and shall fully cooperate with Finalsite to remedy such violation. The Customer shall be solely responsible and liable for such violative use.

**12. Term of the Agreement/Orders.**

12.1 Term. This Agreement shall become effective on the effective date of the first Order entered into by the Customer and Finalsite and shall continue through the termination date of all Orders hereunder (the "Initial Term"), unless terminated earlier in accordance with the provisions of this Agreement. The term of any Order shall be stated in the Order, provided however that unless otherwise provided in any Order, the term of each Order shall automatically renew for successive terms of equal duration to the initial term stated therein (each, a "Renewal Term"), unless either Party provides written notice of its intent not to renew at least ninety (90) days prior to the expiration of the then-current term. The Initial term and all Renewal Terms are collectively referred to as the "Term".

**13. Termination.**

13.1 Uncured Breach. In the event either Party defaults in any obligation in this Agreement or any Order, the non-defaulting Party shall give written notice of such default. If the Party in default has not cured the default within thirty (30) days of receipt of the notice, the non-defaulting Party may terminate this Agreement by delivering written notice thereof to the defaulting Party.

13.2 Insolvency. Either Party may terminate this Agreement effective immediately upon written notice in the event that the other Party: (i) makes a general assignment for the benefit of creditors; (ii) institutes proceedings seeking relief or reorganization under any laws relating to bankruptcy or insolvency or (iii) has a court of competent jurisdiction appoint a receiver, liquidator, or trustee over all or substantially all of such Party's property or provides for the liquidation of such Party's property or business affairs.

13.3 Inactivity. Either Party may terminate this Agreement upon written notice at any time when there are no Orders then in effect. In addition, this Agreement shall automatically expire if there are no Orders or SOWs in effect for a continuous period of six (6) months.

13.4 Convenience. The Customer shall have the right to terminate any Order for convenience, contingent upon satisfying the following conditions: (i) the Customer must provide Finalsite with at least ninety (90) days prior written notice of termination of the applicable Order, including the effective date of termination; and (ii) the Customer must pay Finalsite (on or before the effective date of termination) one hundred percent (100%) of all remaining fees due under the terminated Order as of the effective date of such termination, in addition to actual expenses incurred by Finalsite as of the termination date.

13.5 Termination for Lack of Funding. The Customer represents that it has sufficient available funds to pay for the Services purchased under each Order through at least the end of the then-current fiscal year. If sufficient funds are not appropriated by the Customer's public funding body to pay in full the fees due under such Order for any fiscal year thereafter during which an Order is in effect, then the Customer shall have the right to terminate the relevant Order by providing Finalsite written notice of termination at least ninety (90) days prior to the first day of the fiscal year for which sufficient funds will not be available and by paying Finalsite in full for all fees and expenses due through the end of the then-current fiscal year. The Customer agrees that the termination rights set forth in this Section 13.5 will not apply if funds are appropriated to it for the acquisition, retention or operation of software or other services substantially similar to the Services provided by Finalsite under this Agreement. The Customer agrees to use its best efforts to obtain and maintain sufficient funds to make all payments due hereunder and commits that it will only utilize this provision in the event that, despite its good faith best efforts to continue to fund all Orders under this Agreement, such funds are not appropriated by the relevant funding body.

13.6 Effects of Termination. Termination of this Agreement or any Order or SOW shall terminate all Services provided by Finalsite thereunder without the requirement of additional notice by Finalsite, and the Customer and its Authorized Users shall cease all use of the applicable Services on or before the effective date of termination or expiration. The due dates of all payments

owed by the Customer to Finalsite under this Agreement shall become due on the effective date of termination or expiration.

**14. Subcontractors.**

14.1 Use of Third Party Contractors. Subject to the terms of this Agreement, including the relevant DPA and applicable law, Finalsite may utilize third party subcontractors and/or subprocessors in its sole discretion to perform, or support performance of, any Services under this Agreement. In such event, Finalsite shall not be relieved from its obligations under this Agreement. The Customer hereby provides its general consent to Finalsite to such subprocessing. A current list of subprocessors utilized by Finalsite in provision of Services can be found at https://www.finalsite.com/subprocessors.

**15. Fees and Expenses.**

15.1 Fees. All fees and expenses payable by the Customer shall be payable in the amounts and on such payment dates as described in the applicable Order. The Customer may ACH or wire payments or pay via check. If the Customer elects to pay via check, the check must be drawn on a U.S. bank. Fees stated in any Order are fixed for the current Term of the Order for the scope of Services described in such Order. Thereafter, Finalsite may increase fees for any Renewal Term effective as of the commencement of such Renewal Term by providing at least thirty (30) days' advance written notice to the Customer of the increase. Any requested changes to the scope of Services requested by the Customer shall be subject to additional fees, which shall be reflected in an amendment to the existing Order or a new Order executed by the Parties. All amounts payable by the Customer under this Agreement will be paid to Finalsite without setoff or counterclaim, and without any deduction or withholding. All fees are non-refundable.

15.2 Expenses. In addition to obligation to pay fees, the Customer shall reimburse Finalsite for all travel and other out-of-pocket expenses reasonably incurred by Finalsite in rendering Services to the Customer under any SOW. Except as described in a SOW, all such expenses shall be payable by the Customer upon execution of the relevant SOW.

15.3 Payment Terms. All Services fees are payable annually in advance. Payment for the invoice covering the first year of any Order is due and payable upon execution of the relevant Order. Thereafter, Finalsite will invoice the Customer for each subsequent annual period on each annual anniversary of the effective date of the relevant Order. All invoices under any Order shall be due and payable within thirty (30) days of invoice date. After thirty (30) days from the invoice date, Finalsite may charge interest at the rate of 1.5% per month, or the highest rate allowed by applicable law, whichever is less, on all overdue unpaid amounts until payment is received by Finalsite. All fees incurred by Finalsite for collections (including attorneys' fees and costs) must be paid or reimbursed by the Customer. All invoices shall be sent to the Customer at the billing address set forth in the Order.

15.4 Suspension for Non-Payment. In the event the Customer fails to pay any amounts owing under any Order for sixty (60) days from date of invoice, without limiting its other rights and remedies, Finalsite may suspend Services to the Customer until such amounts are paid in full. Finalsite will provide the Customer prior notice that the Customer's account is overdue before suspending Services.

15.5 Taxes. The Customer shall be responsible for the payment of or reimbursement of Finalsite for any applicable present or future services, sales, use, excise, goods, property, value added or other taxes or duties levied against or upon the provision of SaaS Services (excluding taxes based upon Finalsite's net income). Upon request, the Customer will provide Finalsite with a valid tax exemption certificate authorized by the appropriate taxing authority.

**16. Confidentiality.**

16.1 Confidential Information. In the course of performance of this Agreement, the Parties may receive or have access to information that is confidential to one or the other Party and a Party's Authorized Users (collectively, "Confidential Information"). Confidential Information shall mean non-public materials and information, in whatever form, written, oral or otherwise, that include, but shall not be limited to (i) the SaaS Services, including any modules, functionality or content licensed by Finalsite from third parties; (ii) the distinctive methods or procedures which Finalsite uses in the design, development, licensing, support, or maintenance of the SaaS Services, (iii) each Party's business processes and strategies, (v) all portions of the Customer Materials which are treated as confidential by the Customer; (vi) all Personal Information; and (v) all information clearly identified by either Party as confidential, provided however that a Party's Confidential Information shall not include information that: (a) is or becomes generally available to the public through no act or omission of the other Party; (b) was in the other Party's lawful possession prior to the disclosure and had not been obtained by the other Party either directly or indirectly from the disclosing Party or from a third party whom the receiving Party knows or should know is under an obligation of

confidentiality with the owner of the Confidential Information; (c) is lawfully disclosed to the other Party by a third party without restriction on disclosure; or (d) is independently developed by the other Party.

16.2 Restrictions on Use and Disclosure. Each Party agrees to hold the other Party's Confidential Information in confidence during the Term of this Agreement and following termination for any reason. Except for disclosure to Finalsite's subcontractors and third party service providers who are bound by confidentiality obligations with respect to such Confidential Information and as otherwise provided in the Agreement, each Party agrees not to make the other Party's Confidential Information available in any form to any third party or to use the other Party's Confidential Information for any purpose not intended under this Agreement. Each Party agrees to take all reasonable steps to ensure that Confidential Information is not disclosed or distributed by any person or entity in violation of the terms of this Agreement. Following receipt of a written request and promptly following termination of this Agreement, the other Party shall return to the requesting Party, in whole or in part, the Confidential Information that has been disclosed in tangible form. Each Party may retain a copy of Confidential Information solely for archival purposes.

16.3 Public Records Law. The Customer's obligations under this Section 16 are subject to the state public records laws of the state of the Customer's formation to the extent applicable, *provided that*: (i) the Customer shall provide Finalsite prompt written notice of any public records requests for disclosure of this Agreement and/or any materials and information relating to this Agreement, Finalsite Confidential Information and/or deployment of Finalsite's technology, including Finalsite's responses to any Request for Proposal issued by the Customer; (ii) allow Finalsite to claim any exceptions from disclosure it deems appropriate under applicable law, at Finalsite's cost and expense; and (iii) reasonably cooperate with Finalsite in such efforts.

**17. Representations, Warranties & Disclaimers.**

17.1 Services Warranties. Finalsite warrants to the Customer that during the Term of the Agreement: (i) all Professional Services will be performed in a professional manner, with the requisite level of qualifications, care and skill, exercised consistent with standard industry practices; and (ii) the features and functions of the SaaS Services will comply in all material respects with the description(s) set forth in the applicable standard user guides and administrative guides when used and/or accessed in accordance with the terms and conditions of this Agreement and the applicable Order. The Customer must provide written notice to Finalsite of any alleged defects and the Customer's sole remedy will be for Finalsite to promptly provide modifications or fixes with respect to the applicable non-conformity.

Unless the Customer provides written notice to Finalsite within ten (10) business days following completion of any Professional Services, any claims of breach of warranty with respect to such Professional Services and resulting work product shall be deemed waived.

17.2 Exclusions. The foregoing are excluded from the foregoing services warranties and Finalsite shall not be liable for: (i) the Customer's or its Authorized Users' use and/or access the SaaS Services in a manner which is not in conformance with the terms and conditions of this Agreement and relevant Order; (ii) the Customer's or its Authorized Users' use the SaaS Services with third party data, software or hardware which is incompatible with the SaaS Services; (iii) errors in the SaaS Services resulting from the Customer's or its Representatives' or Authorized Users' configuration or manipulation of the SaaS Services, in each case not specifically recommended in writing by Finalsite; or (iv) reduced performance or non-availability of the SaaS Services resulting from failure of network connections.

17.3 Debarment. Finalsite represents and warrants that neither it nor, to its knowledge, any of its respective employees or other Representatives engaged in the provision of Services under this Agreement have been excluded, debarred, suspended or otherwise deemed ineligible to participate in Federal, state or other U.S. governmental programs, nor is it ,or to its knowledge, its respective employees or other Representatives, included on the list of sanctioned parties maintained by the U.S. government, including, without limitation, the List of Specially Designated Nationals and Blocked Persons and Foreign Sanctions Evaders List maintained by the U.S. Department of the Treasury's Office of Foreign Assets Control, the Office of Inspector General, the General Services Administration, or any other state or federal governmental agency.

17.4 Finalsite Validity/ Non-contravention Warranties. Finalsite represents, warrants and covenants that: (i) this Agreement constitutes the valid and binding agreement of Finalsite, duly authorized by all necessary action on the part of Finalsite; and (ii) the execution, performance and delivery of this Agreement by Finalsite are within Finalsite's corporate powers and do not and will not violate (a) the articles of incorporation or bylaws of Finalsite, (b) any law, rule, regulation, judgment, order or decree applicable to Finalsite's performance of its obligations hereunder or contravene or cause a default

under any license, franchise, permit or other similar authorization held by Finalsite, or any agreement to which Finalsite is a party, or (c) require the consent or other action of any person or entity which has not been obtained prior to execution of this Agreement.

17.5 Customer Validity/ Non-contravention Warranties. The Customer represents, warrants and covenants that: (i) this Agreement constitutes the valid and binding agreement of the Customer, duly authorized by all necessary action on the part of the Customer and its governing body; (ii) the Customer has full authority to execute and perform its obligations as contemplated by this Agreement; and (iii) the execution, performance and delivery of this Agreement by the Customer are within the Customer's organizational powers, have been duly authorized by all necessary action on the part of the Customer, and do not and will not violate (a) the applicable organizational documents of the Customer, (b) any applicable law, regulatory requirement, judgment, order or decree or cause a default under any license, franchise, permit or other similar authorization held by the Customer, or any agreement to which the Customer is a party, or (c) require the consent or other action of any person or entity (including in respect of, or filing with, any governmental body, agency or official) which has not been obtained prior to execution of this Agreement. The Customer has provided Finalsite evidence of approval by all governing bodies as required by applicable state law prior to the execution of the Agreement.

17.6 Disclaimers. It is the Customer's sole responsibility to determine the suitability of the Services for the Customer's use. EXCEPT AS EXPRESSLY STATED IN THIS AGREEMENT, AND TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW, FINALSITE AND ITS LICENSORS MAKE NO, AND HEREBY DISCLAIM ANY, REPRESENTATION, WARRANTY OR GUARANTY, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, WITH RESPECT TO THE SERVICES PROVIDED UNDER THIS AGREEMENT, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTY: (1) OF MERCHANTABILITY; (2) OF FITNESS FOR A PARTICULAR PURPOSE; (3) ARISING FROM COURSE OF PERFORMANCE, COURSE OF DEALING, OR USAGE OF TRADE; OR (4) OF NON-INFRINGEMENT OF THIRD PARTY RIGHTS. EXCEPT AS SET FORTH IN THIS SECTION, THE SERVICES ARE PROVIDED "AS IS", WITHOUT ANY FURTHER WARRANTIES OF ANY KIND. FINALSITE AND ITS LICENSORS MAKE NO WARRANTY THAT OPERATION OF THE SAAS SERVICES WILL BE UNINTERRUPTED OR ERROR FREE OR THAT ALL DEFECTS WILL BE CORRECTED. FINALSITE AND ITS LICENSORS MAKE NO, AND HEREBY DISCLAIM ANY, REPRESENTATION, WARRANTY OR GUARANTY, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, REGARDING ANY THIRD PARTY TECHNOLOGY.

17.7 Liability Limits. EXCEPT TO THE EXTENT EXPRESSLY PROHIBITED BY LAW, EXCEPT FOR AMOUNTS OWED BY CUSTOMER UNDER THIS AGREEMENT, FOR ALL CLAIMS BY A PARTY, WHETHER SUCH CLAIMS ARE MADE IN CONTRACT, TORT, OR OTHERWISE, A PARTY'S POTENTIAL RECOVERY SHALL BE LIMITED TO THE ACTUAL, DIRECT DAMAGES SUFFERED BY SUCH PARTY UP TO THE ACTUAL AMOUNT PAID OR PAYABLE BY CUSTOMER TO FINALSITE UNDER THE ORDER UNDER WHICH THE CLAIM AROSE DURING THE TWELVE (12) MONTHS PRIOR TO THE INITIAL ASSERTION OF CLAIM(S) FOR THE SPECIFIC SERVICE(S) GIVING RISE TO SUCH CLAIM(S).

17.8 Waiver of Indirect Damages. EXCEPT TO THE EXTENT EXPRESSLY PROHIBITED BY LAW, IN NO EVENT SHALL A PARTY (IN THE CASE OF FINALITE INCLUDING ITS SUPPLIERS, LICENSORS, SERVICE PROVIDERS AND/OR SUBCONTRACTORS) BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, EXEMPLARY, SPECIAL OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFIT OR COSTS OF SUBSTITUTE SERVICES) SUFFERED BY CUSTOMER, HOWEVER CAUSED, REGARDLESS OF THE THEORY OF LIABILITY, WHETHER IN CONTRACT, TORT, PRODUCT LIABILITY OR OTHERWISE, EVEN IF FINALSITE HAS BEEN PREVIOUSLY ADVISED OF THE POSSIBILITY, OR HAS CONSTRUCTIVE KNOWLEDGE, OF SUCH DAMAGES, AND NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE. EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, THIS AGREEMENT SHALL NOT CONVEY UPON ANY THIRD PARTY ANY RIGHTS HEREUNDER, AND NO THIRD PARTY SHALL BE DEEMED A THIRD PARTY BENEFICIARY.

17.9 Customer Procedures and Criteria. In the event the Services described in an Order include implementation of procedures or criteria specified by the Customer (such as the Customer's admission criteria and enrollment procedures), Finalsite expressly disclaims all liability associated with the content, and results obtained by use, of such procedures and criteria. The Customer is solely responsible for the scope if such procedures and criteria and reviewing the Services as configured by Finalsite to ensure compliance with the Customer's procedures and/or criteria. FINALSITE ASSUMES NO RESPONSIBILITY OR LIABILITY WITH RESPECT TO WHETHER THE CUSTOMER'S PROCEDURES OR CRITERIA COMPLY WITH APPLICABLE LAW OR REGULATORY REQUIREMENTS. TO THE EXTENT THAT CUSTOMER'S PROCEDURES OR CRITERIA VIOLATE ANY APPLICABLE LAWS OR REGULATORY REQUIREMENTS, FINALSITE RESERVES THE RIGHT TO REFUSE TO

IMPLEMENT SUCH PROCEDURES OR CRITERIA WITHOUT LIABILITY HEREUNDER.

**18. Affirmative Action, Equal Employment Opportunity**

18.1 Non-Discrimination. Finalsite is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, sex, national origin, age, marital status, disability, public assistance status, veteran status, or sexual orientation and are committed to follow these practices of non-discrimination, equal employment opportunity, and affirmative action. Finalsite shall use good faith efforts to ensure implementation of this policy in its employment practices, including recruitment, layoff or termination, rates of pay or other forms of compensation, and selection for training. Where required by applicable law, Finalsite has implemented written affirmative action plans.

**19. Background Checks**

19.1 Background Checks. If any Finalsite employees or agents shall have access to the Customer facilities, Student Data or other Confidential Information, Finalsite shall screen all such employees and agents, including interviews, reference checks, and credit history, as applicable to the scope of such access. Finalsite shall conduct criminal background checks in accordance with state and federal law for Finalsite employees and who may have direct contact with children under this Agreement. Background checks will be done prior to any contact with children, and shall be done in accordance with applicable state and federal laws.

**20. Insurance.**

20.1 Minimum Coverage Limits. At all times during the Term of this Agreement, Finalsite shall maintain the following minimum insurance coverages and shall provide a certificate of insurance evidencing such coverages to the Customer upon request.

(i) Commercial General Liability coverage in the amount of $1,000,000 per occurrence and $2,000,000 general aggregate;

(ii) automobile liability coverage in the amount of $1,000,000 combined single limit;

(iii) umbrella liability coverage, occurrence based with limits of at least $5,000,000 per occurrence and in the aggregate;

(iv) workers' compensation and employee liability coverage for statutory limits; and

(v) professional, data privacy and network security coverage with an aggregate limit of $5,000,000.

**21. Modifications/ Amendments.**

This Agreement (including any Order and/or SOW) can only be modified or amended by a written agreement signed by persons authorized to sign agreements on behalf of each of the Parties.

**22. Waiver.**

No failure to exercise and no delay in exercising on the part of either Party, or partial exercise, shall operate as a waiver of any right under this Agreement. A waiver on one occasion shall not operate as a waiver on other occasions.

**23. Severability.**

If any term or provision of this Agreement or application of the terms of this Agreement to the Parties shall to any extent be held invalid or unenforceable by a court of competent jurisdiction, then such invalidity will not affect the remainder of this Agreement and each other term and provision shall be valid and enforceable to the fullest extent permitted by law.

**24. Relationship of Parties.**

The Parties are independent contractors and will have no power or authority to assume or create any obligation or responsibility on behalf of each other. This Agreement will not be construed to create or imply any partnership, agency or joint venture, association, or other form of agency relationship between the Parties. A Party and its respective personnel shall not be eligible to participate in any employee welfare or other benefit plans, however characterized, which may be maintained by the other Party. Each Party agrees to assume all responsibility and liability for any and all federal and state employers' liability, workers' compensation, social security and unemployment insurance requirements with respect to its respective personnel. Each Party agrees to pay and report (or require to be paid and reported) all federal, state and local income, employment and payroll withholding taxes and other governmental taxes or charges for its respective personnel as may be applicable.

**25. Assignment.**

This Agreement may not be transferred or assigned directly or indirectly by either Party, in whole or in part, without the prior written consent of the other Party, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, Finalsite may freely assign this Agreement to an affiliate and/or in connection

with a change of control transaction or sale of substantially all of its business or assets as a going concern.

**26. Force Majeure.**

Either Party will be excused from delays in performing or from failing to perform its obligations under this Agreement (except for payment obligations which may be delayed but shall not be so excused) to the extent the delays or failures result from causes beyond the reasonable control of the Party. Without limiting the generality of the foregoing, such causes include acts of God, the public enemy, fires, floods, storms, earthquakes, riots, terrorism, strikes, blackouts, wars or war operations, restraints of government, including public states of emergency, utility or communications failures, denial of service, hacking and other malicious attacks and activities, software viruses, telecommunications slow-downs or failure, erroneous data transmission, and causes which could not, with reasonable diligence, be controlled or prevented by the Party. However, to be excused from delay or failure to perform, the Party must promptly provide written notice to the other Party and act diligently to remedy the cause of the delay or failure.

**27. Entire Agreement.**

This Agreement, including any and all Orders, SOWs, Exhibits, Schedules, Attachments and material incorporated by reference, contains the entire agreement of the Parties relating to the rights granted and obligations assumed in this Agreement. This Agreement represents the complete and final agreement of the Parties and supersedes and replaces all prior or contemporaneous oral or written agreements, understandings or commitments between the Parties, including any purchase order. For clarity, while the Customer may utilize a purchase order for its internal administrative purposes, any terms or conditions in any such purchase order shall be deemed null and void and the terms and conditions of this Agreement shall solely govern and control.

**28. Indemnification.**

28.1 Finalsite Indemnity. Finalsite will indemnify and defend the Customer against any third-party claim and cause of action and any resulting loss, damage or expense (including reasonable attorney's fees) awarded against the Customer to the extent caused by (i) any fraud or willful misconduct by Finalsite or its Representatives; or (ii) the infringement by the SaaS Services, as provided by Finalsite and used in accordance with the terms of this Agreement and the relevant Order, of any Intellectual Property Rights of such third party. If any SaaS Services are held or believed to infringe any third party's Intellectual Property Rights, Finalsite may, in its sole discretion, (i) modify the relevant SaaS Services to be non-infringing, (ii) obtain for the Customer the right to continue using the relevant SaaS Services or (iii) if neither (i) nor (ii) are commercially practicable, terminate the relevant Order as to the alleged infringing SaaS Services and return to the Customer any unearned fees for use of such SaaS Services prepaid by the Customer to Finalsite.

28.2 Exclusions. The foregoing indemnity will not apply and Finalsite will not be liable for any damages assessed in any cause of action to the extent such cause of action arises or damages result from (i) the Customer's or its Authorized Users' use of the relevant SaaS Services other than as set forth in this Agreement and the relevant Order; or (ii) the combination, operation or use of the relevant SaaS Services with software, hardware, technology or other materials not approved or supplied by Finalsite, if infringement (including, without limitation, contributory infringement) would have been avoided by use of the relevant SaaS Services without such software, hardware, technology, or other materials.

28.3 Customer Indemnity. Except to the extent expressly prohibited by law with respect to immunity of government entities applicable to the Customer, the Customer shall indemnify and hold Finalsite, its licensor's and each such party's affiliates, officers, directors, employees, attorneys and agents harmless from and against any and all third party claims, costs, damages, losses, liabilities and expenses (including attorneys' fees and costs) awarded against Finalsite to the extent caused by: (i) any fraud willful misconduct of the Customer or its Representatives or Authorized Users; (ii) the infringement by the Customer Materials, and/or any Third Party Technology provided to Finalsite or input into the SaaS Services by the Customer or its Authorized Users, of the Intellectual Property Rights of a third party; and (iii) the nature, substance or content of the Customer Materials (such as a defamation claim, an invasion of privacy claim, a claim arising from lack of consent to use the Customer Materials).

28.4 Indemnity Procedure. The indemnities set forth in this Agreement are conditioned on the following: (i) the party claiming indemnification (the "Indemnitee") shall promptly notify the indemnifying party (the "Indemnitor") of any matters in respect of which it seeks to be indemnified, and shall give the Indemnitor full cooperation and opportunity to control the response thereto and the defense thereof, including without limitation any settlement thereof; (ii) the Indemnitor shall have no obligation for any claim under this

Agreement if the Indemnitee makes any admission regarding such claim involving the Indemnitor without the prior written consent of the Indemnitor, which consent shall not be unreasonably withheld; and (iii) the Indemnitee's failure to promptly give notice to the Indemnitor shall affect the Indemnitor's obligation to indemnify the Indemnitee only to the extent the Indemnitor's rights are materially prejudiced by such failure. The Indemnitee may participate, at its own expense, in such defense and in any settlement discussions directly or through counsel of its choice. Each party will take reasonable steps to mitigate any potential damages. If both the Indemnitor and Indemnitee are at fault, then the Indemnitor shall indemnify the Indemnitee only for the percentage of responsibility for the damage or injuries attributable to the Indemnitor.

28.5 Exclusive Remedy. THIS SECTION 28 STATES THE ENTIRE LIABILITY AND OBLIGATIONS OF EACH PARTY, AND THE EXCLUSIVE REMEDY OF EACH PARTY, WITH RESPECT TO CLAIMS BY ANY THIRD PARTY.

**29. Conflict Resolution and Applicable Law.**

This Agreement shall be governed, construed, and interpreted in accordance with the laws of the jurisdiction of the Customer's formation, excluding conflict of law principles. If any claim arising out of or relating to the Agreement, or a breach thereof, the Parties will consult with each other to reach a satisfactory solution. If they do not reach settlement within a period of thirty (30) days, then, upon notice by either party to the other, such claim will be referred to arbitration for full and final settlement by a panel of three arbitrators appointed in accordance with the Commercial Rules of Arbitration of the American Arbitration Association. The cost of the arbitration will be borne equally by the Parties.

**30. Export Control.**

Customer shall not export or allow the export or re-export the Services, any components thereof or any Confidential Information of Finalsite without Finalsite's express, prior, written consent and except in compliance with all export control laws and regulations of the U.S. Department of Commerce and all other U.S. agencies and authorities, and, if applicable, relevant foreign laws and regulations.

**31. General Definitions.**

Reference in this Agreement or any Order or other document incorporated by reference into the Agreement to the following words shall have the meaning set forth in this Section 31: (i) "ensure" and its derivatives means to use commercially reasonable efforts to pursue the stated aim and does not imply or constitute any guaranty of results or outcomes or any express or implied covenant, warranty or representation; (ii) "best efforts", "commercially reasonable efforts" and "reasonable efforts" mean acting with diligence and good faith in the performance of the applicable obligation; and (iii) "immediately" means promptly and without undue delay.

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**SERVICES RIDER – MASS NOTIFICATION SERVICES**

The following additional terms and conditions shall apply to any Order in which the Customer purchases access to mass notification Services described in any Order, which may include cell phone calls, SMS text messages, email messages and other notification services (collectively, "Mass Notification Services") and such terms and conditions are incorporated by reference and made a part of the Master Terms.

1. Definitions. For purposes of this Agreement, an "Emergency Purpose", shall have the meaning set forth in the Telephone Consumer Protection Act, 47 U.S.C. § 227, namely, calls made necessary in any situation affecting the health and safety of consumers. "First Responder Incidents" means an occurrence, situation or natural phenomenon which may be immediately threatening to life, health, property or the environment or has a high probability of escalating to cause immediate danger to life, health, property or environment. An "Emergency Message" is a Message sent to all recipients for Emergency Purposes. An "Outreach Message" is a Message sent to one or more recipients for general outreach and informational purposes that is not an Emergency Message. "Student" means the number of full-time students enrolled at Customer's institution.

2. Customer Acknowledgement and Obligations.

a. Customer acknowledges that Customer may use the Mass Notification Services for Emergency Purposes and to send Emergency Messages and Outreach messages. However, the Parties expressly acknowledge and agree that Mass Notification Services are not designed for responding to First Responder Incidents (including notifying 911, fire, police, ambulance, and/or emergency medical personnel).

b. Customer represents and warrants that: (i) it will comply with all applicable laws and contracts in connection with use of contact data for all message recipients ("Contact Data") and the Mass Notification Services, and with respect to the content and transmission of calls, texts, email messages and other messages and notifications (collectively, "Messages") sent using the Mass Notification Services, including, without limitation, all federal and state telemarketing or telephone consumer protection--related laws, rules and regulations, the Telephone Consumer Protection Act (47 U.S.C. § 227) the FCC's implementing regulations (47 C.F.R. § 64.1200) (such laws, rules and regulations, as amended from time-to-time, collectively, the "Telemarketing Laws"), and where applicable, the legislation commonly referred to as Canada's Anti-Spam Legislation (S.C. 2010, c. 23) ("CASL"); (ii) as to each recipient to be contacted by Finalsite on Customer's behalf, Customer has obtained consents that may be required by the Telemarketing Laws, CASL and Customer's applicable privacy policies; (iii) Customer will retain documentary proof of such consents for at least five (5) years from the date the recipient's contact information is provided by Customer to Finalsite; (iv) Customer will suppress and will not provide to Finalsite any contact information for any recipient who has registered their telephone number on the national Do-Not-Call Registry, the transferred cell phone number registry, or any similar state or other registries and who has not provided consent to contact or has otherwise indicated that he or she does not wish to be contacted; (v) Customer will have in place reasonable safety and emergency response policies and procedures to respond to First Responder Incidents which do not utilize the Mass Notification Services; (vi) Customer will not take actions that will subject Finalsite to any liability under applicable law due to the import of Contact Data; (vii) Customer will provide a reasonable means for message recipients to rescind consent to receive Messages and will not send Messages to message recipients who have opted out of receiving Messages; and (viii) where Customer is providing a recipient and/or Student count or other data for the purposes of Finalsite's Service pricing quotations, such information shall be true and correct. Customer will designate qualified personnel to act as liaisons between Customer and Finalsite with respect to technical, administrative and content matters, and providing accurate and current contact information. Finalsite shall have the right to require Customer to provide a legal compliance plan in connection with Customer's use of Finalsite's Mass Notification Services and may audit Customer's compliance with such plan as well as compliance with the terms of this Product Rider. Failure to comply with

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any provision of this Section 2 is a material breach of the Agreement. Except to the extent prohibited by applicable law, including laws providing for the sovereign immunity of government entities, Customer agrees to indemnify, defend and hold Finalsite harmless from and against all third party claims, lawsuits, proceedings, causes of action, and resulting damages, liabilities, losses, judgments, fines, penalties, costs, and expenses (including reasonable attorneys' fees) relating to or arising out of Customer's breach of the foregoing representations, warranties and obligations, or in connection with any claim or action from a third party that arises from the sending (or inability to send or receive), content, or effects of any Messages Customer distributes using, or Customer's failure to use, the Mass Notification Service. In connection with such indemnity and defense obligations related to a third-party claim, lawsuit or proceeding: (i) Finalsite may, in addition to the defense provided by Customer and the counsel of its choosing, participate in such defense through counsel of its own choosing, which participation shall be at its sole expense, and (ii) Customer shall not settle or permit the settlement of any such third-party claim, lawsuit, or proceeding without Finalsite's prior written consent, which consent shall not be unreasonably withheld. This Section shall survive any termination of this Agreement for any reason.

3. Political Activities. The Mass Notification Services shall not be used for political activities.

4. Usage Rating. The Mass Notification Services are subject to usage rating as determined by Finalsite and set forth in the relevant Statement of Work or Order, which may result in additional charges applied throughout the Term based on the level of Mass Notification Services utilized by Customer.

5. Remedies and Disclaimers. In the event of any failure of the Mass Notification Services to comply with the Agreement, Customer's sole and exclusive remedy shall be to terminate the Mass Notification Services. Customer agrees that the Mass Notification Services are not intended, nor designed, for use in high-risk activities or First Responder Incidents, or in any situation where failure of the Mass Notification Services could lead to death, personal injury, or damage to property, or where other damages could result if an error or outage occurred. The Parties further acknowledge and agree that, NOTWITHSTANDING ANY PROVISION TO THE CONTRARY IN THIS AGREEMENT, TO THE EXTENT NOT PROHIBITED BY APPLICABLE LAW, FINALSITE SHALL NOT BE LIABLE FOR ANY DEATH, PERSONAL INJURY, OR DAMAGES ARISING OUT OF OR RELATED TO USE OF THE MASS NOTIFICATION SERVICES. Customer agrees that its primary recourse in the event of any actual or potential First Responder Incident should be to contact 911 or a first responder and that the Mass Notification Services are not intended to replace 911 or any other services designed to respond to First Responder Incidents.

6. Carrier Restrictions. The Mass Notification Services are subject to restrictions placed on Finalsite by mobile and wireless carriers and network operators (collectively, "Carriers"). For example, Carriers may place limits on the number of characters that may be included in a Message and may change Message delivery options, including certain types of codes used to send SMS text messages. Carrier restrictions are not within the control of Finalsite and are subject to change without notice. When a Carrier places new or modified restrictions on Finalsite, certain features and functions of the Mass Notification Services may change as a result without notice to you. Customer acknowledges and agrees that Finalsite will not be responsible or liable for any change in Mass Notification Services that arise from or in connection with Carrier restrictions.

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**SERVICES RIDER – AUDIOEYE**

The following additional terms and conditions shall apply to any Order in which the Customer purchases access to accessibility services provided by AudioEye as described in any Order (the "AudioEye Services") and such terms and conditions are incorporated by reference and made a part of the Master Terms.

1. The AudioEye Services provided in this Order do not provide accessibility or compliance, or otherwise remediate, the following: (i) any documents, spreadsheets, or other non-website content or files accessible via the Customer's domain, (ii) any videos or other multimedia files accessible via the Customer's domain (including embedded videos or multimedia files from third-party platforms), (iii) any non-website applications, (iv) any third-party domains linked from the Customer's domain (including Google Maps or Instagram), (v) any third-party content or widget including plug-ins, iframes or applications, (vi) any plug-ins, iframes or applications that use the flash format, or (vii) a java application that operates in a separate window.

2. The AudioEye terms and conditions set forth at https://www.audioeye.com/terms-of-service/ are incorporated into this Order by reference with respect to access and use of the AudioEye Services.

3. AudioEye will use commercially reasonable efforts to provide Customer with support for the AudioEye Services as specified at https://www.audioeye.com/sla/.

4. Except as provided in the relevant Order, any code modifications to the SaaS Services required to bring Customer's domain into accessibility standards which result from either changes in accessibility standards or content changes made by Customer after the launch date of Customer's domain shall be subject to an additional charge at Finalsite's then-current Professional Services rates.

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Customer: Stillwater School District 16
Created By: Filomena Lucia
New Contract
2/1/2023
Proposal Valid for 30 days

# FINALSITE ORDER

This Finalsite Order (the "**Order**") is entered into by and between Active Internet Technologies, dba Finalsite (**"Finalsite"**) and Stillwater School District 16 ("Customer") and sets forth the terms of Customer's use of the products and services set forth below (**"Pricing Summary"**). This Order, together with the Master Terms and Conditions for Services (the "**Master Terms**") located at http://www.finalsite.com/masterterms/useducationagencies and incorporated herein by this reference, form the entire agreement between the parties in respect of the products and services set forth below. Each of the individuals executing this Order represent and warrant that he or she is authorized to execute this Order on behalf of Customer or Finalsite, as applicable. Unless otherwise specified herein, any capitalized terms used in this Order shall have the meaning defined in the Master Terms. The **"Effective Date"** of this Order is the date on which both parties have signed this Order as reflected in the signature lines below.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

## *A. Pricing Summary*

| **Creative and Deployment Services Package** |
|---|
| **Blackboard WCM Composer Upgrade**<br>The Statement of Work ('SOW') for this Creative Services Package can be reviewed here https://www.finalsite.com/sow-wcm-conv |

| **Composer CMS Platform** |
|---|
| **Core Communications Platform - Blackboard WCM Conversion**<br>View a detailed description of what's included in your software package here https://www.finalsite.com/wcm-conv-pkg |

| **Products Included in Communications Core Platform - Blackboard WCM Conversion** | |
|---|---|
| Finalsite Composer Content Management System | Forms Manager (40 forms pooled) |
| Admin Users. Editors (30) | Granular Permissions |
| Admins with ticketing rights (10) | HTTPS Implementation |
| Bandwidth (14 GB) | Knowledge Base and Product Training Resources |
| Basic Integrated Site Search | Mobile Friendly, Responsive Designs |
| Calendar Manager | News / Blogs via Posts (40 boards pooled) |
| Website cloud storage / 140 GB /mo | Page Based Notifications (Unlimited) |
| Comprehensive Training Program | Published Pages (Unlimited) |
| Content Migration for Tiers 1, 2, 3 | Resources (Media, Galleries, Document Library) |
| District Site and 9 Additional Sites | Secure Hosting & CDN |
| Drag - and - Drop Page Elements | Single Sign-On |
| Faculty / Staff Directory (public facing) | Social Media Feeds for Districts - Embeds |
| Faculty / Staff Portal | Standard Support Plan |

DocuSign Envelope ID: F671C47B-ACE3-476D-B344-6DB6C9C95B12

FINALSITE

Customer: Stillwater School District 16
Created By: Filomena Lucia
New Contract
2/1/2023
Proposal Valid for 30 days

**Additional Products or Services Purchased:**

| **Web Community Manager** | |
|---|---|
| WCM-ESSN | WCM-ESSN |

DocuSign Envelope ID: F671C47B-ACE3-476D-B344-6DB6C9C95B12

FINALSITE

Customer: Stillwater School District 16
Created By: Filomena Lucia
New Contract
2/1/2023
Proposal Valid for 30 days

**Services: Initial Term and Fees:**
The initial term of this Order is for the (5) year period beginning from the Effective Date, unless otherwise outlined in the schedule below (the "Initial Term").

Fees for the Initial Term for the Services specified in the table above are set forth below:

| Total Setup Cost (USD) |
|---|
| $ 0 |

| Schedule | Amount |
|---|---|
| Period 1 - Jul 01 2023 | $ 2,000 |
| Period 2 - Jul 01 2024 | $ 2,200 |
| Period 3 - Jul 01 2025 | $ 2,400 |
| Period 4 - Jul 01 2026 | $ 2,600 |
| Period 5 - Jul 01 2027 | $ 2,800 |

# CONTRACT FOR SERVICES AND/OR PRODUCTS
# ERATE FUNDING YEAR 2025

**Service Provider "Provider"**
OneNet (Oklahoma State Regents)
SPIN:143015254
655 Research Parkway, Suite #100
Oklahoma City, OK 74857
(405) 225-9413

**School/Library "Applicant"**
Stillwater Indep Sch Dist 6
BEN: 140110
314 S Lewis St
Stillwater OK 74074
(405) 533-6300

This contract was made and entered into on this 19th day of May, 2025 by and between Provider and Applicant as specified above.

## SERVICES

The Provider agrees to provide to the Applicant with the services and/or products as specified in the bid response to 470#2500005493**.**

## RECITALS

Pursuant to the Schools and Libraries Universal Services Support Mechanism (E-Rate) contained in the Universal Service Provisions of the Telecommunications Act of 1996 [47 U.S.C. § 254. Telecommunications Act of 1996, Pub.L. No. 104-104, 110 Stat. 56 (1996) ("1996 Act")], Applicant advertised Internet access services. OneNet submitted bid to provide same. In accordance with the requirements of the regulations implementing the Act, Applicant considered the bid and determined that it should be accepted. The parties are now ready to enter into a contract for the furnishing of such services and they set their agreement in writing as follows:

## BANDWIDTH CHANGES

Applicant may need to upgrade bandwidth during the life of this contract and this contract allows for any bandwidth upgrades or downgrade based on bid response to 470#2500005493**,** during the life of the contract as requested and paid for by the Applicant and eligible funding sources. Provider shall credit Applicant for any savings realized from downgrades or substitutions of services under this contract. Provider responded with the following bandwidth options pursuant to the 470 listed above.

OneNet
Oklahoma's Research & Education Network

# CONTRACT FOR SERVICES AND/OR PRODUCTS
# ERATE FUNDING YEAR 2025

## Palo Alto Virtual Firewall Option:

Managed Next-Generation Firewall Services Bundle– The non-E-Rate eligible portion includes threat prevention, PANDB URL Filtering, Global Protect and Wildfire to stop new emerging threats. Subscribers must have OneNet internet access service.

**Both the basic firewall and advanced features are required for both solutions.**

Subscribers are responsible for two costs of firewall services:

- Non-E-Rate eligible advanced features
- Non-discount portion of the cost of E-Rate eligible basic firewall services

### Palo Alto Solution Pricing

| Supports Up To* | Virtual Machine Model Number | Annual Fee Advanced Features *(Non-E-Rate Eligible)* | Annual Fee Basic Firewall (Category 2 *E-Rate Eligible)* | Annual Total Basic Firewall *Plus* Advanced Features |
|---|---|---|---|---|
| 1 Gbps | VM-100 | $1,218.00 | $3,232.00 | $4,450.00 |
| 2 Gbps | VM-300 | $2,349.00 | $4,651.00 | $7,000.00 |
| 4 Gbps | VM-500 | $6,525.00 | $9,255.00 | $15,780.00 |
| 8 Gbps | VM-700 | $13,920.00 | $17,770.00 | $31,690.00 |

### Palo Alto Firewall Advanced Features Include:

**Threat Prevention License** - Threat prevention subscription protects the network from advanced threats by identifying and scanning all traffic—applications, users and content.

**PANDB URL Filtering License** - PANDB automatically prevents attacks that leverage the web as an attack point, including phishing links in emails, phishing sites, malicious sites and pages that carry exploit kits.

**Global Protect** – Global Protect delivers next-generation security platform protection to mobile users to stop targeted cyberattacks, phishing, malicious websites and known and unknown threats.

**WildFire Subscription** – WildFire goes beyond legacy approaches used to detect unknown threats, bringing together the benefits of traditional and cloud-based analysis.

# CONTRACT FOR SERVICES AND/OR PRODUCTS
# ERATE FUNDING YEAR 2025

bandwidth. For more information, call our network services team at 888-5-OneNet.

## Fortinet Virtual Firewall Option:

Managed Next-Generation Firewall Services Bundle– The non-E-Rate eligible portion includes Unified Threat Protection, FortiClient and FortiCloud Sandbox to stop new emerging threats. Subscribers must have OneNet internet access service.

**Both the basic firewall and advanced features are required for both solutions.**

Subscribers are responsible for two costs of firewall services:

- Non-E-Rate eligible advanced features
- Non-discount portion of the cost of E-Rate eligible basic firewall services

### Fortinet Solution Pricing

| Supports Up To* | Virtual Machine Model Number | Annual Fee Advanced Features *(Non-E-Rate Eligible)* | Annual Fee Basic Firewall (Category 2 *E-Rate Eligible)* | Annual Total Basic Firewall *Plus* Advanced Features |
|---|---|---|---|---|
| **1 Gbps** | VM-02 | $656.00 | $3,084.00 | $3,740.00 |
| **2 Gbps** | VM-04 | $1,346.00 | $4,455.00 | $5,800.00 |
| **4 Gbps** | VM-08 | $3,785.00 | $8,762.00 | $12,547.00 |
| **8 Gbps** | VM-16 | $8,014.00 | $16,651.00 | $24,665.00 |

### Fortinet Firewall Advanced Features Include:

**Unified Threat Protection License -** Unified Threat Protection extends threat protection across the entire digital attack surface, providing industry-leading defense against sophisticated attacks. The UTP includes security technologies needed to help protect and defend against known and unknown cyber threats and adds coverage for web and email-based attacks.
**FortiClient** – FortiClient strengthens endpoint security through integrated visibility, control and proactive defense. FortiClient ensures endpoint compliance, mitigates risks and reduces exposure.
**FortiCloud Sandbox** – The FortiCloud Sandbox service is an advanced threat detection solution that performs dynamic analysis to identify previously unknown malware.

* These values are accurate for most cases; however, other variables can contribute to the firewall's ability to support the listed bandwidth. For more information, call our network services team at 888-5-OneNet

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## AGREEMENT

For and in consideration of the payment of the sums of money specified herein, together with other good and valuable consideration, Provider does hereby agree to furnish, and Applicant does hereby agree to accept and pay the discounted price for the services bid. The term of this contract shall commence on July 01, 2025 with an option of four (4) voluntary annual renewals. If all four (4) voluntary annual renewals are exercised, the contract will expire on (a) June 30, 2030 for recurring services and will continue on a month-to-month basis until services are cancelled by the customer's authorized administrator (b) September 30, 2030 for non-recurring services. The contract expiration for non-recurring services shall be automatically extended to align with SLD authorized extensions due to late funding and changes in products and/or services approved on or after March 1st. The contract may be renewed by mutual ratification by both parties. If upgrade of services is requested, the ratification of this agreement will comply with rates within this agreement. Services will continue on a month-to-month basis if mutual annual ratification is not agreed upon until services are cancelled by the customer's authorized administrator. If the Schools and Libraries Division ("SLD"), Administrator of the Universal Services Support Mechanism, or its successor, should fail to approve all of or any part of the services and products covered by this contract, the Applicant shall have the right, at its option, to cancel this contract, as to that part of the services and products disallowed for discount pricing. If, after approval of discount funding by SLD or its successor, Applicant's governing board should fail to approve all of or any part of the services and products covered by this contract, the Applicant shall have the right, at its option, to cancel this contract as to that part of the services and products disallowed by the governing board, but agrees to pay any outstanding charges due.

# CONTRACT FOR SERVICES AND/OR PRODUCTS
# ERATE FUNDING YEAR 2025

## PAYMENT and DISCOUNTS

Provider will invoice Applicant for all services provided in accordance with this contract. Provider understands that the Applicant is participating in the Schools and Libraries Division ("SLD"), Universal Services E-Rate Program to receive discounts on eligible services. Services will be discounted within 30 days of the Providers receipt of confirmation that SLD has approved Applicant's Form 486.

If the Applicant is also participating in the Oklahoma Corporation Commissions (OCC) Special Oklahoma Universal Service Fund (OUSF), the Applicant will receive additional discounts on eligible services for Schools and Libraries. Provider agrees to request said funding within 30 days of receipt of a correctly completed OUSF Affidavit from Applicant Upon approval of OUSF, OneNet will begin invoicing OUSF for any eligible amounts within 60 days of approval.

If Applicant funding is not approved through these funding mechanisms, the Applicant is obligated to pay the balance due after all approved discounts are applied. If the Applicant is ineligible, then the Applicant is responsible for 100%.

Provider is obligated to participate in and be compliant with the rules and requirements of the both programs stated above.

Billing begins on the date your service becomes operational; requested bandwidth is provisioned, open and ready for data flow. Any delay on Applicants end such as equipment is on order or a demarcation has yet to be extended will not constitute cause for deferment of billing.

Billing continues until OneNet receives written notice of cancellation from customer's authorized administrator. Depending on the configuration of your service, the termination of OneNet services may incur service fees from one or more of our telecommunications partners. The Applicant shall be responsible for telecommunication service fees levied as the result of customer's voluntary cancellation.

For and in consideration of the payment of the sums of money specified herein, together with other good and valuable consideration, Provider does hereby agree to furnish, and Applicant does hereby agree to accept and pay the discounted price for the services bid.

**Stillwater ISD Alto Virtual Firewall VM-700 at a rate of $7,000.00 of which $31,690.00 is Erate eligible and $17,770.00 is ineligible for Erate funding; for funding year 2025-2026**

Executed and delivered on the day and year first written above.

| **For Provider:** | | **For Applicant:** | |
|---|---|---|---|
| Signature | Date | Signature | Date |
| Printed Name: | | Printed Name: | |
| Title: | | Title: | |

OneNet
Oklahoma's Research & Education Network

# CONTRACT FOR SERVICES AND/OR PRODUCTS
# ERATE FUNDING YEAR 2025

RK Black, Inc.
Technology Solutions That Work

3401 NW 63rd St., Suite 200
Oklahoma City, OK 73116
(405) 943-9800 | rkblack.com

# Service Agreement

| Order #: | 7609 | Order Date: | 06/04/2024 | Sales Representative: | Gary Hackett |
|---|---|---|---|---|---|

| Installed At | |
|---|---|
| *Customer #:* RKS44 | |
| **Stillwater Public Schools Board Of Education** | |
| 314 S Lewis St | |
| Stillwater, OK 74074-3500 | |
| ***Contact:*** | Bryan Bloomer |
| ***Phone:*** | (405) 707-5001 |
| ***Email:*** | bbloomer@stillwaterschools.com |

| Bill To | |
|---|---|
| *Customer #:* RKS44 | |
| **Stillwater Public Schools Board Of Education** | |
| 314 S Lewis St | |
| Stillwater, OK 74074-3500 | |
| ***Contact:*** | Accounts Payable |
| ***Phone:*** | (405) 533-6300 |
| ***Email:*** | billing@stillwaterschools.com |

| Installation and Service Agreement Terms | Must be **initialed** by Client in the block to the left of the agreement terms. |
|---|---|
| | **TotalCare Coverage - Includes Parts, Labor, Travel & Toner. Excludes Paper, Staples & Third-party Accessories.** |

| Service Payment | Billing Cycle | Overage Billing Cycle |
|---|---|---|
| $0.00 | Quarterly | Quarterly |

| Brand / Model | Serial # | EQID # | Base Price (plus tax) | Beginning Meter | | Images Included | | Overages Billed | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | B&W | Color | B&W | Color | B&W | Color |
| Kyocera TASKalfa 6004i(30) | | | | | | | | 0.0071 | |
| Kyocera TASKalfa 6054ci(18) | | | | | | | | 0.0071 | See Tiers |
| | | | | | | | | | |
| | | | | | | | | | |
| Kyocera TASKalfa 6054ci Tier 1 Color (6% Fill or Less) | | | | | | | | | $.0143 |
| Kyocera TASKalfa 6054ci Tier 2 Color (6.01% to 10.50% Fill) | | | | | | | | | $.0211 |
| Kyocera TASKalfa 6054ci Tier 3 Color (10.51% and Above Fill) | | | | | | | | | $.0365 |
| | | | | | | | | | |
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**Note:**

| CLIENT Approval | |
|---|---|
| **Subject to Service Agreement Terms & Conditions** | |
| By: | |
| **Duly Authorized Signature** | |
| Printed: | |
| Title: | |
| Date: | P.O. # |

| COMPANY Approval | |
|---|---|
| By: | |
| **Duly Authorized Signature** | |
| Printed: | **Gene Daniel** |
| Title: | **Service Manager** |
| Date: | **06/04/2024** |

**ANY MODIFICATION TO THIS AGREEMENT MUST BE MADE IN WRITING & APPROVED BY THE CLIENT & A COMPANY SERVICE MANAGER**

**For Internal Use:** Tech # _____ Territory # _____

Form Revised: 3 / 20 / 2013

# **SERVICE AGREEMENT** TERMS & CONDITIONS

**1. AGREEMENT:** You appoint us and we accept the appointment to provide the services described in this agreement with respect to the equipment listed on the face of this agreement under "Brand / Model" (the "Equipment"). You agree to all of the terms and conditions included herein and in any invoices that we send you under this agreement, which together are a complete statement of the parties' agreement regarding the Equipment (the "Agreement"). This Agreement will become effective upon signing by the parties.

**2. TERM:** The term of this Agreement begins on the latter of (i) the date of Equipment delivery to you, or (ii) the date that you sign this Agreement, and continues for 1 year. Upon expiration of any term, this Agreement will automatically renew for an additional 1 year term at prevailing rates in effect at the time of each renewal unless either party provides written notice of termination to the other party at least 30 days before the end of any such term. In the event of termination, you are responsible for providing us a final meter reading so we may issue a final invoice for services. If you do not provide us a final meter reading, you agree to accept our estimate based on your typical usage over the previous six (6) months.

**3. YOUR OBLIGATIONS:** You agree to maintain the Equipment in a safe, suitable operating environment to include (a) clean, consistent and appropriate power; (b) temperature between 60 & 90 degrees Fahrenheit; (c) relative humidity between 50% & 80%; and (d) a reasonable amount of space for us to make any necessary inspections or repairs. You agree to maintain these conditions at your expense. You agree to (a) allow us access to the Equipment during our normal business hours, 8 am to 5 pm, Monday through Friday, excluding holidays ("Normal Business Hours"); (b) provide accurate Equipment meter readings when requested by us; and (c) to pay us for all services provided under this Agreement.

**4. EQUIPMENT INSPECTION:** We are responsible for inspecting each item of Equipment within 30 days of assuming service responsibility. If the inspection reveals that any item of Equipment is not in safe or normal operating condition, we will notify you within the next 30 days (or such shorter period as is necessary to avoid material risk of personal injury or property damage), and you will be responsible for bringing that item into safe and normal operating condition. If you request us to do so, we will make necessary repairs in accordance with our standard rates then in effect for such service. We will not be required to provide maintenance services for any item of Equipment that you do not maintain in a safe and normal operating condition.

**5. GENERAL MAINTENANCE:** If you selected the General Maintenance Plan, we will provide parts, labor, preventative maintenance & travel during our Normal Business Hours. General Maintenance does not include toner, image and fusing kits, paper or staples. If, in our reasonable discretion, the Equipment needs chronic, excessive repair ("Nonconforming Equipment"), we will notify you and we will no longer be responsible for service under this Agreement.

**6. TOTALCARE COVERAGE:** If you selected the TotalCare Plan, you will receive the General Maintenance services plus a reasonable supply of toner (based on your typical monthly copy volume & manufacturer's projected toner yield). You are responsible for purchasing your own paper and staples. Upon request, we will ship you toner in quantities consistent with your actual use. All toner remains our property until used in the Equipment. If we determine in our reasonable discretion that you have requested an excessive amount of toner, we reserve the right to reduce the amount to be shipped or to charge you for the excess toner, in which case you agree to pay us for the excess toner at our normal retail price. Upon termination of this Agreement, you agree to return unused toner or to pay us for it at our normal retail price.

**7. CONNECTIVITY & LINE FILTER:** If you selected the Annual Connectivity Option, we will provide 1 year of Connectivity Support beyond the initial installation. Annual Connectivity Support includes installation and configuration of workstations or servers for print / scan / fax software, reinstallation, troubleshooting of compatibility issues, and end user training. Annual Connectivity Support does not include any network transport media issues, server or workstation operating system configuration or modification, custom integration with any third party software or hardware, or support for any workstation not physically located at your site. If you purchased a Line Filter, your rights and remedies relating to your use of the Line Filter are provided by the manufacturer's warranty.

**8. CHARGES:** We will invoice you in advance on a periodic basis for the amount listed on the face of this Agreement under "Base Price", and in arrears for any Black & White or Color images that exceed the number of images included, if any, in the Base Price, at the "per image" rate specified under "Overage". For purposes of this Agreement, 2-sided images and/or images on paper larger than legal size (8.5" X 14") will count as two images. Charges for maintenance services not covered by this Agreement will be invoiced at our standard parts and labor rates in effect at the time the service is performed. Images made on loaner equipment will be charged at the rate listed on the face of this Agreement. Sales Tax: You agree to pay sales tax on service billings as required by Oklahoma law. Freight: You agree to pay freight for supplies provided to you under a TotalCare Plan at a rate equal to 3% of the sum of the Base and Overage amounts invoiced. If you have any delinquent invoices for products or services that we sell or lease to you, we may refuse to provide service to you and/or terminate this Agreement and any other Agreement that we have with you. You agree to pay us all costs of collection, including reasonable attorneys' fees. Delinquent invoices will bear interest at the rate of 1.5% per month until paid.

**9. SERVICE EXCLUSIONS:** We may decline to provide maintenance services with respect to the following: (a) any service for Equipment not identified on the face of this Agreement under "Brand / Model" or not subsequently approved by us in writing for coverage under this Agreement; (b) any Nonconforming Equipment; (c) any maintenance or repair service to be provided by you; (d) Equipment that you have moved to a location deemed unreasonable by us; (e) any service or downtime caused by (i) a condition that was triggered or subject to a product recall, (ii) a design, specification or instruction provided by you or your representative, (iii) your failure to fulfill your responsibilities under this Agreement, (iv) the failure of anyone other than us to comply with our written instructions or recommendations, (v) your combining the Equipment with any incompatible item, (vi) any alteration or improper storage, handling, use or maintenance of any part of the Equipment by anyone other than us, (vii) design or manufacturing defects in any items, (viii) anything external to the Equipment not being serviced by us including, without limitation, a building or structural deficiency, power surge, fluctuation or failure, and air conditioning failure, or (ix) anything beyond our reasonable control other than service necessitated by normal Equipment usage.

**10. DEFAULT & REMEDIES:** If you default in the performance of any of your obligations under this Agreement or any other agreement with us, we may (a) enforce this Agreement, (b) recover damages for the default, and (c) exercise any other remedy available to us. If we refer this Agreement to an attorney for collection, you agree to pay our reasonable attorneys' fees and actual costs and expenses of collection. You agree that any delay or failure by us to enforce our rights under this Agreement does not prevent us from enforcing our rights at a later time. No remedy set out in this paragraph is intended to be exclusive. Each remedy will be cumulative but only to the extent necessary for us to recover from you what you owe us.

**11. DISCLAIMER OF WARRANTY / LIMITATION OF LIABILITY: WE EXPRESSLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, RELATED TO THE PERFORMANCE OF SERVICES UNDER THIS AGREEMENT OR RELATED TO THE LINE FILTER, INCLUDING WITHOUT LIMITATION THE WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. YOU AGREE THAT WE WILL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INCIDENTAL, SPECIAL, EXEMPLARY OR PUNITIVE DAMAGES FOR ANY DEFAULT BY US.**

**12. THIRD PARTY SOFTWARE:** Despite any other terms and conditions of the Agreement, you agree that this Agreement does not provide service for any third party software that may be delivered with or installed on the Equipment. You agree that your use of such third party software is governed by the terms and conditions of the end user license agreement for the third party software.

**13. ASSIGNMENT:** You will not assign any of your rights or obligations under this Agreement without our prior written consent, which will not be unreasonably withheld. We may assign our rights and obligations under this Agreement without obtaining your permission. This Agreement will inure to the benefit of and be binding upon the successors and permitted assigns of the parties. This Agreement, together with any invoices we send you, constitutes the entire Agreement of the parties with respect to its subject matter. This Agreement supersedes any and all other agreements, either oral or written, between the parties regarding the subject matter of this Agreement.

**14. CONSENT TO LAW, JURISDICTION & VENUE: This Agreement, including amendments and related invoices, will be governed by and construed in accordance with Oklahoma law, without giving effect to any principle of conflicts of law or choice of law. The parties agree that the venue for any legal action arising out of this Agreement will be in Oklahoma County, Oklahoma. If any provision of this Agreement is declared unenforceable, the other provisions herein will remain in effect.**

**15. DISPUTE RESOLUTION:** Either party will have the right to cause any dispute between us to be resolved by binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association or the rules of such other recognized third party as the parties may agree. The decision to refer a dispute to arbitration will not preclude either of us from seeking appropriate injunctive relief in court if necessary to prevent irreparable harm. The prevailing party in any legal or arbitration proceeding will be entitled to recover all of its costs and expenses, including reasonable attorneys' fees.

| Client Initials: | | Date: | |
|---|---|---|---|

Form Revised: 3 / 20 / 2013

EQUIPMENT FINANCE

# OKLAHOMA ANNUAL RATIFICATION

**AGREEMENT #**
500-0734170-000

Ratification of renewal of Agreement # 500-0734170-000 , between STILLWATER SCHOOL DISTRICT NO 1-16, as Customer and U.S. Bank Equipment Finance, a division of U.S. Bank National Association ("U.S. Bank Equipment Finance"), as Lessor (the “Agreement”). The words “you” and “your” refer to Customer. The words “we,” “us” and “our” refer to Lessor. This Ratification is specific to the aforementioned Agreement # and shall not be incorporated into any future supplements/schedules thereto.

By signing this Ratification, the parties ratify the renewal of the Agreement for the fiscal year that begins after the date of this Ratification. In the event of any conflict between this Ratification and the Agreement, this Ratification shall prevail. In all other respects, the terms and conditions of the Agreement remain in full force and effect and remain binding on Customer.

| **U.S. Bank Equipment Finance** | | **STILLWATER SCHOOL DISTRICT NO 1-16** | |
|---|---|---|---|
| Lessor | | Customer | |
| | | **X** | |
| Signature | | Signature | |
| Title | Date | Title | Date |

NOTE: CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

usbank
EQUIPMENT FINANCE

# State & Local Government Lease Agreement

| APPLICATION NO. | AGREEMENT NO. |
|---|---|
| 3098366 | |

Send Account Inquiries to: 1310 Madrid Street, Suite 101 • Marshall, MN 56258 • Phone: (800) 328-5371 • Fax: (800) 328-9092
Send Payments to: P.O. Box 790448 • St. Louis, MO 63179-0448

The words "Lessee," "you" and "your" refer to Customer. The words "Lessor," "we," "us" and "our" refer to U.S. Bank Equipment Finance, a division of U.S. Bank National Association ("U.S. Bank Equipment Finance").

## CUSTOMER INFORMATION

| FULL LEGAL NAME | | | STREET ADDRESS | |
|---|---|---|---|---|
| STILLWATER SCHOOL DISTRICT NO. 1-16 | | | 314 S Lewis Street | |
| CITY | STATE | ZIP | PHONE | FAX |
| Stillwater | OK | 74074 | 405-353-6300 | |
| BILLING NAME (IF DIFFERENT FROM ABOVE) | | | BILLING STREET ADDRESS | |
| CITY | STATE | ZIP | E-MAIL | |

EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)

## SUPPLIER INFORMATION

| FULL LEGAL NAME | | | STREET ADDRESS | |
|---|---|---|---|---|
| RK Black Inc | | | 3401 NW 63rd Suite 200 | |
| CITY | STATE | ZIP | PHONE | FAX |
| Oklahoma City | OK | 73116 | 405-943-9800 | |

## EQUIPMENT DESCRIPTION

| MAKE/MODEL/ACCESSORIES | SERIAL NO. |
|---|---|
| See Equipment Schedule A | |

together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries.

☒ See attached Schedule A

## TERM AND PAYMENT INFORMATION

60 Payments* of $ 5005.50 *If you are exempt from sales tax, attach your certificate.* *plus applicable taxes*

The payment ("Payment") period is monthly unless otherwise indicated.

## END OF TERM OPTIONS

You may choose one of the following options, which you may exercise at the end of the term, provided that no event of default, non-appropriation or nonrenewal under this Agreement, as applicable, has occurred and is continuing. If no box is checked and initialed, Fair Market Value will be your end of term option. Fair Market Value means the value of the Equipment in continued use. If the selected purchase option for this Agreement is $1.00, unless otherwise required by law, upon your acceptance of the Equipment, title to the Equipment shall be in your name, subject to our interest under this Agreement.

☒ Purchase all of the Equipment for its Fair Market Value, renew this Agreement, or return the Equipment. ____ Customer's Initials
☐ Purchase all of the Equipment for $1.00. ____ Customer's Initials

## LESSOR ACCEPTANCE

U.S. Bank Equipment Finance

LESSOR | SIGNATURE | TITLE | DATED

## CUSTOMER ACCEPTANCE

**BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THIS AGREEMENT ON THIS PAGE AND ON PAGES 2 AND 3 ATTACHED HERETO.**

STILLWATER SCHOOL DISTRICT NO. 1-16 — X Marshall A Baker — Board President — 9-10-24

CUSTOMER (as referenced above) | SIGNATURE | TITLE | DATED

736021194 — Marshall Baker

FEDERAL TAX I.D. # | PRINT NAME

## DELIVERY & ACCEPTANCE CERTIFICATE

You certify and acknowledge that all of the Equipment listed above: 1) has been received, installed and inspected; and 2) is fully operational and unconditionally accepted. Upon you signing below, your promises in this Agreement will be irrevocable and unconditional in all respects. You understand and agree that we have paid for the purchase of the Equipment from Supplier and you may contact Supplier for any warranty rights, which we transfer to you for the term of this Agreement (or until you default).

STILLWATER SCHOOL DISTRICT NO. 1-16 — X Marshall A Baker

CUSTOMER (as referenced above) | SIGNATURE | TITLE | ACCEPTANCE DATE

Board President 9-10-24

## TERMS AND CONDITIONS (Continued on Page 3)

1. **AGREEMENT:** You agree to lease from us the goods ("Equipment") and, if applicable, finance certain software, software license(s), software components and/or professional services in connection with software (collectively, the "Financed Items," which are included in the word "Equipment" unless separately stated) from software licensor(s) and/or supplier(s) (collectively, the "Supplier"), all as described in this Agreement and in any attached schedule, addendum or amendment hereto ("Agreement"). You agree to all of the terms and conditions contained in this Agreement, which, with the acceptance certification, is the entire agreement between you and us regarding the Equipment and which supersedes any purchase order, invoice, request for proposal, response or other related document. This Agreement becomes valid upon execution by us. The term shall start on the date we pay Supplier. The first Payment is due 30 days after the start of this Agreement and each Payment thereafter shall be due on the same day of each month (the "Scheduled Due Date") unless a different due date is mutually agreed to by us and you. If the parties agree to adjust the Payment due date (an "Adjusted Due Date"), in addition to all Payments and other amounts due hereunder, you will pay an interim payment in an amount equal to 1/30th of the Payment, multiplied by the number of days between the Scheduled Due Date and the Adjusted Due Date. If any provision of this Agreement is declared unenforceable, the other provisions herein shall remain in full force and effect to the fullest extent permitted by law.

2. **REPRESENTATIONS AND WARRANTIES OF CUSTOMER:** You hereby represent and warrant to us that: (i) you have been duly authorized under the Constitution and laws of the applicable jurisdiction and by a resolution or other authority of your governing body to execute and deliver this Agreement and to carry out your obligations hereunder; (ii) all legal requirements have been met, and procedures have been followed, including public bidding, in order to ensure the enforceability of this Agreement; (iii) this Agreement is in compliance with all laws applicable to you, including any debt limitations or limitations on interest rates or finance charges; (iv) the Equipment will be used by you only for your essential governmental or proprietary functions of you consistent with the scope of your authority, will not be used in a trade or business of any person or entity, by the federal government or for any personal, family or household use, and your need for the Equipment is not expected to diminish during the term of this Agreement; (v) you have funds available to pay Payments until the end of your current appropriation period, and you intend to request funds to make Payments in each appropriation period from now until the end of the term of this Agreement; and (vi) your exact legal name is as set forth on page one of this Agreement.

3. **INITIAL TERM AND RENEWAL TERM(S):** The term of this Agreement consists of an initial term beginning on the date we pay Supplier and ending at the end of your fiscal year in which we pay Supplier, and a series of renewal terms, each co-extensive with your fiscal year. Except to the extent required by applicable law, if you do not exercise your right to terminate this Agreement under paragraph 6 as of the end of any fiscal year, this Agreement will be deemed automatically renewed for the next succeeding renewal term. An election by you to terminate this Agreement under paragraph 6 is not a default. Notwithstanding anything herein to the contrary, if we cancel this Agreement following a default by you, we may require that you pay the unpaid balance of Payments under this Agreement through the end of your then-current fiscal year, but we may not require you to pay future Payments due beyond that fiscal year or the anticipated residual value of the Equipment. If we sell the Equipment following a default by you, you will not be responsible for a deficiency, except to the extent of our costs of repossession, moving, storage, repair and sale, and our attorneys' fees and costs.

4. **SUPPLEMENTS; SEPARATE FINANCINGS:** To the extent applicable, in the event that the parties hereafter mutually agree to execute and deliver any supplement or schedule ("Supplement") under this Agreement, such Supplement, as it incorporates the terms and conditions of this Agreement, shall be a separate financing distinct from this Agreement or other Supplements thereto. Without limiting the foregoing, upon the occurrence of an event of default or a non-appropriation event with respect to this Agreement or a Supplement (each, a separate "Contract"), as applicable, we shall have the rights and remedies specified in this Agreement with respect to the Equipment financed and the Payments payable under such Contract, and we shall have no rights or remedies with respect to Equipment financed or Payments payable under any other Contract unless an event of default or non-appropriation event has also occurred under such other Contract.

5. **OWNERSHIP; PAYMENTS; TAXES AND FEES:** Except as expressly stated herein, we own the Equipment, excluding any Financed Items. Ownership of any Financed Items shall remain with Supplier thereof. Subject to paragraph 6, you will pay all Payments, as adjusted, when due, without notice or demand and without abatement, set-off, counterclaim or deduction of any amount whatsoever. If any part of a Payment is more than 5 days late, you agree to pay a late charge of 10% of the Payment which is late or, if less, the maximum charge allowed by law. The Payment may be adjusted proportionately upward or downward: (i) if the shipping charges or taxes differ from the estimate given to you; and/or (ii) to comply with the tax laws of the state in which the Equipment is located. You shall pay all applicable taxes, assessments and penalties related to this Agreement, whether levied or assessed on this Agreement, on us (except on our income) or you, or on the Equipment, its lease, sale, ownership, possession, use or operation. If we pay any taxes or other expenses that are owed hereunder, you agree to reimburse us when we request. You agree to pay us a yearly processing fee of up to $50 for personal property taxes we pay related to the Equipment. You agree to pay us a fee of up to $50 for filing and/or searching costs required under the Uniform Commercial Code ("UCC") or other laws. You agree to pay us an origination fee of up to $125 for all closing costs. We may apply all sums received from you to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned for insufficient funds, you will pay us a service charge of $30 or, if less, the maximum charge allowed by law. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

6. **NON-APPROPRIATION OR RENEWAL:** If either sufficient funds are not appropriated to make Payments or any other amounts due under this Agreement or (to the extent required by applicable law) this Agreement is not renewed either automatically or by mutual ratification, this Agreement shall terminate and you shall not be obligated to make Payments under this Agreement beyond the then-current fiscal year for which funds have been appropriated. Upon such an event, you shall, no later than the end of the fiscal year for which Payments have been appropriated or the term of this Agreement has been renewed, deliver possession of the Equipment to us. If you fail to deliver possession of the Equipment to us, the termination shall nevertheless be effective but you shall be responsible, to the extent permitted by law and legally available funds, for the payment of damages in an amount equal to the portion of Payments thereafter coming due that is attributable to the number of days after the termination during which you fail to deliver possession and for any other loss suffered by us as a result of your failure to deliver possession as required. You shall notify us in writing within seven days after (i) your failure to appropriate funds sufficient for the payment of the Payments or (ii) to the extent required by applicable law, (a) this Agreement is not renewed or (b) this Agreement is renewed by you (in which event this Agreement shall be mutually ratified and renewed), provided that your failure to give any such notice under clause (i) or (ii) of this sentence shall not operate to extend this Agreement or result in any liability to you.

7. **EQUIPMENT; SECURITY INTEREST:** At your expense, you shall keep the Equipment: (i) in good repair, condition and working order, in compliance with applicable laws, ordinances and manufacturers' and regulatory standards; (ii) free and clear of all liens and claims other than liens and claims under this Agreement; and (iii) at your address shown on page 1 of this Agreement, and you agree not to move the Equipment unless we agree in writing. To the extent permitted by law, you grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement and any supplements hereto. You authorize and ratify our filing of any financing statement(s) to show our interest.

8. **INSURANCE; COLLATERAL PROTECTION; RISK OF LOSS; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against all risk, with us named as lender's loss payee, in an amount not less than the full replacement value of the Equipment until this Agreement is terminated. You also agree to maintain commercial general liability insurance with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. You will provide written notice to us within 10 days of any modification or cancellation of your insurance policy(s). You agree to provide us certificates or other evidence of insurance acceptable to us. If you do not provide us with acceptable evidence of property insurance within 30 days after the start of this Agreement, we may, at our sole discretion, charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT. As between you and us, and to the extent permitted by law and legally available funds, you are responsible for and shall bear the risk of loss for, shall pay directly, and shall defend against any and all claims, liabilities, proceedings, actions, expenses, damages or losses arising under or related to the Equipment, including, but not limited to, the possession, ownership, lease, use or operation thereof, except that you shall not bear the risk of loss of, nor pay for, any claims, liabilities, proceedings, actions, expenses, damages or losses that arise directly from events occurring after you have surrendered possession of the Equipment in accordance with the terms of this Agreement to us or that arise directly from our gross negligence or willful misconduct. You are responsible for any loss, theft, destruction or damage to the Equipment ("Loss"), regardless of cause, whether or not insured. You agree to promptly notify us in writing of any Loss. If a Loss occurs and we have not otherwise agreed in writing, you will promptly pay to us the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. Any proceeds of insurance will be paid to us and credited against the Loss. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to a Loss.

9. **ASSIGNMENT: YOU SHALL NOT SELL, TRANSFER, ASSIGN, ENCUMBER, PLEDGE OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent.** You shall not consolidate or merge with or into any other entity, distribute, sell or dispose of all or any substantial portion of your assets other than in the ordinary course of business, without our prior written consent, and the surviving, or successor entity or the transferee of such assets, as the case may be, shall assume all of your obligations under this Agreement by a written instrument acceptable to us. No event shall occur which causes or results in a transfer of majority ownership of you while any obligations are outstanding hereunder. We may sell, assign, or transfer this Agreement without notice to or consent from you, and you waive any right you may have to such notice or consent. You agree that if we sell, assign or transfer this Agreement, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. **You agree that our assignee will not be subject to any claims, defenses, or offsets that you may have against us.** This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.

10. **DEFAULT AND REMEDIES:** You will be in default if: (i) you do not pay any Payment or other sum due to us under this Agreement when due or you fail to perform in accordance with the covenants, terms and conditions of this Agreement; (ii) you make or have made any false statement or misrepresentation to us; or (iii) you dissolve, liquidate, terminate your existence or are in bankruptcy. If you are ever in default, at our option, we can cancel this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. We may recover default interest on any unpaid amount at the rate of 12% per year. Concurrently and cumulatively, we may also use any remedies available to us under the UCC and any other law and we may require that you immediately stop using any Financed Items. If we take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement and you will be responsible for any deficiency. In the event of any enforcement of our rights under this Agreement after a default by you, you agree to pay our costs and expenses, including reasonable attorneys' fees and collection agency fee. WE SHALL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE. Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will refund such excess to you, which will be your sole remedy. In the event that legal proceedings relating to this Agreement (other than our enforcement of this Agreement after a default by you) are commenced in any court or before any other tribunal of competent jurisdiction, the legal fees and other reasonable costs and expenses of the prevailing party shall be paid by the non-prevailing party on demand of the prevailing party.

11. **INSPECTIONS AND REPORTS:** We have the right, at any reasonable time, to inspect the Equipment and any documents relating to its installation, use, maintenance and repair. Within 30 days after our request (or such longer period as provided herein), you will deliver all requested information which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof, including the appropriation of funds to pay amounts due under this Agreement. This may include compiled, reviewed or audited annual financial statements within 120 days after your fiscal year end, all in reasonable detail without any qualification or exception deemed material by us. Unless otherwise accepted by us, each financial statement shall be prepared in accordance with generally accepted accounting principles consistently applied and shall fairly and accurately present your financial condition and results of operations for the period to which it pertains.

12. **END OF TERM:** Unless the purchase option is $1.00, you agree to send us written notice at least 30 days before the end of the final renewal term that you want to purchase or return the Equipment, and you agree to so purchase or return the Equipment not later than the end of the final renewal term. If you fail to so purchase or return the Equipment at or before the end of the final renewal term, you shall be a holdover tenant with respect to this Agreement and the Equipment, and this Agreement shall renew on a month-to-month basis under the same terms hereof until the Equipment has been purchased or returned. You shall continue making Payments and paying all other amounts due until the Equipment is purchased or returned. As long as you have given us the required written notice, if you do not purchase the Equipment, you will return all of the Equipment to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. YOU ARE SOLELY RESPONSIBLE FOR REMOVING ANY DATA THAT MAY RESIDE IN THE EQUIPMENT, INCLUDING BUT NOT LIMITED TO HARD DRIVES, DISK DRIVES OR ANY OTHER FORM OF MEMORY.

13. **MISCELLANEOUS:** Unless otherwise stated in an addendum hereto, the parties agree that: (i) this Agreement and any related documents hereto may be authenticated by electronic means; (ii) the "original" of this Agreement shall be the copy that bears your manual, facsimile, scanned or electronic signature and that also bears our manually or electronically signed signature and is held or controlled by us; and (iii) to the extent this Agreement constitutes chattel paper (as defined by the UCC), a security interest may only be created in the original. You agree not to raise as a defense to the enforcement of this Agreement or any related documents that you or we executed or authenticated such documents by electronic or digital means or that you used facsimile or other electronic means to transmit your signature on such documents. Notwithstanding anything to the contrary herein, we reserve the right to require you to sign this Agreement or any related documents hereto manually and to send to us the manually signed, duly executed documents via overnight courier on the same day that you send us the facsimile, scanned or electronic transmission of the documents. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement. Whenever our consent is required, we may withhold or condition such consent in our sole discretion, except as otherwise expressly stated herein. From time to time, Supplier may extend to us payment terms for Equipment financed under this Agreement that are more favorable than what has been quoted to you or the general public, and we may provide Supplier information regarding this Agreement if Supplier has assigned or referred it to us. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications, including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system, from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider. You authorize us to make non-material amendments (including completing and conforming the description of the Equipment) on any document in connection with this Agreement. Unless stated otherwise herein, all other modifications to this Agreement must be in writing and signed by each party or in a duly authenticated electronic record. This Agreement may not be modified by course of performance. Any provision in this Agreement requiring you to pay amounts due under this Agreement upon the occurrence of a default, failure to appropriate funds or failure to renew this Agreement is hereby amended to limit such requirement to the extent permitted by law and legally available funds.

14. **WARRANTY DISCLAIMERS:** WE ARE LEASING THE EQUIPMENT TO YOU "AS-IS." YOU HAVE SELECTED SUPPLIER AND THE EQUIPMENT BASED UPON YOUR OWN JUDGMENT. WE DO NOT TAKE RESPONSIBILITY FOR THE INSTALLATION OR PERFORMANCE OF THE EQUIPMENT. SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF SUPPLIER, AND NOTHING SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATIONS HEREUNDER. **YOU WILL MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, INFRINGEMENT OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS.** SO LONG AS YOU ARE NOT IN DEFAULT UNDER THIS AGREEMENT, WE ASSIGN TO YOU ANY WARRANTIES IN THE EQUIPMENT GIVEN TO US.

15. **LAW; JURY WAIVER:** This Agreement will be governed by and construed in accordance with the law of the state in which you are located. You consent to jurisdiction and venue of any state or federal court in such state and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, **BOTH PARTIES WAIVE ALL RIGHTS TO A TRIAL BY JURY**.

usbank
EQUIPMENT FINANCE

# OKLAHOMA ADDENDUM (STATE AND LOCAL GOVERNMENT)

**AGREEMENT #**
3098366

Addendum to Agreement # 3098366 and any future supplements/schedules thereto, between STILLWATER SCHOOL DISTRICT NO. 1-16, as Customer and U.S. Bank Equipment Finance, a division of U.S. Bank National Association ("U.S. Bank Equipment Finance"), as Lessor. The words "you" and "your" refer to Customer. The words "we," "us" and "our" refer to Lessor.

The parties wish to amend the above-referenced Agreement by adding the following language:

The Agreement will terminate at the end of each fiscal year unless you and we ratify the renewal thereof, and any such termination will be treated as a non-appropriation under the Non-Appropriation or Renewal paragraph of the Agreement.

If your end-of-term option is the purchase of all Equipment for $1.00 or $101.00, the following applies: Notwithstanding anything to the contrary set forth in the Agreement, title to the Equipment shall be in our name, subject to your interest under the Agreement.

**By signing this Addendum, Customer acknowledges the applicable changes noted above are incorporated by reference into the Agreement. In all other respects, the terms and conditions of the Agreement remain in full force and effect and remain binding on Customer. In the event of any conflict between the terms and conditions of the Agreement and this Addendum, the terms and conditions of this Addendum shall control. Customer has caused this Addendum to be executed by its duly authorized officer as of the date below.**

| U.S. Bank Equipment Finance | | STILLWATER SCHOOL DISTRICT NO. 1-16 | |
|---|---|---|---|
| Lessor | | Customer | |
| | | X Marshall A Baker | |
| Signature | | Signature | |
| | | Board President | 9-10-24 |
| Title | Date | Title | Date |

INDEPENDENT SCHOOL DIST. NO. 16 OFFICIAL SEAL Jarni Hosler PAYNE COUNTY, OKLA.

NOTE: CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

usbank.

EQUIPMENT FINANCE

# TERMS AND CONDITIONS ADDENDUM

**AGREEMENT #**
3098366

Addendum to Agreement # 3098366 and any future supplements/schedules thereto, between **STILLWATER SCHOOL DISTRICT NO. 1-16**, as Customer and U.S. Bank Equipment Finance, a division of U.S. Bank National Association ("U.S. Bank Equipment Finance"), as Lessor/Secured Party ("Agreement"). The words "you" and "your" refer to Customer. The words "we," "us" and "our" refer to Lessor/Secured Party.

The parties wish to amend the above-referenced Agreement as follows:

Paragraph 7. EQUIPMENT; SECURITY INTEREST:
Sentence 1, subsection (iii) has been modified to read as follows:
"(iii) at your address shown on page 1 of this Agreement or, upon prior written notice to us of any relocation, any other property now owned or controlled by you."

Paragraph 3. INITIAL TERM AND RENEWAL TERM(S):
Sentences 1 and 2 have been modified to read as follows:
"The term of this Agreement consists of an initial term beginning on the latter of, (i) the date of Equipment delivery to you, or (ii) the date that you sign this agreement, and ending at the end of your fiscal year in which we pay Supplier, and a series of renewal terms, each co-extensive with your fiscal year."
"The Agreement will terminate at the end of each fiscal year unless you and we ratify the renewal thereof, and any such termination will be treated as a non-appropriation under the Non-Appropriation or Renewal paragraph of the Agreement."

By signing this Addendum, Customer acknowledges the above changes to the Agreement and authorizes Lessor/Secured Party to make such changes. In the event of any conflict between this Addendum and the Agreement, this Addendum shall prevail. In all other respects, the terms and conditions of the Agreement remain in full force and effect and remain binding on Customer.

| | |
|---|---|
| **U.S. Bank Equipment Finance** | **STILLWATER SCHOOL DISTRICT NO. 1-16** |
| Lessor/Secured Party | Customer |
| | X Marshall A Baker |
| Signature | Signature |
| | Board President 9-10-24 |
| Title Date | Title Date |

INDEPENDENT SCHOOL DIST. NO. 16 OFFICIAL SEAL Jauni Hooker PAYNE COUNTY, OKLA.

NOTE: CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

# Schedule A

This Schedule "A" is be attached to and become part of Agreement 3098366, by and between the undersigned as Customer and U.S. Bank Equipment Finance as Lessor/Secured Party.

| Serial Number | Model | School | Address | City | State | Zip |
|---|---|---|---|---|---|---|
| 1A24415685 | TASKALFA 6004I | RICHMOND ELEMENTARY | 201 W RICHMOND RD | STILLWATER | OK | 74075 |
| 1A24415935 | TASKALFA 6004I | RICHMOND ELEMENTARY | 201 W RICHMOND RD | STILLWATER | OK | 74075 |
| 1A24415938 | TASKALFA 6004I | RICHMOND ELEMENTARY | 201 W RICHMOND RD | STILLWATER | OK | 74075 |
| 19Z4517936 | TASKALFA 6054CI | RICHMOND ELEMENTARY | 201 W RICHMOND RD | STILLWATER | OK | 74075 |
| 19Z4517906 | TASKALFA 6054CI | BOARD OF ED | 314 S LEWIS ST | STILLWATER | OK | 74074 |
| 19Z4517909 | TASKALFA 6054CI | BOARD OF ED | 314 S LEWIS ST | STILLWATER | OK | 74074 |
| 19Z4517915 | TASKALFA 6054CI | BOARD OF ED | 314 S LEWIS ST | STILLWATER | OK | 74074 |
| 19Z4517982 | TASKALFA 6054CI | LINCOLN ACADEMY | 215 E 12TH AVE | STILLWATER | OK | 74074 |
| 1A24415096 | TASKALFA 6004I | SKYLINE ELEMENTARY | 1402 E SUNRISE AVE | STILLWATER | OK | 74075 |
| 1A24415191 | TASKALFA 6004I | SKYLINE ELEMENTARY | 1402 E SUNRISE AVE | STILLWATER | OK | 74075 |
| 1A24415229 | TASKALFA 6004I | SKYLINE ELEMENTARY | 1402 E SUNRISE AVE | STILLWATER | OK | 74075 |
| 19Z4517931 | TASKALFA 6054CI | SKYLINE ELEMENTARY | 1402 E SUNRISE AVE | STILLWATER | OK | 74075 |
| 1A24111350 | TASKALFA 6004I | STILLWATER HIGH SCHOOL | 1224 N HUSBAND STREET | STILLWATER | OK | 74075 |
| 1A24111357 | TASKALFA 6004I | STILLWATER HIGH SCHOOL | 1224 N HUSBAND STREET | STILLWATER | OK | 74075 |
| 1A24111366 | TASKALFA 6004I | STILLWATER HIGH SCHOOL | 1224 N HUSBAND STREET | STILLWATER | OK | 74075 |
| 1A24111367 | TASKALFA 6004I | STILLWATER HIGH SCHOOL | 1224 N HUSBAND STREET | STILLWATER | OK | 74075 |
| 19Z4517919 | TASKALFA 6054CI | STILLWATER HIGH SCHOOL | 1224 N HUSBAND STREET | STILLWATER | OK | 74075 |
| 19Z4517920 | TASKALFA 6054CI | STILLWATER HIGH SCHOOL | 1224 N HUSBAND STREET | STILLWATER | OK | 74075 |
| 1A24414841 | TASKALFA 6004I | JUNIOR HIGH | 1900 N SKYLINE STREET | STILLWATER | OK | 74075 |
| 1A24414869 | TASKALFA 6004I | JUNIOR HIGH | 1900 N SKYLINE STREET | STILLWATER | OK | 74075 |
| 1A24414871 | TASKALFA 6004I | JUNIOR HIGH | 1900 N SKYLINE STREET | STILLWATER | OK | 74075 |
| 1A24414761 | TASKALFA 6004I | JUNIOR HIGH | 1900 N SKYLINE STREET | STILLWATER | OK | 74075 |
| 19Z4517929 | TASKALFA 6054CI | JUNIOR HIGH | 1900 N SKYLINE STREET | STILLWATER | OK | 74075 |
| 1A24213192 | TASKALFA 6004I | MIDDLE SCHOOL | 2200 S SANGRE RD | STILLWATER | OK | 74074 |
| 1A24213199 | TASKALFA 6004I | MIDDLE SCHOOL | 2200 S SANGRE RD | STILLWATER | OK | 74074 |
| 1A24213217 | TASKALFA 6004I | MIDDLE SCHOOL | 2200 S SANGRE RD | STILLWATER | OK | 74074 |
| 1A24213221 | TASKALFA 6004I | MIDDLE SCHOOL | 2200 S SANGRE RD | STILLWATER | OK | 74074 |
| 19Z4517928 | TASKALFA 6054CI | MIDDLE SCHOOL | 2200 S SANGRE RD | STILLWATER | OK | 74074 |
| 1A24415940 | TASKALFA 6004I | OPERATIONS CENTER | 5021 N PERKINS RD | STILLWATER | OK | 74075 |
| 19Z4517937 | TASKALFA 6054CI | OPERATIONS CENTER | 5021 N PERKINS RD | STILLWATER | OK | 74075 |
| 19Z4517940 | TASKALFA 6054CI | OPERATIONS CENTER | 5021 N PERKINS RD | STILLWATER | OK | 74075 |
| 19Z4517943 | TASKALFA 6054CI | OPERATIONS CENTER | 5021 N PERKINS RD | STILLWATER | OK | 74075 |
| 19Z4517981 | TASKALFA 6054CI | VIRTUAL ACADEMY | 308 W FRANKLIN LANE | STILLWATER | OK | 74075 |
| 1A24415241 | TASKALFA 6004I | SANGREE RIDGE ELEMENTARY | 2500 S SANDRE ROAD | STILLWATER | OK | 74074 |
| 1A24415262 | TASKALFA 6004I | SANGREE RIDGE ELEMENTARY | 2500 S SANDRE ROAD | STILLWATER | OK | 74074 |

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|---|---|---|---|---|---|---|
| 1A24415266 | TASKALFA 6004I | SANGREE RIDGE ELEMENTARY | 2500 S SANDRE ROAD | STILLWATER | OK | 74074 |
| 19Z4517933 | TASKALFA 6054CI | SANGREE RIDGE ELEMENTARY | 2500 S SANDRE ROAD | STILLWATER | OK | 74074 |
| 1A24415628 | TASKALFA 6004I | WESTWOOD ELEMENTARY | 502 S KINGS STREET | STILLWATER | OK | 74074 |
| 1A24415632 | TASKALFA 6004I | WESTWOOD ELEMENTARY | 502 S KINGS STREET | STILLWATER | OK | 74074 |
| 1A24415634 | TASKALFA 6004I | WESTWOOD ELEMENTARY | 502 S KINGS STREET | STILLWATER | OK | 74074 |
| 19Z4517935 | TASKALFA 6054CI | WESTWOOD ELEMENTARY | 502 S KINGS STREET | STILLWATER | OK | 74074 |
| 1A24415485 | TASKALFA 6004I | WILL ROGERS ELEMENTARY | 1211 N WASHINGTON ST | STILLWATER | OK | 74075 |
| 1A24415623 | TASKALFA 6004I | WILL ROGERS ELEMENTARY | 1211 N WASHINGTON ST | STILLWATER | OK | 74075 |
| 19Z4517934 | TASKALFA 6054CI | WILL ROGERS ELEMENTARY | 1211 N WASHINGTON ST | STILLWATER | OK | 74075 |
| 1A24414915 | TASKALFA 6004I | HIGHLAND PARK ELEMENTARY | 400 S DRURY STREET | STILLWATER | OK | 74074 |
| 1A24414916 | TASKALFA 6004I | HIGHLAND PARK ELEMENTARY | 400 S DRURY STREET | STILLWATER | OK | 74074 |
| 1A24415079 | TASKALFA 6004I | HIGHLAND PARK ELEMENTARY | 400 S DRURY STREET | STILLWATER | OK | 74074 |
| 19Z4517930 | TASKALFA 6054CI | HIGHLAND PARK ELEMENTARY | 400 S DRURY STREET | STILLWATER | OK | 74074 |

*Each Piece of Equipment described on this Schedule "A" together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing including, without limitation, insurance recoveries.*

**CUSTOMER ACCEPTANCE**

This Schedule "A" is hereby verified as correct by the undersigned Customer, who agrees to the terms thereof.

CUSTOMER-Stillwater School District No. 1-16 TITLE DATE

UnitedSystems

# *E-RATE CATEGORY 2 CONTRACT - FUNDING YEAR 2025-2026*

This is an Agreement between United Systems, LLC and Stillwater Public Schools (Applicant) effective **July 01, 2025**. For setting forth the exclusive terms and conditions by which Applicant will issue Purchase Orders for the purchase and installation of Category 2 E-rate Eligible Services which provide and/or support access to the Internet as evidenced by:

**Quote Number 018441** in the **Amount of $321,109.08 for C2 Internal Connections**
**Contract # Stillwater Public Schools - FY2025-2026-CAT2-IC**

## PURCHASE ORDERS

Applicant is not obligated to issue any Purchase Orders under this agreement until the approval has been received from the Universal Service Administrative Company (USAC) Schools and Libraries Division (SLD) for E-Rate discounts. Applicant may issue Purchase Orders, which will contain the specific locations receiving services and the timing for services to begin, which will be agreed upon by both parties. Applicant shall have the right by written order to make changes in the work, specifications, or quality, provided any change in price or delivery caused thereby shall be adjusted equitably by mutual agreement. United Systems will provide the Category 2 Services as described.

## PAYMENT METHOD

Work at each site is to be invoiced in total when the job has commenced. Payment will be made after satisfactory performance of the contract in accordance with all of the provisions thereof and upon receipt of a properly completed invoice. The School Board reserves the right to withhold any or all payments or portions thereof for the contractor's failure to perform in accordance with the provisions of the contract or any modifications thereto.

## GOVERNING LAW

This agreement shall be interpreted and enforced in accordance with the laws of the State of Oklahoma.

## TERM

In accordance with E-rate FY2025-2026, this agreement is in effect for the period of July 1, 2025, through (a) June 30, 2026, for recurring services or (b) September 30, 2026, for non-recurring services. This agreement may be extended and otherwise altered to coincide with any funding delays or other unforeseen circumstances that do not allow the contract to be fulfilled within the original stated timeframe. This agreement may also be voluntarily extended annually up to four 1-year renewals through mutual agreement by both parties. This agreement may only be terminated in the event that United Systems is unable or unwilling to perform delivery of associated products and services.

## FORCE MAJEURE

Neither United Systems nor Applicant shall be responsible for damages resulting from riots, flood, strikes, Acts of God and/or other foreseen events.

## WARRANTY

United Systems will provide a warranty from the manufacturer. United Systems certifies that it has the insurance coverage for General Liability of $1,000,000 combined single limits and Worker's Compensation as required by law. In no event shall United Systems be liable for consequential damages.

## EXECUTION

Everyone executing this Agreement on behalf of a party to this agreement represents and personally warrants that he has authority to enter into this Agreement on behalf of such party and that this Agreement is binding on such party.

Stillwater Public Schools
314 S. Lewis Street
Stillwater, OK 74074
FCC Form 470 #250006966

By_____
Authorized Signature
Date_____

United Systems, LLC
5700 N Portland Ave, Suite 201
Oklahoma City, OK 73112
SPIN # 143004698

By David Laase
United Systems Representative
Date May 8, 2025

UnitedSystems

*Relationships Through Service Since 1984*

Phone: 405-523-2162 Email: dlaase@unitedsystemsok.com Web: http://www.unitedsystemsok.com

We have prepared a quote for you

# Stillwater Schools - E-rate FY2025 - 471 251035960 - C2 Internal Connections - SCHOOL BUDGET

Quote # 018441
Version 1

Prepared for

**Stillwater Ind School Dist 16**

Prepared by

**David Laase**

5700 N. Portland Ave. Suite 201 Oklahoma City, OK 73112

Phone: 405-523-2162 Email: dlaase@unitedsystemsok.com Web: http://www.unitedsystemsok.com

# Stillwater Schools - E-rate FY2025 - 471 251035960 - C2 Internal Connections - SCHOOL BUDGET

Prepared for:

**Stillwater Ind School Dist 16**
314 S. Lewis Street
Stillwater, OK 74074
Bryan Bloomer
(405) 533-6300
bbloomer@stillwaterschools.com

Prepared by:

**United Systems, Inc.**
David Laase
405-778-8326
Fax 405-523-2185
dlaase@unitedsystemsok.com

Quote Information:

**Quote #: 018441**
Version: 1
Delivery Date: 05/08/2025
Expiration Date: 06/05/2025

| Aruba Switches | | Price | Qty | Ext. Price |
|---|---|---|---|---|
| **ARUBA 6300M 24SFP+ 4SFP56 SWITCH** | | | | |
| JL658A | **HPE Aruba CX 6300 Switch Series - Quad Core ARM Cortex A72 1.8GHz - 8 GB DDR4 32 GB eMMC 8 MB Shared Packet Buffer Memory - (24 1G/10G SFP+ ports, (4) 1/10/25/50G SFP ports - 1Gbps: 1.99Sec, 10Gbps: 1.49Sec, 25Gbps: 2.85Sec 50Gbps: 2.82Sec - 100-240 VAC** | $8,282.63 | 1 | $8,282.63 |
| JL085A#ABA | **HPE Aruba X371 - Power supply - hot-plug / redundant - AC 100-240 V - 250 Watt - United States** | $273.98 | 1 | $273.98 |
| **ARUBA 6100 48 CLASS4 PoE 4SFP+ 740W** | | | | |
| R9Y04A#ABA | **HPE Aruba Networking CX 6100 48G Class4 PoE 4SFP+ 740W Switch - Switch - L3 - managed - 48 x 10/100/1000 (PoE +) + 4 x 1 Gigabit / 10 Gigabit SFP+ (uplink) - side to side airflow - rack-mountable, wall-mountable - PoE+ (740 W)** | $3,411.43 | 6 | $20,468.58 |
| **ARUBA 6100 48 CLASS4 PoE 4SFP+ 370W** | | | | |
| JL675A#ABA | **HPE Aruba 6100 48G Class4 PoE 4SFP+ 370W Switch - Switch - managed - 48 x 10/100/1000 (PoE+) + 4 x 1 Gigabit / 10 Gigabit SFP+ - side to side airflow - rack-mountable** | $2,210.53 | 9 | $19,894.77 |
| **ARUBA 6100 48 1G NON-PoE 4SFP+** | | | | |
| JL676A#ABA | **HPE Aruba 6100 48G 4SFP+ Switch - Switch - managed - 48 x 10/100/1000 + 4 x 1 Gigabit / 10 Gigabit SFP+ - side to side airflow - rack-mountable** | $1,769.14 | 10 | $17,691.40 |
| **ARUBA 10G SMF TRANSCEIVERS** | | | | |
| J9151E | **HPE Aruba Networking 10G SFP+ LC LR 10km SMF Transceiver - J9151E - Type: SFP+ - Transfer speed: 10 Gb - Maximum distance: 10 km** | $1,400.38 | 32 | $44,812.16 |
| | | **Subtotal** | | **$111,423.52** |

Phone: 405-523-2162 Email: dlaase@unitedsystemsok.com Web: http://www.unitedsystemsok.com

| Ruckus Wireless | | Price | Qty | Ext. Price |
|---|---|---|---|---|
| **RUCKUS R670 & T670 WIRELESS ACCESS POINTS W/3YR LICENSE** | | | | |
| 901-R670-US00 | **Ruckus R670 - Wireless Access Point - indoor - Wi-Fi 7 - Wi-Fi 7 - 2.4 GHz, 5 GHz, 6 GHz - cloud-managed - desktop / wall / ceiling mountable** | $715.91 | 211 | $151,057.01 |
| 901-T670-US01 | **Ruckus T670 - Wireless Access Point - outdoor - Wi-Fi 7 - Wi-Fi 7 - 2.4 GHz, 5 GHz, 6 GHz - cloud-managed - wall / pole mountable** | $1,110.65 | 29 | $32,208.85 |
| 902-0120-0000 | **Ruckus Secure Mounting Bracket for Ruckus R720, R710. Mounts to hard wall/ceiling, pole, and truss. Also fits R500, R510, R610, R600, R310, R320, M510 and R700 without pad-lock support.** | $14.55 | 10 | $145.50 |
| CLD-BNDL-SZWA-REC3 | **Ruckus SmartZone - License + 3 Years Support - 1 Access Point - with Ruckus Analytics (3 Years)** | $98.65 | 108 | $10,654.20 |
| **UNITED SYSTEMS SERVICES** | | | | |
| Installation-Network Equipment | **USI Installation - Ruckus Wireless Config**<br>Installation & Configuration of Network Equipment - Ruckus Wireless | $580.00 | 1 | $580.00 |
| Installation-Hardware | **USI Installation - Mount Ruckus Wireless**<br><br>--40 indoor access points to be installed at Stillwater High School (entity #84609)<br>--40 indoor and 1 outdoor access points to be installed at Stillwater Junior High School (entity # 84607)<br>--40 indoor and 1 outdoor access points to be installed at Stillwater Middle School (entity # 84600)<br>--1 outdoor access point at SPS Pioneer Stadium<br>--90 indoor and 25 outdoor access points at Stillwater High School (new location). Installation of access points at the new High School won't be able to begin in earnest until Fall 2025 or Spring 2026. | $10,640.00 | 1 | $10,640.00 |
| Project Management | **USI Project Management**<br>Project Management - United Systems will assign a project manager with the responsibilities of coordination of all equipment installation. | $2,400.00 | 1 | $2,400.00 |
| Lift Rental | **Scissor Lift Rental - 2 Weeks**<br>Scissor Lift Rental - 2 Weeks, Separated Weeks, IF NEEDED | $1,000.00 | 2 | $2,000.00 |
| | | **Subtotal** | | **$209,685.56** |

Phone: 405-523-2162 Email: dlaase@unitedsystemsok.com Web: http://www.unitedsystemsok.com

| Quote Summary | Amount |
|---|---|
| Aruba Switches | $111,423.52 |
| Ruckus Wireless | $209,685.56 |
| **Total:** | **$321,109.08** |

Pricing is valid for 30 days. Signature below constitutes acceptance of this quotation and authorizes United Systems, Inc. to proceed to supply all goods and services as stated. I hereby declare acceptance of payment terms, which is due upon receipt of invoice. Product will be invoiced when delivered and services will be invoiced as they are completed. Items that are returned or cancelled after written approval will be charged a restocking fee.

## United Systems, Inc.

Signature: David Laase

Name: David Laase

Title: Sales Solutions Manager

Date: 05/08/2025

## Stillwater Ind School Dist 16

Signature: _____

Name: _____

Title: _____

Date: _____

Zoho Sign Document ID: 327DCD8A-WQDCB9D3SFXJTMSGK64XNOZNIO0WBTYF8BV1B1IMHOQ

# Attachment 4- Service Order

| | | | | |
|---|---|---|---|---|
| **Customer Name:** | Stillwater Independent School District 16 | **Service Order ID:** | 187460-2 | **Vero Fiber Networks, LLC** |
| **Customer ID:** | 187460 | **Service Order Date:** | 5/12/2025 | PO Box 1110 |
| **Customer Location:** | Stillwater OK | **SPI or BEAR:** | | Boulder, CO 80306 |
| | | | | 303-350-4060 |

| **Customer Info** | | **Customer Authorized Agent Info** | |
|---|---|---|---|
| Customer Name: | Stillwater Independent School District 16 | Name: | Bryan Bloomer |
| Street Address: | 314 S Lewis | Title: | Director of Technology Services |
| Street Address 2: | | Phone (Primary): | 405.707.5116 |
| City/State: | Stillwater OK | Phone (Secondary): | |
| Zip: | 74074 | Email: | bbloomer@stillwaterschools.com |

| Product | Bandwidth | A Location | Z Location | Qty | Term (Months) | Montly Recurring Charge | Non-Recurring Charge |
|---|---|---|---|---|---|---|---|
| Leased Lit Fiber | 10G | SPS North Operations Center<br>5021 N Perkins Rd<br>Stillwater OK 74075 | Stillwater Junior High School<br>1900 N Skyline St<br>Stillwater OK 74075 | 1 | 12 | $1,514.67 | $0.00 |
| Leased Lit Fiber | 10G | SPS North Operations Center<br>5021 N Perkins Rd<br>Stillwater OK 74075 | Stillwater Middle School<br>2200 S Sangre Rd<br>Stillwater OK 74074 | 1 | 12 | $1,514.67 | $0.00 |
| Leased Lit Fiber | 10G | SPS North Operations Center<br>5021 N Perkins Rd<br>Stillwater OK 74075 | Skyline Elementary School<br>1402 E Sunrise Ave<br>Stillwater OK 74075 | 1 | 12 | $1,514.67 | $0.00 |
| Leased Lit Fiber | 10G | SPS North Operations Center<br>5021 N Perkins Rd<br>Stillwater OK 74075 | Highland Park Elementary<br>400 S Drury St<br>Stillwater OK 74074 | 1 | 12 | $1,514.67 | $0.00 |
| Leased Lit Fiber | 10G | SPS North Operations Center<br>5021 N Perkins Rd<br>Stillwater OK 74075 | Westwood Elementary School<br>502 S Kings St<br>Stillwater OK 74074 | 1 | 12 | $1,514.67 | $0.00 |
| Leased Lit Fiber | 10G | SPS North Operations Center<br>5021 N Perkins Rd<br>Stillwater OK 74075 | Will Rogers Elementary School<br>1211 N Washington St<br>Stillwater OK 74075 | 1 | 12 | $1,514.67 | $0.00 |
| Leased Lit Fiber | 10G | SPS North Operations Center<br>5021 N Perkins Rd<br>Stillwater OK 74075 | Richmond Elementary School<br>201 W Richmond Rd<br>Stillwater OK 74075 | 1 | 12 | $1,514.67 | $0.00 |
| Leased Lit Fiber | 10G | SPS North Operations Center<br>5021 N Perkins Rd<br>Stillwater OK 74075 | Lincoln Alternative Academy<br>215 E 12th Ave<br>Stillwater OK 74074 | 1 | 12 | $1,514.67 | $0.00 |
| Leased Lit Fiber | 10G | SPS North Operations Center<br>5021 N Perkins Rd<br>Stillwater OK 74075 | Sangre Ridge Elementary School<br>2500 S Sangre Rd<br>Stillwater OK 74074 | 1 | 12 | $1,514.67 | $0.00 |
| Leased Lit Fiber | 10G | SPS North Operations Center<br>5021 N Perkins Rd<br>Stillwater OK 74075 | SPS Ag Facility<br>148 N Drury<br>Stillwater OK 74074 | 1 | 12 | $1,514.67 | $0.00 |
| Leased Lit Fiber | 10G | SPS North Operations Center<br>5021 N Perkins Rd<br>Stillwater OK 74075 | SPS Administration<br>314 S Lewis St<br>Stillwater OK 74074 | 1 | 12 | $1,514.67 | $0.00 |
| Leased Lit Fiber | 10G | SPS North Operations Center<br>5021 N Perkins Rd<br>Stillwater OK 74075 | Stillwater High School<br>1224 N Husband St<br>Stillwater OK 74075 | 1 | 12 | $1,514.67 | $0.00 |
| Leased Lit Fiber | 10G | SPS North Operations Center<br>5021 N Perkins Rd<br>Stillwater OK 74075 | Stillwater Franklin Building<br>308 W Franklin Ln<br>Stillwater OK 74075 | 1 | 12 | $1,514.67 | $0.00 |
| Leased Lit Fiber | 10G | SPS North Operations Center<br>5021 N Perkins Rd<br>Stillwater OK 74075 | SPS Baseball/Softball Complex<br>962 E Alcott Ave<br>Stillwater OK 74074 | 1 | 12 | $1,514.67 | $0.00 |
| **Subtotal** | | | | | | **$21,205.38** | **$0.00** |
| | | | **Telecom Fees and Surcharges** | | | **$1,223.55** | **$0.00** |
| **Total** | | | | | | **$22,428.93** | **$0.00** |

**Special Terms and Conditions**

**NEW SITES**- Vero will add any new future school sites at the same MRC per site as the ones listed above. Any NRC or special construction(If applicable) will be at the same cost per foot as the sites above. If Vero is unable to connect a new site within the MRC/NRC, and/or special construction costs, the district may file a new Form 470 to bid out those specific sites.

Original service term 7/1/2024-6/30/2029, service order represents current fiscal year.

**Renewal Options**

| | | | |
|---|---|---|---|
| **Voluntary Renewals** | Yes | **Renewal terms:** | 3 optional renewals of 5 years each |

This Service Order is attached to and incorporated into the Master Services Agreement between Vero Fiber Networks, LLC (Vero) and Customer (the "Agreement") . The Services described in this Service Order are subject to the Terms and Conditions contained in the Agreement. To the extent of any conflict between the terms and conditions in this Service Order and the Agreement, the Service Order shall control. By signing this Service Order, you represent that you are the authorized Customer representative and the information above is true and correct. Each party may use electronic signature to sign this Service Order, provided the electronic signature method used by Customer is acceptable to Vero. "Acceptance" of this Service Order by Vero shall occur upon the earlier of (i) Vero's countersignature of this Service Order or (ii) Vero's installation of the Service described above at Customer's location. Customer agrees to utilize all Leased Lit Fiber connections for equal to or greater than 90% intrastate traffic. I acknowledge that I have read and understand the Agreement and General Terms.

| **Stillwater Independent School District 16** | | **Vero** | |
|---|---|---|---|
| **Signature:** | Pam Moore | **Signature:** | |
| **Print Name:** | Pam Moore | **Print Name:** | |
| **Title:** | CEO | **Title:** | |
| **Date:** | May 19 2025 | **Date:** | |

AMENDMENT

This amendment ("Amendment") is effective as of the date of signature of the last party to sign as indicated below ("Amendment Effective Date"), by and between Tyler Technologies, Inc. with offices at One Tyler Drive, Yarmouth, Maine 04096 ("Tyler") and Stillwater School District 16, with offices at 314 South Lewis Street, Stillwater, Oklahoma 74074 ("Client").

WHEREAS, Tyler and the Client are parties to an agreement dated June 13, 2023 ("Agreement"); and

WHEREAS, Tyler and Client desire to amend the terms of the Agreement as provided herein.

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and the Client agree as follows:

1. The annual renewal term for Tyler Drive SaaS is hereby updated to be July 1 through June 30. Tyler shall invoice Client for one month of Tyler Drive SaaS fees, for the period of June 1, 2025 through June 30, 2025. Tyler shall invoice Client Tyler Drive SaaS fees for the July 1, 2025 through June 30, 2026 renewal period, on or before July 1, 2025.

2. The annual renewal term for the following Tyler Student Transportation software is hereby updated to be July 1 through June 30:
    a. Student Transportation
    b. Advanced Routing
    c. Advanced AVL
    d. Advanced Activity Trips
    e. My Ride K-12
    f. Electronic Rollout Sheet
    g. Reportwriter

    Tyler shall invoice Client a pro-rated fee for the period commencing November 1, 2025 through June 30, 2026 on or before November 1, 2025. Tyler shall invoice Client Tyler Student Transportation fees for the July 1, 2026 through June 30, 2027 renewal period, on or before July 1, 2026.

3. Subsequent fees shall be invoiced at our then current rates and in accordance with the Agreement.

4. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.

5. Except as expressly indicated in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below.

| Tyler Technologies, Inc. | Stillwater School District 16 |
|---|---|
| By: Theodore J. Thien | By: |
| Name: Theodore J. Thien | Name: |
| Title: VP & GM, Transportation | Title: |
| Date: 05/30/25 | Date: |

# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Rob Lamecker, Director of Facilities
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** June 10, 2025

---

**AGENDA ITEM:**

Consider and Vote to Approve or Not Approve to Declare District Equipment Surplus

**BOARD ACTION REQUESTED:**

Vote to Approve or Not Approve to Declare District Equipment Surplus

**BACKGROUND INFORMATION:**

Periodically, the district collects items with some residual value that are no longer needed or wanted and must be declared surplus to allow space for other needed items.

A complete list of these items is attached.

Upon approval, items declared as surplus will be disposed of according to state law and district policy.

| Make | Model | Description | SPS Tag | Serial Number |
|---|---|---|---|---|
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 29310 | NXH96AA00192222F317600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 29311 | NXH96AA00192222FA27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 29312 | NXH96AA00192222F497600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 29317 | NXH8YAA0019221A2667600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 29318 | NXH8YAA0019221A3BE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30450 | NXH96AA0019140BE007600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30452 | NXH96AA0019130E9AE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30453 | NXH96AA0019130F4347600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30455 | NXH96AA0019130F38A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30456 | NXH96AA0019130E9997600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30457 | NXH96AA0019130F4257600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30458 | NXH96AA0019140BD9C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30459 | NXH96AA0019140BDB47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30460 | NXH96AA0019140BE4A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30461 | NXH96AA0019130F43E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30462 | NXH96AA0019130F4317600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30463 | NXH96AA0019130F4387600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30464 | NXH96AA0019140BE9A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30465 | NXH96AA0019140BE897600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30466 | NXH96AA0019140BDF67600 |

| | | | | |
|---|---|---|---|---|
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30467 | NXH96AA0019140BDB57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30468 | NXH96AA0019140BDBA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30469 | NXH96AA0019140BDFC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30470 | NXH96AA0019140BEDA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30471 | NXH96AA0019140BDAD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30473 | NXH96AA0019140BE247600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30474 | NXH96AA0019140BE677600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30475 | NXH96AA0019140BDA87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30476 | NXH96AA0019140BEF37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30477 | NXH96AA0019140BE317600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30479 | NXH96AA0019140BE167600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30480 | NXH96AA0019140BDAF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30481 | NXH96AA0019140BEEC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30482 | NXH96AA0019140BEE47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30483 | NXH96AA0019140BDF77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30484 | NXH96AA0019140BD9D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30485 | NXH96AA0019140BEC67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30486 | NXH96AA0019140BE8B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30487 | NXH96AA0019140BDA97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30488 | NXH96AA0019140BDD17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30489 | NXH96AA0019140BDB87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30490 | NXH96AA0019140BDD37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30491 | NXH96AA0019140BDE77600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30492 | NXH96AA0019140BE237600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30493 | NXH96AA0019140BE4F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30495 | NXH96AA0019140BE9B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30496 | NXH96AA0019140BDFA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30498 | NXH96AA0019140BE0A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30499 | NXH96AA0019140BDEA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30501 | NXH96AA0019140BE507600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30502 | NXH96AA0019140BEC27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30503 | NXH96AA0019140BDA47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30505 | NXH96AA0019140BEEE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30506 | NXH96AA0019140BEF07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30507 | NXH96AA0019140BDFD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30508 | NXH96AA0019140BDE87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30509 | NXH96AA0019140BE2D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30510 | NXH96AA0019140BE6E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30511 | NXH96AA0019140BED87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30512 | NXH96AA0019140BEEA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30513 | NXH96AA0019140BEE17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30514 | NXH96AA0019140BE187600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30515 | NXH96AA0019140BE2E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30516 | NXH96AA0019140BDD07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30517 | NXH96AA0019140BE0C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30518 | NXH96AA0019140BE0B7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30519 | NXH96AA0019140BDFF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30522 | NXH96AA0019130F3D47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30523 | NXH96AA0019140BE997600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30524 | NXH96AA0019140BDF37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30525 | NXH96AA0019140BE557600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30526 | NXH96AA0019140BDD47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30527 | NXH96AA0019140BED47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30528 | NXH96AA0019140BE867600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30529 | NXH96AA0019140BEE67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30530 | NXH96AA0019140BEE77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30531 | NXH96AA0019140BDB27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30532 | NXH96AA0019140BE7D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30533 | NXH96AA0019140BE3B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30534 | NXH96AA0019140BDAA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30535 | NXH96AA0019140BDAC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30536 | NXH96AA0019140BDA37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30537 | NXH96AA0019140BDBD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30538 | NXH96AA0019140BEDF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30539 | NXH96AA0019140BDCE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30540 | NXH96AA0019140BEDB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30541 | NXH96AA0019140BEE87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30542 | NXH96AA0019140BEEF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30543 | NXH96AA0019140BE087600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30544 | NXH96AA0019140BEF47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30545 | NXH96AA0019140BED97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30546 | NXH96AA0019140BDA17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30547 | NXH96AA0019140BDA77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30548 | NXH96AA0019140BEDC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30549 | NXH96AA0019140BEEB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30550 | NXH96AA0019140BDE97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30551 | NXH96AA0019140BECF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30552 | NXH96AA0019140BDDD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30553 | NXH96AA0019140BDF47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30554 | NXH96AA0019140BE037600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30556 | NXH96AA0019140BDC97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30557 | NXH96AA0019140BDB37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30558 | NXH96AA0019140BDA67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30559 | NXH96AA0019140BE2B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30561 | NXH96AA0019140BE3A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30562 | NXH96AA0019140BD9F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30563 | NXH96AA0019140BE1C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30564 | NXH96AA0019140BE287600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30565 | NXH96AA0019140BEC77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30566 | NXH96AA0019140BEE57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30567 | NXH96AA0019140BDCD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30568 | NXH96AA0019140BE157600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30569 | NXH96AA0019140BDF17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30571 | NXH96AA0019140BE097600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30572 | NXH96AA0019140BDDB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30573 | NXH96AA0019140BE047600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30574 | NXH96AA0019140BECA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30575 | NXH96AA0019140BEF27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30576 | NXH96AA0019140BDC67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30578 | NXH96AA0019140BE2F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30579 | NXH96AA0019140BDC77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30580 | NXH96AA0019130F3CC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30701 | NXH96AA0019140BDCB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30704 | NXH8YAA0019221A22E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30706 | NXH8YAA0019221A2717600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30707 | NXH8YAA0019221A22C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30710 | NXH8YAA0019221A26B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30711 | NXH8YAA0019221A2077600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30712 | NXH8YAA0019221A22B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30713 | NXH8YAA0019221A20F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30717 | NXH8YAA0019221A2627600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30719 | NXH8YAA0019221A23F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30720 | NXH8YAA0019221A2567600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30721 | NXH8YAA0019221A2277600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30722 | NXH8YAA0019221A21A7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30724 | NXH8YAA0019221A2177600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30726 | NXH8YAA0019221A2317600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30728 | NXH8YAA0019221A2227600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30730 | NXH8YAA0019221A5AB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30732 | NXH8YAA0019221A49B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30733 | NXH8YAA0019221A5BA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30736 | NXH8YAA0019221A3687600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30737 | NXH8YAA0019221A58A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30738 | NXH8YAA0019221A5A97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30739 | NXH8YAA0019221A5B97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30740 | NXH8YAA0019221A5C47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30741 | NXH8YAA0019221A50F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30743 | NXH8YAA0019221A5B67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30744 | NXH8YAA0019221A5957600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30745 | NXH8YAA0019221A48B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30747 | NXH8YAA0019221A5C57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30748 | NXH8YAA0019221A4997600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30749 | NXH8YAA0019221A4A57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30751 | NXH8YAA0019221A5D87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30753 | NXH8YAA0019221A5CE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30754 | NXH8YAA0019221A5E97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30755 | NXH8YAA0019221A5C37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30756 | NXH8YAA0019221A5E67600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30757 | NXH8YAA0019221A5DB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30758 | NXH8YAA0019221A5CF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30760 | NXH8YAA0019221A3E37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30762 | NXH8YAA0019221A5907600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30763 | NXH8YAA0019221A4FD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30764 | NXH8YAA0019221A4267600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30765 | NXH8YAA0019221A5437600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30767 | NXH8YAA0019221A5D17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30769 | NXH8YAA0019221A4A87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30770 | NXH8YAA0019221A58C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30771 | NXH8YAA0019221A5B07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30772 | NXH8YAA0019221A5A57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30775 | NXH8YAA0019221A59E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30776 | NXH8YAA0019221A5AA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30777 | NXH8YAA0019221A59F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30778 | NXH8YAA0019221A5A07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30780 | NXH8YAA0019221A5A17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30782 | NXH8YAA0019221A57A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30784 | NXH8YAA0019221A5607600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30786 | NXH8YAA0019221A5787600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30787 | NXH8YAA0019221A51A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30788 | NXH8YAA0019221A5807600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30789 | NXH8YAA0019221A5647600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30794 | NXH8YAA0019221A5BE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30795 | NXH8YAA0019221A4A97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30799 | NXH8YAA0019221A5C17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30801 | NXH8YAA0019221A5B27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30802 | NXH8YAA0019221A5B17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30803 | NXH8YAA0019221A59C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30804 | NXH8YAA0019221A5A67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30805 | NXH8YAA0019221A54C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30807 | NXH8YAA0019221A5AF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30808 | NXH8YAA0019221A5BC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30813 | NXH8YAA0019221A53A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30814 | NXH8YAA0019221A59D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30815 | NXH8YAA0019221A5627600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30817 | NXH8YAA0019221A52F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30818 | NXH8YAA0019221A5977600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30819 | NXH8YAA0019221A4F07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30820 | NXH8YAA0019221A53F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30821 | NXH8YAA0019221A5467600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30822 | NXH8YAA0019221A55D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30823 | NXH8YAA0019221A56A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30824 | NXH8YAA0019221A51C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30826 | NXH8YAA0019221A4527600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30827 | NXH8YAA0019221A56D7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30829 | NXH8YAA0019221A58E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30831 | NXH8YAA0019221A58D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30832 | NXH8YAA0019221A5937600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30835 | NXH8YAA0019221A5867600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30836 | NXH8YAA0019221A5947600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30837 | NXH8YAA0019221A29E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30841 | NXH8YAA0019221A58F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30842 | NXH8YAA0019221A4A77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30843 | NXH8YAA0019221A5837600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30844 | NXH8YAA0019221A51D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30845 | NXH8YAA0019221A50E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30848 | NXH8YAA0019221A5897600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30849 | NXH8YAA0019221A55B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30851 | NXH8YAA0019221A5727600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30854 | NXH8YAA0019221A2677600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30858 | NXH8YAA0019221A2117600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30860 | NXH8YAA0019221A2497600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30861 | NXH8YAA0019221A2087600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30863 | NXH8YAA0019221A2367600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30865 | NXH8YAA0019221A2267600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30867 | NXH8YAA0019221A2867600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30868 | NXH8YAA0019221A2327600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30869 | NXH8YAA0019221A21F7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30871 | NXH8YAA0019221A32D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30876 | NXH8YAA0019221A35C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30878 | NXH8YAA0019221A30B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30879 | NXH8YAA0019221A3247600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30881 | NXH8YAA0019221A3197600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30883 | NXH8YAA0019221A3357600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30884 | NXH8YAA0019221A3117600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30885 | NXH8YAA0019221A3107600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30886 | NXH8YAA0019221A35D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30887 | NXH8YAA0019221A34D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30888 | NXH8YAA0019221A2F87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30889 | NXH8YAA0019221A3037600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30891 | NXH8YAA0019221A34F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30894 | NXH8YAA0019221A2E17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30895 | NXH8YAA0019221A2127600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30897 | NXH8YAA0019221A3697600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30900 | NXH8YAA0019221A3087600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30901 | NXH8YAA0019221A2E67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30902 | NXH8YAA0019221A3257600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30903 | NXH8YAA0019221A2EB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30904 | NXH8YAA0019221A30D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30908 | NXH8YAA0019221A3047600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30909 | NXH8YAA0019221A2B57600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30914 | NXH8YAA0019221A3637600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30915 | NXH8YAA0019221A3447600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30950 | NXH96AA0019230228E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30951 | NXH96AA001923022D77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30952 | NXH96AA001923022157600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30953 | NXH96AA001923022E87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30955 | NXH96AA001923022677600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30956 | NXH96AA001923022CE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30957 | NXH96AA001923020D57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30958 | NXH96AA001923021E97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30959 | NXH96AA001923022D37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30960 | NXH96AA001923022A67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30961 | NXH96AA001923022547600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30962 | NXH96AA001923022C57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30963 | NXH96AA001923022697600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30964 | NXH96AA001923022EB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30965 | NXH96AA0019230221E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30966 | NXH96AA001923021E87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30967 | NXH96AA001923022DE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30968 | NXH96AA001923022E17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30969 | NXH96AA001923022D57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30971 | NXH8YAA0019221A25F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30972 | NXH8YAA0019221A20C7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30973 | NXH8YAA0019221A22F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30975 | NXH8YAA0019221A2437600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30976 | NXH8YAA0019221A2417600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30977 | NXH8YAA0019221A2767600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30979 | NXH8YAA0019221A21D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30980 | NXH8YAA0019221A23B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30982 | NXH8YAA0019221A2157600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30983 | NXH8YAA0019221A2657600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30985 | NXH8YAA0019221A3097600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30987 | NXH8YAA0019221A2B07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30989 | NXH8YAA0019221A3AD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30991 | NXH8YAA0019221A3BC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30992 | NXH8YAA0019221A2CA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30994 | NXH8YAA0019221A3147600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30996 | NXH8YAA0019221A2197600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30998 | NXH8YAA0019221A25A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31000 | NXH8YAA0019221A2247600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31003 | NXH8YAA0019221A2387600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31005 | NXH8YAA0019221A2EE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31007 | NXH8YAA0019221A3C07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31008 | NXH8YAA0019221A2DB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31009 | NXH8YAA0019221A3227600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31013 | NXH8YAA0019221A2DA7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31014 | NXH8YAA0019221A2797600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31017 | NXH8YAA0019221A28B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31019 | NXH8YAA0019221A3BD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31020 | NXH8YAA0019221A2B47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31021 | NXH8YAA0019221A2DD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31023 | NXH8YAA0019221A2847600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31024 | NXH8YAA0019221A3C67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31025 | NXH8YAA0019221A24B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31026 | NXH8YAA0019221A24E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31027 | NXH8YAA0019221A2477600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31028 | NXH8YAA0019221A2C77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31029 | NXH8YAA0019221A25E7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31031 | NXH8YAA0019221A24D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31032 | NXH8YAA0019221A20A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31036 | NXH8YAA0019221A2647600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31037 | NXH8YAA0019221A2A57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31038 | NXH8YAA0019221A2F67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31040 | NXH8YAA0019221A2A37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31041 | NXH8YAA0019221A29D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31042 | NXH8YAA0019221A30C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31043 | NXH8YAA0019221A2837600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31044 | NXH8YAA0019221A30A7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31048 | NXH8YAA0019221A2EA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31049 | NXH8YAA0019221A3727600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31050 | NXH8YAA0019221A3787600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31051 | NXH8YAA0019221A31B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31052 | NXH8YAA0019221A2F37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31053 | NXH8YAA0019221A31E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31054 | NXH8YAA0019221A2C57600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31056 | NXH8YAA0019221A28C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31057 | NXH8YAA0019221A2D47600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31060 | NXH8YAA0019221A3347600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31067 | NXH8YAA0019221A3407600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31069 | NXH8YAA0019221A32E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31090 | NXH96AA001923092D97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31091 | NXH96AA001923092D57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31092 | NXH96AA001923022B77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31093 | NXH96AA001923092ED7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31094 | NXH96AA001923022CF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31096 | NXH96AA001923020F37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31097 | NXH96AA0019230229A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31099 | NXH96AA001923022DB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31100 | NXH96AA001923021BF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31101 | NXH96AA001923022727600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31102 | NXH96AA001923022437600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31103 | NXH96AA001923022DF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31104 | NXH96AA001923092E57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31105 | NXH96AA001923022777600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31106 | NXH96AA001923022A37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31107 | NXH96AA001923022E77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31108 | NXH96AA001923092E77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31109 | NXH96AA001923092C97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31110 | NXH96AA001923021DC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31111 | NXH96AA001923092D27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31112 | NXH96AA001923022BD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31113 | NXH96AA001923022027600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31115 | NXH96AA001923092EC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31116 | NXH96AA001923092CC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31117 | NXH96AA001923022947600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31118 | NXH96AA001923022D07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31119 | NXH96AA001923022A07600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31120 | NXH96AA001923092DB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31121 | NXH96AA001923022F17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31122 | NXH96AA001923021AF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31123 | NXH96AA001923022827600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31124 | NXH96AA001923022887600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31125 | NXH96AA001923022DC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31126 | NXH96AA001923092DE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31127 | NXH96AA001923092E07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31128 | NXH96AA001923092CB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31129 | NXH96AA0019230229E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31130 | NXH96AA001923022C87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31131 | NXH96AA0019230227D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31132 | NXH96AA001923022F47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31133 | NXH96AA001923092DA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31135 | NXH96AA001923022257600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31136 | NXH96AA001923092DC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31137 | NXH96AA001923021EE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31138 | NXH96AA001923092CD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31139 | NXH96AA001923092EB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31140 | NXH96AA001923092E37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31142 | NXH96AA0019230218B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31143 | NXH96AA001923092F27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31144 | NXH96AA001923022C17600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31145 | NXH96AA001923022D17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31146 | NXH96AA001923022C07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31147 | NXH96AA001923092BD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31148 | NXH96AA0019230207D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31149 | NXH8YAA0019221A3BF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31153 | NXH96AA0019230224C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31154 | NXH96AA00192222F117600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31171 | NXH96AA001923021F97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31172 | NXH96AA001923092D07600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31175 | NXH96AA001923021407600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31176 | NXH96AA001923092DD7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31231 | NXH8YAA0019242E3DE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31232 | NXH8YAA001924271FA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31233 | NXH8YAA001924271FB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31235 | NXH8YAA001924271C87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31238 | NXH8YAA001924271F57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31239 | NXH8YAA001924272117600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31241 | NXH8YAA0019242E3D27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31245 | NXH96AA001923021DE7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31246 | NXH96AA001923021ED7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31247 | NXH8YAA0019242723A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31249 | NXH8YAA001924272327600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31250 | NXH8YAA001924280487600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31251 | NXH8YAA001924272347600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31270 | NXH8YAA0019221A2D77600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31275 | NXH8YAA0019221A3717600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31287 | NXH8YAA0019242721D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31289 | NXH8YAA001924272127600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31291 | NXH96AA0019140BE527600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31292 | NXH96AA0019140BDCA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31293 | NXH96AA0019140BDEE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31294 | NXH96AA0019140BDED7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31295 | NXH96AA0019140BE1E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31296 | NXH96AA0019140BE1B7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31298 | NXH96AA0019140BE3E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31299 | NXH96AA00192301EA17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31300 | NXH96AA0019140BE297600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31301 | NXH96AA0019140BE5E7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31303 | NXH96AA0019140BE4C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31304 | NXH96AA0019140BE227600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31305 | NXH96AA0019140BE307600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31310 | NXH96AA00192222F5C7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31314 | NXH96AA00192222F8F7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31322 | NXH96AA00192222FA67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31323 | NXH96AA00192222FD37600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31332 | NXH96AA00192222FA97600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31394 | NXH96AA00192301EB27600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31397 | NXH96AA00192301E887600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31403 | NXH96AA00192301E9F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31404 | NXH96AA00192301EA47600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31410 | NXH96AA00192301E937600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31411 | NXH96AA001922232367600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31412 | NXH96AA00192301EAE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31413 | NXH96AA00192301EA27600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31415 | NXH96AA00192301E807600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31416 | NXH96AA00192301E597600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31417 | NXH96AA00192301ECC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31419 | NXH96AA00192301EC07600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31420 | NXH96AA00192301ED07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31422 | NXH96AA00192301F0D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31424 | NXH96AA00192301EC57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31425 | NXH96AA00192301E6F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31426 | NXH96AA00192301EDF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31427 | NXH96AA00192301E567600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31428 | NXH96AA00192301EE67600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31434 | NXH8YAA0019260A5A47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31435 | NXH8YAA0019221A2AF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31438 | NXH8YAA0019260A7BA7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31444 | NXH8YAA0019260AA497600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31445 | NXH8YAA0019260A9FD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31446 | NXH8YAA0019260A9B27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31447 | NXH8YAA0019221A2967600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31456 | NXH8YAA0019260AA987600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31457 | NXH8YAA0019260AAA97600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31459 | NXH8YAA0019260AAAE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31461 | NXH8YAA0019260AB437600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31464 | NXH8YAA0019242720B7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31865 | NXH8YAA001924281427600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31867 | NXH8YAA0019270A4177600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31868 | NXH8YAA0019270A41A7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31883 | NXH96AA001923022627600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31884 | NXH96AA00192222F577600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31886 | NXH96AA0019222336A7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31895 | NXH96AA0019140BE477600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31909 | NXH96AA0019140BE057600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31910 | NXH96AA0019140BEDD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31912 | NXH96AA001922233757600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31913 | NXH96AA0019140BDE07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31915 | NXH96AA0019140BDC27600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31921 | NXH96AA0019140BDD67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31922 | NXH96AA0019140BE567600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31923 | NXH96AA001922233567600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31924 | NXH96AA001922233367600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31927 | NXH96AA001922233087600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31928 | NXH96AA001922233517600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31929 | NXH96AA001922232877600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31930 | NXH96AA00192301E647600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31931 | NXH96AA00192301E537600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31932 | NXH96AA00192301E617600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31933 | NXH96AA001922233547600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31934 | NXH96AA001922233847600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31935 | NXH96AA0019222335A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31936 | NXH96AA0019222335E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31937 | NXH96AA00192301E5A7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31938 | NXH96AA001922233807600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31946 | NXH96AA001922232587600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31947 | NXH96AA00192222F6C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31948 | NXH96AA00192301EE07600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31953 | NXH96AA001922232F57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31954 | NXH96AA00192301E5D7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31956 | NXH96AA001922233857600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31961 | NXH96AA0019140BE6D7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31963 | NXH96AA0019140BE6A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31964 | NXH96AA00192301EEA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31965 | NXH96AA00192301EFF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31966 | NXH96AA0019222326B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31967 | NXH96AA001922233667600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31969 | NXH96AA0019140BE6B7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31971 | NXH96AA0019140BDC37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31972 | NXH96AA001922233507600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31973 | NXH96AA0019222334F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31974 | NXH96AA00192301E5F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31975 | NXH96AA0019140BE607600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31980 | NXH96AA0019140BDE17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31981 | NXH96AA0019140BE5C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31982 | NXH96AA0019140BDE67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31983 | NXH96AA0019140BE457600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31985 | NXH96AA0019140BDF07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31986 | NXH96AA0019222334D7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31992 | NXH96AA00192301F087600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31993 | NXH96AA001922233457600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31995 | NXH96AA001922233887600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31998 | NXH96AA00192301F077600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31999 | NXH96AA00192301E697600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32016 | NXH96AA00192301E5E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32020 | NXH96AA00192301EEF7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32231 | NXH8YAA001927127F27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32232 | NXH8YAA0019270A37F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32233 | NXH8YAA001927128757600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32234 | NXH8YAA0019270A0727600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32235 | NXH8YAA001927128277600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32236 | NXH8YAA0019270A4997600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32237 | NXH8YAA0019270A23D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32239 | NXH8YAA001927127F77600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32240 | NXH8YAA0019270A1A37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32241 | NXH96AA00192222F5D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32242 | NXH96AA00192222F597600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32243 | NXH96AA00192222F3F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32245 | NXH96AA00192222F537600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32246 | NXH8YAA0019270A3A37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32248 | NXH8YAA0019270A3137600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32249 | NXH8YAA0019270A3457600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32270 | NXH8YAA0019270A39D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32271 | NXH8YAA0019270A3887600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32272 | NXH8YAA0019270A33B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32274 | NXH8YAA0019270A40E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32275 | NXH8YAA0019270A46C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32277 | NXH8YAA001927127C37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32278 | NXH8YAA0019270A17F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32279 | NXH8YAA0019270A3847600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32280 | NXH8YAA0019270A3977600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32282 | NXH8YAA0019270A41D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32286 | NXH8YAA0019270A3927600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32287 | NXH8YAA0019270A3937600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32288 | NXH8YAA001927127F57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32289 | NXH8YAA0019270A3BE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32290 | NXH8YAA0019270A42E7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32291 | NXH8YAA0019270A4CD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32293 | NXH8YAA0019270A3CA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32295 | NXH8YAA0019270A4117600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32296 | NXH8YAA0019270A4D57600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32303 | NXH8YAA0019270A40F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32305 | NXH8YAA0019270A2407600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32308 | NXH8YAA0019270A4167600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32309 | NXH8YAA0019270A3C97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32310 | NXH8YAA0019270A4297600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32314 | NXH8YAA0019270A3C67600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32317 | NXH8YAA0019270A4047600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32318 | NXH8YAA0019270A42F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32319 | NXH8YAA0019270A4257600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32331 | NXH8YAA0019270A4267600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32366 | NXH96AA001923021B77600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32367 | NXH96AA001923021A57600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32448 | NXH96AA001923021847600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32449 | NXH96AA001923021B97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32470 | NXH96AA0019261B5317600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32471 | NXH96AA0019261AC017600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32475 | NXH96AA0019261B5417600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32476 | NXH96AA0019261AC0D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32477 | NXH96AA0019261B4DF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32478 | NXH96AA0019261B5387600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32482 | NXH96AA0019261B50B7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32483 | NXH96AA0019261B3197600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32486 | NXH96AA0019261B5037600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32487 | NXH96AA0019261ABFF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32488 | NXH96AA0019261B4F87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32489 | NXH96AA0019261B5097600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32490 | NXH96AA0019261B4FC7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32492 | NXH96AA0019261B52E7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32494 | NXH96AA0019261B5307600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32495 | NXH96AA0019261B52D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32496 | NXH96AA0019261B4397600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32497 | NXH96AA0019261B5247600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32498 | NXH96AA0019261B31F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32499 | NXH96AA0019261B54B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32500 | NXH96AA0019261B53D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32502 | NXH8YAA0019270A3ED7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32503 | NXH8YAA0019270A3E57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32504 | NXH8YAA0019270A4027600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32506 | NXH8YAA0019270A3E47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32507 | NXH8YAA0019270A46D7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32508 | NXH8YAA0019270A39B7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32521 | NXH96AA001923021DB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32523 | NXH96AA001922232507600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32620 | NXH8YAA0019270A34A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32621 | NXH8YAA001927127E77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32622 | NXH8YAA0019261C2497600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32625 | NXH8YAA0019270A4B87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32627 | NXH8YAA001924281497600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32628 | NXH8YAA0019270A4BB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32629 | NXH8YAA00192426EB57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32631 | NXH8YAA0019260A6E17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32632 | NXH8YAA0019260A5747600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32635 | NXH8YAA0019260A5467600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32636 | NXH8YAA0019260A8047600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32666 | NXH96AA0010241945A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32667 | NXH96AA001024193267600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32669 | NXH96AA001024194547600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32674 | NXH96AA001024193197600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32700 | NXH8YAA0019270C8D97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32701 | NXH8YAA0019270A3AB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32702 | NXH8YAA0019270A38D7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32706 | NXH8YAA0019270A3F37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32707 | NXH8YAA0019270A3C27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32708 | NXH8YAA0019270A3A87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32709 | NXH8YAA0019270A3D07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32710 | NXH8YAA0019270A2D27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32712 | NXH8YAA0019270A3DF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32717 | NXH8YAA0019270A49E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32718 | NXH8YAA0019270A4217600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32719 | NXH8YAA0019270A3427600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32721 | NXH8YAA0019270A1647600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 37192 | NXH8YAA0019221A2CC7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 37195 | NXH8YAA0019221A2817600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 37203 | NXH8YAA0019221A2A87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 37206 | NXH8YAA0019221A2F27600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31994 | NXH96AA00192222FD17600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30497 | NXH96AA0019140BE147600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31002 | NXH8YAA0019221A26D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30984 | NXH8YAA0019270A40C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31409 | NXH96AA00192222F787600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32024 | NXH96AA001923022347600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30494 | NXH96AA001922230097600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31926 | NXH96AA00192301E827600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30451 | NXH96AA0019130F43A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31885 | NXH96AA0019140BDAB7600 |
| Atlas Sound | AA35 | Mixer Amplifier | 15517 | 5107AC06593 |
| AVerMedia | P0F3 | Document Camera | 18120 | 64685 10050P |
| Axis | M30 Network Cameras | security camera | 20797 | B8A44FD20797 |
| Dell | P2412Hb | monitor | 21879 | CN0KG49T742613670GAU |
| Dell | B3465dnf | laser printer | 23369 | BGFJSS1 |
| Ruckus | ZONEFLEX R500 | Access point | 24028 | 431504300214 |
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| Solo5 | HoverCam | Document Camera | 25162 | SL513110020335A8 |

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| HP Chromebook 14 G5 | HP Chromebook 14 G5 | Chromebook | 29503 | 5CD8451KFB |
| HP Chromebook 14 G5 | HP Chromebook 14 G5 | Chromebook | 29505 | 5CD8451KFJ |
| HP Chromebook 14 G5 | HP Chromebook 14 G5 | Chromebook | 29506 | 5CD8451KH4 |
| HP Chromebook 14 G5 | HP Chromebook 14 G5 | Chromebook | 29510 | 5CD8451M5K |
| HP Chromebook 14 G5 | HP Chromebook 14 G5 | Chromebook | 29513 | 5CD8451KDH |
| HP | Chromebook 14 G5 | chromebook | 29517 | 5CD8444XNM |
| HP Chromebook 14 G5 | HP Chromebook 14 G5 | Chromebook | 29584 | 5CD847686F |
| HP Chromebook 14 G5 | HP Chromebook 14 G5 | Chromebook | 29585 | 5CD847461R |
| Dell | D11S | Computer tower | 30084 | 3P74FX2 |
| Acer | 851 | Chromebook | 32022 | NXH96AA00192301E677600 |
| HP Chromebook 14 G5 | HP Chromebook 14 G5 | Chromebook | 32268 | 5CD8193GMV |
| HP | Chrombox G2 | Chromebox | 33423 | 3TB01100FL |
| Lenovo | 300e | Chromebook | 34790 | P208PV5E |
| HP Chromebook 14 G5 | HP Chromebook 14 G5 | Chromebook | 37100 | 5CD8453VLJ |
| HP Chromebook 14 G5 | HP Chromebook 14 G5 | Chromebook | 37971 | 5CD824GRYL |
| HP Chromebook 14 G5 | HP Chromebook 14 G5 | Chromebook | 37973 | 5CD8193GP2 |
| Axis | M30 Network Cameras | security camera | 46405 | B8A44FD1FE44 |
| Axis | M30 Network Cameras | security camera | 46408 | B8A44FD1FD60 |

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| Axis | M30 Network Cameras | security camera | 46409 | B8A44FD2FF4D |
| PPA T35 | PPA T35 FM Transmitter | PA transmitter | | A2776 |
| Promethean | ActivConnect G-Series | external processor | | GG172500003017 |
| Chief | RPA series | Ceiling mount | | |
| Atlas Learn | AI-2430 | IR receiver/amplifier | | SNU3652820831200140 |
| Hitachi | CP-X2011 | projector | | H0EU06419 |
| Optoma | DLP Projection Display | projector | | Q729637AAAAAC0100 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 29310 | NXH96AA00192222F317600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 29311 | NXH96AA00192222FA27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 29312 | NXH96AA00192222F497600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 29317 | NXH8YAA0019221A2667600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 29318 | NXH8YAA0019221A3BE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30450 | NXH96AA0019140BE007600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30452 | NXH96AA0019130E9AE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30453 | NXH96AA0019130F4347600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30455 | NXH96AA0019130F38A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30456 | NXH96AA0019130E9997600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30457 | NXH96AA0019130F4257600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30458 | NXH96AA0019140BD9C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30459 | NXH96AA0019140BDB47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30460 | NXH96AA0019140BE4A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30461 | NXH96AA0019130F43E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30462 | NXH96AA0019130F4317600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30463 | NXH96AA0019130F4387600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30464 | NXH96AA0019140BE9A7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30465 | NXH96AA0019140BE897600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30466 | NXH96AA0019140BDF67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30467 | NXH96AA0019140BDB57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30468 | NXH96AA0019140BDBA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30469 | NXH96AA0019140BDFC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30470 | NXH96AA0019140BEDA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30471 | NXH96AA0019140BDAD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30473 | NXH96AA0019140BE247600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30474 | NXH96AA0019140BE677600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30475 | NXH96AA0019140BDA87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30476 | NXH96AA0019140BEF37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30477 | NXH96AA0019140BE317600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30479 | NXH96AA0019140BE167600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30480 | NXH96AA0019140BDAF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30481 | NXH96AA0019140BEEC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30482 | NXH96AA0019140BEE47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30483 | NXH96AA0019140BDF77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30484 | NXH96AA0019140BD9D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30485 | NXH96AA0019140BEC67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30486 | NXH96AA0019140BE8B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30487 | NXH96AA0019140BDA97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30488 | NXH96AA0019140BDD17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30489 | NXH96AA0019140BDB87600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30490 | NXH96AA0019140BDD37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30491 | NXH96AA0019140BDE77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30492 | NXH96AA0019140BE237600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30493 | NXH96AA0019140BE4F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30495 | NXH96AA0019140BE9B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30496 | NXH96AA0019140BDFA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30498 | NXH96AA0019140BE0A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30499 | NXH96AA0019140BDEA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30501 | NXH96AA0019140BE507600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30502 | NXH96AA0019140BEC27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30503 | NXH96AA0019140BDA47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30505 | NXH96AA0019140BEEE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30506 | NXH96AA0019140BEF07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30507 | NXH96AA0019140BDFD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30508 | NXH96AA0019140BDE87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30509 | NXH96AA0019140BE2D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30510 | NXH96AA0019140BE6E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30511 | NXH96AA0019140BED87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30512 | NXH96AA0019140BEEA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30513 | NXH96AA0019140BEE17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30514 | NXH96AA0019140BE187600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30515 | NXH96AA0019140BE2E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30516 | NXH96AA0019140BDD07600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30517 | NXH96AA0019140BE0C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30518 | NXH96AA0019140BE0B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30519 | NXH96AA0019140BDFF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30522 | NXH96AA0019130F3D47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30523 | NXH96AA0019140BE997600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30524 | NXH96AA0019140BDF37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30525 | NXH96AA0019140BE557600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30526 | NXH96AA0019140BDD47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30527 | NXH96AA0019140BED47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30528 | NXH96AA0019140BE867600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30529 | NXH96AA0019140BEE67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30530 | NXH96AA0019140BEE77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30531 | NXH96AA0019140BDB27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30532 | NXH96AA0019140BE7D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30533 | NXH96AA0019140BE3B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30534 | NXH96AA0019140BDAA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30535 | NXH96AA0019140BDAC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30536 | NXH96AA0019140BDA37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30537 | NXH96AA0019140BDBD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30538 | NXH96AA0019140BEDF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30539 | NXH96AA0019140BDCE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30540 | NXH96AA0019140BEDB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30541 | NXH96AA0019140BEE87600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30542 | NXH96AA0019140BEEF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30543 | NXH96AA0019140BE087600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30544 | NXH96AA0019140BEF47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30545 | NXH96AA0019140BED97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30546 | NXH96AA0019140BDA17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30547 | NXH96AA0019140BDA77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30548 | NXH96AA0019140BEDC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30549 | NXH96AA0019140BEEB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30550 | NXH96AA0019140BDE97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30551 | NXH96AA0019140BECF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30552 | NXH96AA0019140BDDD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30553 | NXH96AA0019140BDF47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30554 | NXH96AA0019140BE037600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30556 | NXH96AA0019140BDC97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30557 | NXH96AA0019140BDB37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30558 | NXH96AA0019140BDA67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30559 | NXH96AA0019140BE2B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30561 | NXH96AA0019140BE3A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30562 | NXH96AA0019140BD9F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30563 | NXH96AA0019140BE1C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30564 | NXH96AA0019140BE287600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30565 | NXH96AA0019140BEC77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30566 | NXH96AA0019140BEE57600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30567 | NXH96AA0019140BDCD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30568 | NXH96AA0019140BE157600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30569 | NXH96AA0019140BDF17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30571 | NXH96AA0019140BE097600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30572 | NXH96AA0019140BDDB7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30574 | NXH96AA0019140BECA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30575 | NXH96AA0019140BEF27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30576 | NXH96AA0019140BDC67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30578 | NXH96AA0019140BE2F7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30580 | NXH96AA0019130F3CC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30701 | NXH96AA0019140BDCB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30704 | NXH8YAA0019221A22E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30706 | NXH8YAA0019221A2717600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30707 | NXH8YAA0019221A22C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30710 | NXH8YAA0019221A26B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30711 | NXH8YAA0019221A2077600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30712 | NXH8YAA0019221A22B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30713 | NXH8YAA0019221A20F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30717 | NXH8YAA0019221A2627600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30719 | NXH8YAA0019221A23F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30720 | NXH8YAA0019221A2567600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30721 | NXH8YAA0019221A2277600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30722 | NXH8YAA0019221A21A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30724 | NXH8YAA0019221A2177600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30726 | NXH8YAA0019221A2317600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30728 | NXH8YAA0019221A2227600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30730 | NXH8YAA0019221A5AB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30732 | NXH8YAA0019221A49B7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30736 | NXH8YAA0019221A3687600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30737 | NXH8YAA0019221A58A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30738 | NXH8YAA0019221A5A97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30739 | NXH8YAA0019221A5B97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30740 | NXH8YAA0019221A5C47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30741 | NXH8YAA0019221A50F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30743 | NXH8YAA0019221A5B67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30744 | NXH8YAA0019221A5957600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30745 | NXH8YAA0019221A48B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30747 | NXH8YAA0019221A5C57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30748 | NXH8YAA0019221A4997600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30749 | NXH8YAA0019221A4A57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30751 | NXH8YAA0019221A5D87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30753 | NXH8YAA0019221A5CE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30754 | NXH8YAA0019221A5E97600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30755 | NXH8YAA0019221A5C37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30756 | NXH8YAA0019221A5E67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30757 | NXH8YAA0019221A5DB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30758 | NXH8YAA0019221A5CF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30760 | NXH8YAA0019221A3E37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30762 | NXH8YAA0019221A5907600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30763 | NXH8YAA0019221A4FD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30764 | NXH8YAA0019221A4267600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30765 | NXH8YAA0019221A5437600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30767 | NXH8YAA0019221A5D17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30769 | NXH8YAA0019221A4A87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30770 | NXH8YAA0019221A58C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30771 | NXH8YAA0019221A5B07600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30775 | NXH8YAA0019221A59E7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30777 | NXH8YAA0019221A59F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30778 | NXH8YAA0019221A5A07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30780 | NXH8YAA0019221A5A17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30782 | NXH8YAA0019221A57A7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30786 | NXH8YAA0019221A5787600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30787 | NXH8YAA0019221A51A7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30788 | NXH8YAA0019221A5807600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30789 | NXH8YAA0019221A5647600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30794 | NXH8YAA0019221A5BE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30795 | NXH8YAA0019221A4A97600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30802 | NXH8YAA0019221A5B17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30803 | NXH8YAA0019221A59C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30804 | NXH8YAA0019221A5A67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30805 | NXH8YAA0019221A54C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30807 | NXH8YAA0019221A5AF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30808 | NXH8YAA0019221A5BC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30813 | NXH8YAA0019221A53A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30814 | NXH8YAA0019221A59D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30815 | NXH8YAA0019221A5627600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30817 | NXH8YAA0019221A52F7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30819 | NXH8YAA0019221A4F07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30820 | NXH8YAA0019221A53F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30821 | NXH8YAA0019221A5467600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30823 | NXH8YAA0019221A56A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30824 | NXH8YAA0019221A51C7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30826 | NXH8YAA0019221A4527600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30827 | NXH8YAA0019221A56D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30829 | NXH8YAA0019221A58E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30831 | NXH8YAA0019221A58D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30832 | NXH8YAA0019221A5937600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30835 | NXH8YAA0019221A5867600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30836 | NXH8YAA0019221A5947600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30837 | NXH8YAA0019221A29E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30841 | NXH8YAA0019221A58F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30842 | NXH8YAA0019221A4A77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30843 | NXH8YAA0019221A5837600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30844 | NXH8YAA0019221A51D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30845 | NXH8YAA0019221A50E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30848 | NXH8YAA0019221A5897600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30849 | NXH8YAA0019221A55B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30851 | NXH8YAA0019221A5727600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30854 | NXH8YAA0019221A2677600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30858 | NXH8YAA0019221A2117600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30860 | NXH8YAA0019221A2497600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30861 | NXH8YAA0019221A2087600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30863 | NXH8YAA0019221A2367600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30865 | NXH8YAA0019221A2267600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30867 | NXH8YAA0019221A2867600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30868 | NXH8YAA0019221A2327600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30869 | NXH8YAA0019221A21F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30871 | NXH8YAA0019221A32D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30876 | NXH8YAA0019221A35C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30878 | NXH8YAA0019221A30B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30879 | NXH8YAA0019221A3247600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30881 | NXH8YAA0019221A3197600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30883 | NXH8YAA0019221A3357600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30884 | NXH8YAA0019221A3117600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30885 | NXH8YAA0019221A3107600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30886 | NXH8YAA0019221A35D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30887 | NXH8YAA0019221A34D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30888 | NXH8YAA0019221A2F87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30889 | NXH8YAA0019221A3037600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30891 | NXH8YAA0019221A34F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30894 | NXH8YAA0019221A2E17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30895 | NXH8YAA0019221A2127600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30897 | NXH8YAA0019221A3697600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30900 | NXH8YAA0019221A3087600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30904 | NXH8YAA0019221A30D7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30914 | NXH8YAA0019221A3637600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30915 | NXH8YAA0019221A3447600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30951 | NXH96AA001923022D77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30952 | NXH96AA001923022157600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30953 | NXH96AA001923022E87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30955 | NXH96AA001923022677600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30956 | NXH96AA001923022CE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30957 | NXH96AA001923020D57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30958 | NXH96AA001923021E97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30959 | NXH96AA001923022D37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30960 | NXH96AA001923022A67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30961 | NXH96AA001923022547600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30962 | NXH96AA001923022C57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30963 | NXH96AA001923022697600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30964 | NXH96AA001923022EB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30965 | NXH96AA0019230221E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30966 | NXH96AA001923021E87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30967 | NXH96AA001923022DE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30968 | NXH96AA001923022E17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30969 | NXH96AA001923022D57600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30973 | NXH8YAA0019221A22F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30975 | NXH8YAA0019221A2437600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30976 | NXH8YAA0019221A2417600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30980 | NXH8YAA0019221A23B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30982 | NXH8YAA0019221A2157600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30983 | NXH8YAA0019221A2657600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30987 | NXH8YAA0019221A2B07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30989 | NXH8YAA0019221A3AD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30991 | NXH8YAA0019221A3BC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30992 | NXH8YAA0019221A2CA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30994 | NXH8YAA0019221A3147600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30996 | NXH8YAA0019221A2197600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30998 | NXH8YAA0019221A25A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31000 | NXH8YAA0019221A2247600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31003 | NXH8YAA0019221A2387600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31005 | NXH8YAA0019221A2EE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31007 | NXH8YAA0019221A3C07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31008 | NXH8YAA0019221A2DB7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31009 | NXH8YAA0019221A3227600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31013 | NXH8YAA0019221A2DA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31014 | NXH8YAA0019221A2797600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31017 | NXH8YAA0019221A28B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31019 | NXH8YAA0019221A3BD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31020 | NXH8YAA0019221A2B47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31021 | NXH8YAA0019221A2DD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31023 | NXH8YAA0019221A2847600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31024 | NXH8YAA0019221A3C67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31025 | NXH8YAA0019221A24B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31026 | NXH8YAA0019221A24E7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31031 | NXH8YAA0019221A24D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31032 | NXH8YAA0019221A20A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31036 | NXH8YAA0019221A2647600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31037 | NXH8YAA0019221A2A57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31038 | NXH8YAA0019221A2F67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31040 | NXH8YAA0019221A2A37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31041 | NXH8YAA0019221A29D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31042 | NXH8YAA0019221A30C7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31048 | NXH8YAA0019221A2EA7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31049 | NXH8YAA0019221A3727600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31050 | NXH8YAA0019221A3787600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31051 | NXH8YAA0019221A31B7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31099 | NXH96AA001923022DB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31100 | NXH96AA001923021BF7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31102 | NXH96AA001923022437600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31113 | NXH96AA001923022027600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31117 | NXH96AA001923022947600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31132 | NXH96AA001923022F47600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31135 | NXH96AA001923022257600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31136 | NXH96AA001923092DC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31137 | NXH96AA001923021EE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31138 | NXH96AA001923092CD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31139 | NXH96AA001923092EB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31140 | NXH96AA001923092E37600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31144 | NXH96AA001923022C17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31145 | NXH96AA001923022D17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31146 | NXH96AA001923022C07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31147 | NXH96AA001923092BD7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31148 | NXH96AA0019230207D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31149 | NXH8YAA0019221A3BF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31153 | NXH96AA0019230224C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31154 | NXH96AA00192222F117600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31156 | NXH96AA00192222F2A7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31176 | NXH96AA001923092DD7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31233 | NXH8YAA001924271FB7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31944 | NXH96AA0019222334B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31945 | NXH96AA0019222338B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31946 | NXH96AA001922232587600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31948 | NXH96AA00192301EE07600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31952 | NXH96AA001922232A87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31953 | NXH96AA001922232F57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31954 | NXH96AA00192301E5D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31955 | NXH96AA001922233587600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31956 | NXH96AA001922233857600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31957 | NXH96AA0019140BE327600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31958 | NXH96AA0019140BE467600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31962 | NXH96AA0019140BD9B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31963 | NXH96AA0019140BE6A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31964 | NXH96AA00192301EEA7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31971 | NXH96AA0019140BDC37600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31973 | NXH96AA0019222334F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31974 | NXH96AA00192301E5F7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31977 | NXH96AA0019140BE687600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31978 | NXH96AA0019140BEE07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31979 | NXH96AA0019140BE827600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31980 | NXH96AA0019140BDE17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31981 | NXH96AA0019140BE5C7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31983 | NXH96AA0019140BE457600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31999 | NXH96AA00192301E697600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32025 | NXH96AA0019222337A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32231 | NXH8YAA001927127F27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32232 | NXH8YAA0019270A37F7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32236 | NXH8YAA0019270A4997600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32239 | NXH8YAA001927127F77600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32241 | NXH96AA00192222F5D7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32277 | NXH8YAA001927127C37600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32286 | NXH8YAA0019270A3927600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32289 | NXH8YAA0019270A3BE7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32290 | NXH8YAA0019270A42E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32291 | NXH8YAA0019270A4CD7600 |
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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32480 | NXH96AA0019261B5227600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32498 | NXH96AA0019261B31F7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32499 | NXH96AA0019261B54B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32500 | NXH96AA0019261B53D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32502 | NXH8YAA0019270A3ED7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32503 | NXH8YAA0019270A3E57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32504 | NXH8YAA0019270A4027600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32506 | NXH8YAA0019270A3E47600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32507 | NXH8YAA0019270A46D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32508 | NXH8YAA0019270A39B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32510 | NXH96AA001923021937600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32521 | NXH96AA001923021DB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32523 | NXH96AA001922232507600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32620 | NXH8YAA0019270A34A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32621 | NXH8YAA001927127E77600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32622 | NXH8YAA0019261C2497600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32623 | NXH8YAA0019270A3C87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32625 | NXH8YAA0019270A4B87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32627 | NXH8YAA001924281497600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32628 | NXH8YAA0019270A4BB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32629 | NXH8YAA00192426EB57600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32631 | NXH8YAA0019260A6E17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32632 | NXH8YAA0019260A5747600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32635 | NXH8YAA0019260A5467600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32636 | NXH8YAA0019260A8047600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32666 | NXH96AA0010241945A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32667 | NXH96AA001024193267600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32669 | NXH96AA001024194547600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32670 | NXH96AA0010241948A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32671 | NXH96AA0010241931C7600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32672 | NXH96AA001024194647600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32673 | NXH96AA001024194537600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32674 | NXH96AA001024193197600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32675 | NXH96AA001024193407600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32676 | NXH96AA001024194697600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32677 | NXH96AA001024194577600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32678 | NXH96AA001024193247600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32679 | NXH96AA001024194667600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32698 | NXH8YAA0019270A48B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32700 | NXH8YAA0019270C8D97600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32701 | NXH8YAA0019270A3AB7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32702 | NXH8YAA0019270A38D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32703 | NXH8YAA0019270A44E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32704 | NXH8YAA0019270A2627600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32706 | NXH8YAA0019270A3F37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32707 | NXH8YAA0019270A3C27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32708 | NXH8YAA0019270A3A87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32709 | NXH8YAA0019270A3D07600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32710 | NXH8YAA0019270A2D27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32712 | NXH8YAA0019270A3DF7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32717 | NXH8YAA0019270A49E7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32718 | NXH8YAA0019270A4217600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32719 | NXH8YAA0019270A3427600 |

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| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32721 | NXH8YAA0019270A1647600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 37192 | NXH8YAA0019221A2CC7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 37193 | NXH8YAA0019221A2D37600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 37194 | NXH8YAA0019221A2B27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 37195 | NXH8YAA0019221A2817600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 37203 | NXH8YAA0019221A2A87600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 37206 | NXH8YAA0019221A2F27600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 37208 | NXH8YAA0019221A2D67600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31994 | NXH96AA00192222FD17600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32244 | NXH96AA00192222F5B7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30497 | NXH96AA0019140BE147600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31002 | NXH8YAA0019221A26D7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30984 | NXH8YAA0019270A40C7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31409 | NXH96AA00192222F787600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 32024 | NXH96AA001923022347600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30494 | NXH96AA001922230097600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31926 | NXH96AA00192301E827600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 30451 | NXH96AA0019130F43A7600 |
| Acer Chromebook 512 (C851, C851T) | Acer Chromebook 512 (C851, C851T) | Chromebook | 31885 | NXH96AA0019140BDAB7600 |
| Lightspeed | Cat 855 | audio system | 20667 | AMP-855-C-120607-0321 |
| Lightspeed | Cat 855 | audio system | 25217 | AMP-855-C-130516-0151 |
| Lightspeed | Cat 855 | audio system | 20656 | AMP-855-C-120607-0304 |
| Lightspeed | Cat 855 | audio system | | AMP-855-C-150529-0350 |
| Lightspeed | Cat 855 | audio system | 25216 | AMP-855-C-130328-0299 |
| Lightspeed | Cat 855 | audio system | | AMP-855-100610-0473 |

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|---|---|---|---|---|
| Lightspeed | Cat 855 | audio system | 25218 | AMP-855-C-130516-0147 |
| Lightspeed | Cat 855 | audio system | 20665 | AMP-855-C-120607-0308 |
| Lightspeed | Cat 855 | audio system | | AMP-855-100610-0474 |
| Lightspeed | Cat 855 | audio system | 25220 | AMP-855-C-130328-0303 |
| Lightspeed | Cat 855 | audio system | 24238 | AMP-855-C-150615-0176 |
| Lightspeed | Cat 855 | audio system | 25222 | AMP-855-C-130516-0150 |
| Lightspeed | Cat 855 | audio system | 24240 | AMP-855-C-150615-0179 |
| Lightspeed | Cat 855 | audio system | 25221 | AMP-855-C-130328-0295 |
| Lightspeed | Cat 855 | audio system | | AMP-855-C-141009-0263 |
| Lightspeed | Cat 855 | audio system | | AMP-855-100610-0499 |
| Lightspeed | Cat 855 | audio system | 24692 | AMP-855-C-160523-0336 |
| Lightspeed | Cat 855 | audio system | | AMP-855-C-150529-0362 |
| Lightspeed | Cat 855 | audio system | | AMP-855-C-150529-0361 |
| Lightspeed | Cat 855 | audio system | | AMP-855-B-110704-0179 |
| Lightspeed | Cat 855 | audio system | | AMP-855-C-150529-0582 |
| Lightspeed | Cat 855 | audio system | | AMP-855-100610-0346 |
| Lightspeed | Cat 855 | audio system | | AMP-855-100422-0838 |
| Lightspeed | Cat 855 | audio system | | AMP-855-C-150529-0584 |
| Lightspeed | Cat 855 | audio system | | AMP-855-C-150529-0349 |
| Lightspeed | Cat 855 | audio system | | AMP-855-100610-0476 |
| Lightspeed | Cat 855 | audio system | | AMP-855-C-141009-0451 |
| Lightspeed | Cat 855 | audio system | | AMP-855-C-150529-0352 |
| Lightspeed | Cat 855 | audio system | | RX-820-A-110822-0267 |
| Lightspeed | Cat 885 | audio system | 23393 | AMP-885-C-130812-0014 |
| Lightspeed | Cat 885 | audio system | | RX850-090909-0084 |
| Lightspeed | Cat 885 | audio system | | RX850-090909-0082 |
| Premiere | PP-FCTA | ceiling mount | | |
| Premiere | PP-FCTA | ceiling mount | | |
| Premiere | PP-FCTA | ceiling mount | | |
| Lincoln Torch Mate | ACCUMOVE 2 | 4 X4 Foot Computerized Plasma Cutter | | 980115 |
| Lincoln | AC-225 Arc Welder | Lincoln AC-225 Stick Welder | | 10420 |
| Lincoln | AC-225 Arc Welder | Lincoln AC-225 Stick Welder | | 10426 |

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|---|---|---|---|---|
| Hobart | 500502 | Stickmate Welder 205 AC | | LF083733 |
| Hobart | 500502 | Stickmate Welder 205 AC | | LF083726 |
| Hobart | 500502 | Stickmate Welder 205 AC | | LF083727 |
| Hobart | 500502 | Stickmate Welder 205 AC | | LF083729 |
| Hobart | 500502 | Stickmate Welder 205 AC | | LF083730 |
| Hobart | 500502 | Stickmate Welder 205 AC | | LF083731 |
| Hobart | 500502 | Stickmate Welder 205 AC | | LF083725 |
| Hobart | 500502 | Stickmate Welder 205 AC | | LF083728 |
| John Deere | Z810A 22 HP 48 | Zero Turn Lawn Mower - 48 Inch Deck | | TC810AF020732 |
| John Deere | 997 Z-Track | Zero Turn Lawn Mower | | DM997SC021250 |

# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Dr. Janet Vinson, Assistant Superintendent
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** June 10, 2025

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**AGENDA ITEM:**
Declare Textbooks as Surplus Property

**BOARD ACTION REQUESTED:**
Declare Textbooks as Surplus Property

**BACKGROUND INFORMATION:**
In accordance with 70 O.S. 5-117, textbook materials need to be surplussed for disposal. These are books that have been replaced.

| ISBN | Title | Number of Books | Grade |
|---|---|---|---|
| 0-02-296443-6 | Spotlight on Music | 25 | 5 |
| 0-02-296442-8 | Spotlight on Music | 24 | 4 |
| 0-02-296441-x | Spotlight on Music | 25 | 3 |
| 0-02-296439-8 | Spotlight on Music | 25 | 2 |
| 0-02-296438-X/1 | Spotlight on Music | 24 | 1 |
| 0-02-296454-1 | Spotlight on Music Teacher Edition | 1 | 5 |
| 0-02-296453-3 | Spotlight on Music Teacher Edition | 1 | 4 |
| 0-02-296452-5 | Spotlight on Music Teacher Edition | 1 | 3 |
| 0-02-296451-7 | Spotlight on Music Teacher Edition | 1 | 2 |
| 0-02-296449-5 | Spotlight on Music Teacher Edition | 1 | 1 |
| 0-02-296448-7 | Spotlight on Music Teacher Edition | 1 | K |
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| 0-02-296441-x | Spotlight on Music | 25 | 3 |
| 0-02-296439-8 | Spotlight on Music | 25 | 2 |
| 0-02-296438-X/1 | Spotlight on Music | 25 | 1 |
| 0-02-296454-1 | Spotlight on Music Teacher Edition | | |
| 0-02-296453-3 | Spotlight on Music Teacher Edition | | |
| 0-02-296452-5 | Spotlight on Music Teacher Edition | | |
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| ISBN | Title | Number of Books | Grade |
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| 0-02-296443-6 | Spotlight on Music | 1 | 5 |
| 0-02-296442-8 | Spotlight on Music | 0 | 4 |
| 0-02-296441-x | Spotlight on Music | 1 | 3 |
| 0-02-296439-8 | Spotlight on Music | 0 | 2 |
| 0-02-296438-X/1 | Spotlight on Music | 1 | 1 |
| 0-02-296454-1 | Spotlight on Music Teacher Edition | 1 | 5 |
| 0-02-296453-3 | Spotlight on Music Teacher Edition | 1 | 4 |
| 0-02-296452-5 | Spotlight on Music Teacher Edition | 1 | 3 |
| 0-02-296451-7 | Spotlight on Music Teacher Edition | 1 | 2 |
| 0-02-296449-5 | Spotlight on Music Teacher Edition | 1 | 1 |
| 0-02-296448-7 | Spotlight on Music Teacher Edition | | K |
| Misc titles | Wonders Leveled Reader approaching | 1 box | 3 |
| Misc titles | Wonders Leveled Reader on level | 1 box | 3 |
| Misc titles | Wonders Leveled Reader beyond | 1 box | 3 |
| 0-02-295852-5 | Spotlight on Music teacher's resource masters | 1 | 3 |
| 0-02-29589-2 | Spotlight on Music teacher's resource masters | 2 | |
| 0-02-178754-9 | sing a sweet song | | |
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| 0-02-296439-8 | Spotlight on Music | 25 | 2 |
| 0-02-296438-X/1 | Spotlight on Music | 24 | 1 |
| 0-02-296454-1 | Spotlight on Music Teacher Edition | 1 | 5 |
| 0-02-296453-3 | Spotlight on Music Teacher Edition | 1 | 4 |
| 0-02-296452-5 | Spotlight on Music Teacher Edition | 1 | 3 |
| 0-02-296451-7 | Spotlight on Music Teacher Edition | 1 | 2 |
| 0-02-296449-5 | Spotlight on Music Teacher Edition | 1 | 1 |
| 0-02-296448-7 | Spotlight on Music Teacher Edition | 1 | K |
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| ISBN | Title | Number of Books | Grade |
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| 0-02-296442-8 | Spotlight on Music | 25 | 4 |
| 0-02-296441-x | Spotlight on Music | 25 | 3 |
| 0-02-296439-8 | Spotlight on Music | 25 | 2 |
| 0-02-296438-X/1 | Spotlight on Music | 25 | 1 |
| 0-02-296454-1 | Spotlight on Music Teacher Edition | 1 | 5 |
| 0-02-296453-3 | Spotlight on Music Teacher Edition | 1 | 4 |
| 0-02-296452-5 | Spotlight on Music Teacher Edition | 1 | 3 |
| 0-02-296451-7 | Spotlight on Music Teacher Edition | 1 | 2 |
| 0-02-296449-5 | Spotlight on Music Teacher Edition | 1 | 1 |
| 0-02-296448-7 | Spotlight on Music Teacher Edition | 1 | K |
| 0-02-295817-7 | Spotlight on Music Kindergarten Big Book | 1 | K |
| | Real World Problem Solving Library- Mathematics | ~1 Set-222 books | 5 |
| | Phenomena/Engineering Readers- Science | ~1 Set-190 books | 5 |
| 0-02-274271-9 | Exploring Space | 6 | 5 |
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| 0-02-296439-8 | Spotlight on Music | 23 | 2 |
| 0-02-296438-X/1 | Spotlight on Music | 24 | 1 |
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# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** June 10, 2025

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**AGENDA ITEM:**

Consider and Vote to Approve or Not Approve Change Order Number 03 from Firebrand Construction for SPS OES Building Renovation Phase 2 Project.

**BOARD ACTION REQUESTED:**

Vote to Approve or Not Approve Change Order Number 03 from Firebrand Construction for SPS OES Building Renovation Phase 2 Project in the amount of $847.06

**BACKGROUND INFORMATION:**

This proposal includes the interior signage for the SPS OES Building Renovation Phase 2 Project.

The original contract sum was $674,000.00

- Change Order #1 was board approved on February 11, 2025 in the amount of $42,051.68
- Change order #2 board approved March 11, 2025 in the amount of $1,559.33
- The contract sum will be increased by this change order in the amount of $847.06
- The new contract sum including this change order will be $718,458.07

The contract time will be unchanged.

# AIA® Document G701® – 2017

## Change Order

| PROJECT: *(Name and address)* | CONTRACT INFORMATION: | CHANGE ORDER INFORMATION: |
|---|---|---|
| SPS OES Building Renovation Phase 2<br>5021 N. Perkins Road<br>Stillwater, Oklahoma 74075 | Contract For: General Construction<br><br>Date: 12/10/2024 | Change Order Number: 03<br><br>Date: 06/02/2025 |
| **OWNER:** *(Name and address)*<br>Independent School District No. 16 of Payne County Oklahoma<br>314 South Lewis Street<br>Stillwater, Oklahoma 74074 | **ARCHITECT:** *(Name and address)*<br>505 Architects LLC<br><br>1631 South Delware Avenue<br>Tulsa, Oklahoma 74104 | **CONTRACTOR:** *(Name and address)*<br>Firebrand Construction LLC<br><br>221 E 9th Avenue<br>Stillwater, Oklahoma 74074 |

**THE CONTRACT IS CHANGED AS FOLLOWS:**
*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*
PCO #12 Interior Signage for $847.06.

| | | |
|---|---|---|
| The original Contract Sum was | $ | 674,000.00 |
| The net change by previously authorized Change Orders | $ | 43,611.01 |
| The Contract Sum prior to this Change Order was | $ | 717,611.01 |
| The Contract Sum will be increased by this Change Order in the amount of | $ | 847.06 |
| The new Contract Sum including this Change Order will be | $ | 718,458.07 |

The Contract Time will be unchanged by zero (0) days.
The new date of Substantial Completion will be 07/05/2025

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

| | | |
|---|---|---|
| 505 Architects LLC | Firebrand Construction LLC | Independent School District No. 16 of Payne County Oklahoma |
| **ARCHITECT** *(Firm name)* | **CONTRACTOR** *(Firm name)* | **OWNER** *(Firm name)* |
| **SIGNATURE** | **SIGNATURE** | **SIGNATURE** |
| Brian Thomas, AIA, LEED AP; Principal | Kyler McCommas, President | Roberta Douglas, SPS Board President |
| **PRINTED NAME AND TITLE** | **PRINTED NAME AND TITLE** | **PRINTED NAME AND TITLE** |
| 06/02/2025 | 6/2/2025 | |
| **DATE** | **DATE** | **DATE** |

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**User Notes:** (3B9ADA4A)

**Firebrand Construction**
Powered by RedTeam

# FIXED PRICE CHANGE PROPOSAL

05/30/2025

Rob Lamecker
Stillwater Public Schools
314 South Lewis St
Stillwater, OK 74074

**Re:** Our Change Proposal 2418-12 for **Interior Room Signage**

**Project:** SPS OES Building Renovation Phase 2

Stillwater Public Schools

OES Building, 5021 N Perkins Rd, Stillwater, OK 74075

This Proposal is for the Change referenced above and more particularly defined by the Scope of Work comprised of this Proposal, its Attachments, and other Contract Documents incorporated by reference. Therefore, we propose to change the following:

Add (5)- Type 1.0 Room Signs.
Add (2)- Type 2.0 Room Signs.
Add (1)- Type 2.1 Room Sign.

| | |
|---|---|
| **Price:** | **$ 847.06** *Eight Hundred Forty Seven Dollars and Six Cents* |
| **Time:** | The duration of the Work to achieve Substantial Completion will be **UNCHANGED**. |
| **Clarification(s):** | - *None.* |
| **Expiration:** | This Proposal shall remain open for 30 calendar day(s). |

Please contact me at 405-624-2500 or via e-mail bryan@firebrandgc.com if you have any questions or require additional information.
Regards,
**Firebrand Construction**
Bryan Huckabay
Project Manager

**ACCEPTANCE OF PROPOSAL**

The Scope of Work described above supersedes any and all prior communication about this Change.
Customer Signature: _____ Date: _____
Stillwater Public Schools

# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** June 10, 2025

---

**AGENDA ITEM:**

Consider and Vote to Approve or Not Approve Change Order Number 03 from Firebrand Construction for SPS OES Building Renovation Phase 2 Parking Project.

**BOARD ACTION REQUESTED:**

Vote to Approve or Not Approve Change Order Number 03 from Firebrand Construction for SPS OES Building Renovation Phase 2 Parking Project in the amount of $2,430.00

**BACKGROUND INFORMATION:**

This proposal includes the addition of a NEMA rated panel enclosure for the SPS OES Building Renovation Phase 2 Parking Project.

The original contract sum was $677,000.00

- Change order #1 board approved April 11, 2025 in the amount of $3,245.46
- Change order #2 board approved May 13, 2025 in the amount of $16,395.42
- The construct sum will be increased in the amount of 2,430.00
- The new contract sum including this change order will be $699,070.88

The contract time will be unchanged.

# AIA® Document G701® – 2017

## Change Order

| | | |
|---|---|---|
| **PROJECT:** *(Name and address)*<br>SPS OES Building Renovation Phase 2 Parking<br>5021 N. Perkins Road<br>Stillwater, Oklahoma 74075 | **CONTRACT INFORMATION:**<br>Contract For: General Construction<br><br>Date: 1/14/2025 | **CHANGE ORDER INFORMATION:**<br>Change Order Number: 03<br><br>Date: 06/02/2025 |
| **OWNER:** *(Name and address)*<br>Independent School District No. 16 of Payne County Oklahoma<br>314 South Lewis Street<br>Stillwater, Oklahoma 74074 | **ARCHITECT:** *(Name and address)*<br>505 Architects LLC<br><br>1631 South Delware Avenue<br>Tulsa, Oklahoma 74104 | **CONTRACTOR:** *(Name and address)*<br>Firebrand Construction LLC<br><br>221 E 9th Avenue<br>Stillwater, Oklahoma 74074 |

**THE CONTRACT IS CHANGED AS FOLLOWS:**
*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*
PCO#06 Add NEMA rated panel enclosure.

Total $2,430.00

| | | |
|---|---|---|
| The original Contract Sum was | $ | 677,000.00 |
| The net change by previously authorized Change Orders | $ | 19,640.88 |
| The Contract Sum prior to this Change Order was | $ | 696,640.88 |
| The Contract Sum will be increased by this Change Order in the amount of | $ | 2,430.00 |
| The new Contract Sum including this Change Order will be | $ | 699,070.88 |

The Contract Time will be unchanged by zero (0) days.
The new date of Substantial Completion will be 07/31/2025

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

| | | |
|---|---|---|
| 505 Architects LLC | Firebrand Construction LLC | Independent School District No. 16 of Payne County Oklahoma |
| **ARCHITECT** *(Firm name)* | **CONTRACTOR** *(Firm name)* | **OWNER** *(Firm name)* |
| **SIGNATURE** | **SIGNATURE** | **SIGNATURE** |
| Brian Thomas, AIA, LEED AP; Principal | Kyler McCommas, President | Roberta Douglas , SPS Board President |
| **PRINTED NAME AND TITLE** | **PRINTED NAME AND TITLE** | **PRINTED NAME AND TITLE** |
| 06/02/2025 | 6/2/2025 | |
| **DATE** | **DATE** | **DATE** |

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**User Notes:** (3B9ADA49)

STILLWATER PUBLIC SCHOOLS

# STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** June 10, 2025

---

**AGENDA ITEM: 4M**

Consider and Vote to Approve or Not Approve Willowbrook, Inc. use of CM Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project.

**BOARD ACTION REQUESTED:**

Vote to Approve or Not Approve Willowbrook, Inc. use of CM Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project.

**BACKGROUND INFORMATION:**

The attached report lists the requested use of CM contingency and allowances by Willowbrook, Inc. for the SPS Bond 2023 HS Phase I Construction Project.

The requests made in this agenda item do not impact the GMP.

Willowbrook
CONSTRUCTION SERVICES

# CM Contingency Modification

0309b. - Stillwater New High School

**Title:** CMOD 11 - RFI 108 Window Sill Detail

**CM Contingency Modification : #** 11
**Date:** 05/22/2025 **Date Required:**

---

**Description of Work**: This contingency modification is to cover costs associated with adding flashing termination bars underneath thermal windows to accommodate the added window flanges as outlined in RFI 108.

The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

| Item | Units | UM | Unit Price | Item Total | Bonds & Ins | Fee | Total | Time (In days) |
|---|---|---|---|---|---|---|---|---|
| 1 : CMOD 11 - RFI 108 Window Sill Detail | 0.00 | LS | 0.00 | - 5,212.0 | 0.0 | 0.00 | - 5,212.00 | |
| 2 : Sun Valley Masonry | 0.00 | LS | 0.00 | 5,212.0 | 0.0 | 0.00 | 5,212.00 | |

Total Change Amount: 0.00

Notes:

**Approved By:**

| | |
|---|---|
| | 5/27/2025 |
| Construction Manager: | Date: |
| | 06/03/2025 |
| Architect: | Date: |
| | 6/3/25 |
| Owner: | Date: |

# SUN VALLEY MASONRY & CONCRETE, INC.

| | | | |
|---|---|---|---|
| **Submitted To:** | **Willowbrook Construction Services**<br>620 NE 36th Street<br>Oklahoma City, OK 73105 | **SVM Job #:**<br>**Job Name:**<br>**SVM PCO #:** | 24-05-008<br>Stillwater New High School<br>2 |
| **Attention:** | Shawn Vick | **Regarding:** | RFI #108 Sill Detail Change |
| **Date:** | Tuesday, January 14, 2025 | | |

Upon the request to perform additional work. Sun Valley Masonry has calculated to following costs:

| MATERIALS | | | | |
|---|---|---|---|---|
| Description | Quantity | Units | Price | Total |
| Added Termbar and Accessories | 1 | Lump Sum | $ 2,225 | $ 2,225 |
| Deliveries | 1 | Lump Sum | $ 350 | $ 350 |
| | | Total Materials | | $ 2,575 |

| EQUIPMENT | | | | |
|---|---|---|---|---|
| Description | Quantity | Units | Rate | Total |
| Truck w/ tools | 9 | Hours | $ 19.14 | $ 172 |
| | | Total Equipment | | $ 172 |

| LABOR | | | | |
|---|---|---|---|---|
| Title | Quantity | Hours | Rate | Total |
| Foreman | 1 | 9 | $ 76.56 | $ 689 |
| Mason | 1 | 9 | $ 69.72 | $ 627 |
| Apprentice Mason | 1 | 9 | $ 52.08 | $ 469 |
| | | Total Labor | | $ 1,785 |

69 windows with revised detail and added term bar and accessories

| | |
|---|---|
| Subtotal | $ 4,533 |
| OH & Fee | $ 680 |
| **Total** | **$ 5,212** |

Pricing Excludes: footings, drilling & doweling, painting/staining, caulking, block shop drawings, overtime or shift work.

Ed Myers Project Manager, Masonry Division 480-622-4082 (cell)

Willowbrook
CONSTRUCTION SERVICES

**Project: 0309A Stillwater High School**
410 W Franklin Ln
Stillwater, Oklahoma 74075

# RFI #RFI-108: Cast Stone Sill Flashing

| | | | |
|---|---|---|---|
| **Status** | Open | | |
| **To** | Jeff Thomas (505 Architects) *(Response Required)* | **From** | Alexis Perez (Willowbrook) |
| **Date Initiated** | Jan 7, 2025 | **Due Date** | Jan 14, 2025 |
| **Location** | | **Project Stage** | Course of Construction |
| **Cost Impact** | TBD | **Schedule Impact** | TBD |
| **Spec Section** | | **Cost Code** | |
| **Drawing Number** | | **Reference** | |
| **Linked Drawings** | | | |
| **Received From** | Jonathan Stone (Sun Valley Construction) | | |
| **Copies To** | Paul Kerulis (Sun Valley Construction), Alexis Perez (Willowbrook), Jonathan Stone (Sun Valley Construction), Scott Trueman (Willowbrook), Shawn Vick (Willowbrook), Trevor Yarborough (Willowbrook) | | |

## Activity

**Question**

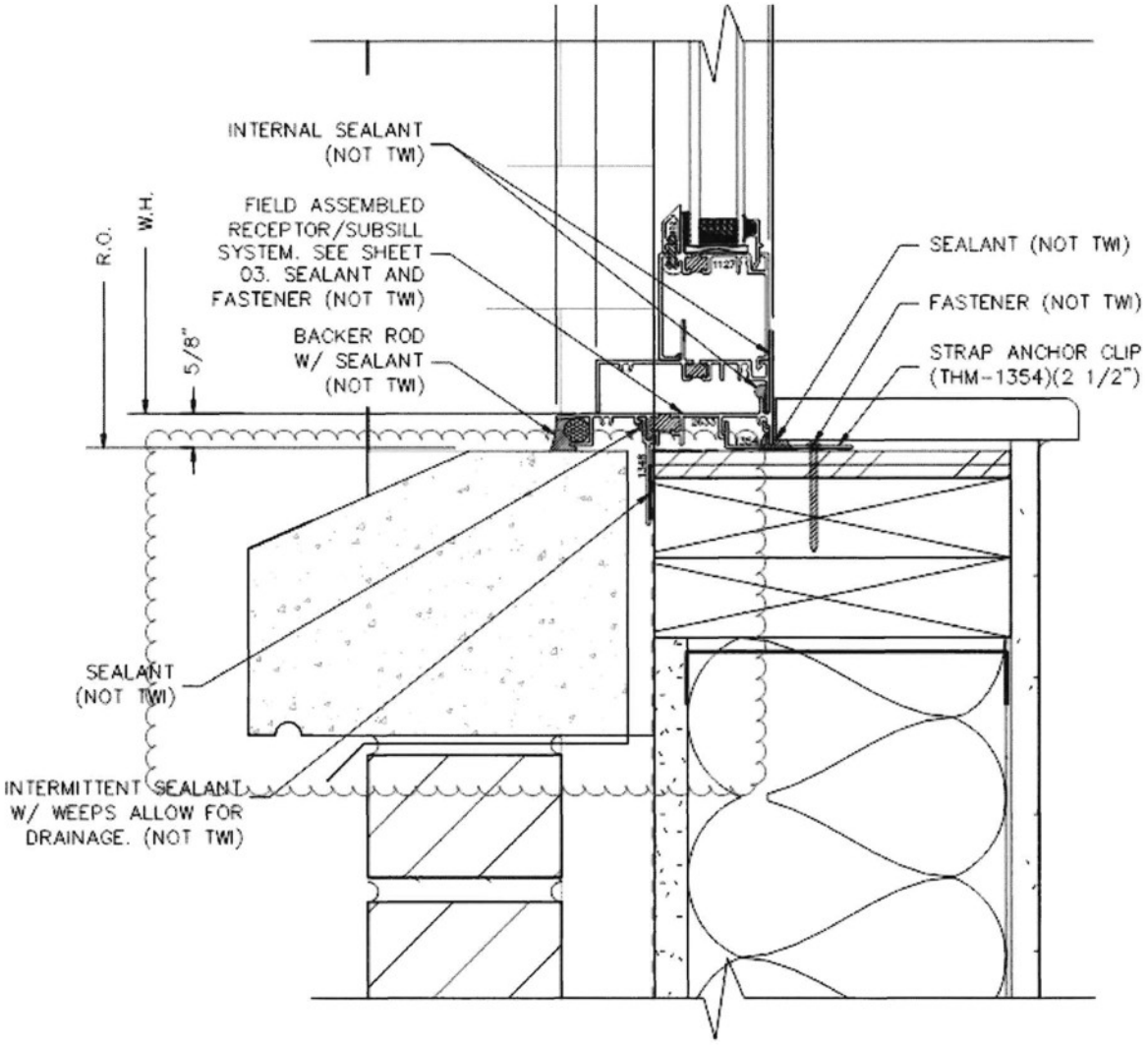
**Question from Alexis Perez Willowbrook** *on Tuesday, Jan 7, 2025 at 10:14 AM CST*

Per the revised thermal window shop drawings, the windows have a metal subsill fin. However, there is no clarification on the flashing for the cast stone. Please advise if installing the sill flashing 1/2" below the metal sub fin with a termination bar is acceptable

**Attachments**
Sill Detail at Brick.png

*Awaiting an Official Response*

It will be acceptable to have the sill flashing 1/2 inch below the metal sub fin with a termination bar. Jeff Thomas, 505 Architects LLC 1/7/2025




S SILL DETAIL AT BRICK

8/A303 4/A302

SCALE: 1/2"= 1"

STILLWATER PUBLIC SCHOOLS

# STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** June 10, 2025

---

**AGENDA ITEM:**

Consider and Vote to Approve or Not Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project.

**BOARD ACTION REQUESTED:**

Vote to Approve or Not Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project.

**BACKGROUND INFORMATION:**

The attached report lists the requested use of Owner Contingency and Allowances by Willowbrook, Inc. for the SPS Bond 2023 HS Phase I Construction Project.

The requests made in this agenda item do not impact the GMP.

# Owner Contingency Modification

0309c. - Stillwater New High School - Phase 2 PA Wing

**Title:** OMOD 2 - PR 05 & ASI 02

**Owner Contingency Modification : #** 2
**Date:** 05/01/2025 **Date Required:**

---

**Description of Work**: The following scope of work is included in this PCO:
1. Provide and install continuous tubing around interior window shroud as detailed in ASI 02.
2. Add vertical support mullion and revise mullion spacing on curtain wall system as outlined in PR 05.
3. Provide credit for 18"x36" mirrors as they had been double scoped.

The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

| Item | Units | UM | Unit Price | Item Total | Bonds & Ins | Fee | Total | Time (In days) |
|---|---|---|---|---|---|---|---|---|
| 1 : OMOD 2 - PR 05 & ASI 02 | 0.00 | LS | 0.00 | - 4,509.8 | 0.0 | 0.00 | - 4,509.75 | |
| 2 : Artform | 0.00 | LS | 0.00 | 1,448.1 | 0.0 | 0.00 | 1,448.14 | |
| 3 : Lee Glass | 0.00 | LS | 0.00 | 4,770.0 | 0.0 | 0.00 | 4,770.00 | |
| 4 : Lee Glass | 0.00 | LS | 0.00 | - 1,708.4 | 0.0 | 0.00 | - 1,708.39 | |

Total Change Amount: 0.00

Notes:

**Approved By:**

| | |
|---|---|
| Construction Manager: | Date: 5/01/2025 |
| Architect: | Date: 05/01/2025 |
| Owner: | Date: 5/15/25 |

Artform™

Change Order: 78247 - 1 / Date: 4/18/2025
Project Number: 78247

Artform
3111 N Santa Fe Ave
Oklahoma City, OK
73118, US
405.232.2256

Prepared By:
John Leon
405.232.2256
jol@art-form.com

Customer

**CMS Willowbrook**
**620 NE 36TH ST**
**Oklahoma City**
**73105, US**

**Angelo Bradford**
**4052241554**
**angelo.bradford@cmswillowbrook.com**

---

Project: **SHS PA Wing**

### Scope of Work

Est 84LF of aluminum tubing frame along perimeter of window shroud per ASI 02. Aluminum tubing will be power coated to match Regal Blue color.

* Tax not applied to part or subcomponent

### Notes

---

### Summary

| | | |
|---|---|---|
| Subtotal | $1,448.14 | |
| Original Contract Value | | $605,186.81 |

**$606,634.96**

Accepted By .....

Date .....

| CHANGE ORDER | DATE | EXPIRATION DATE | TOTAL |
|---|---|---|---|
| #26284-3 | 4/4/2025 | 5/4/2025 | $4,770.00 |

**CUSTOMER**

Willowbrook Contruction Services
(405) 224-1554
hilary.peters@willowbrook.build

PO Box 807
Chickasha, ok, 73023

**JOB INFO**

**CMS WILLOWBROOK-Stillwater High School Phase 2**
1515 Cimarron Plaza
Stillwater, OK, 74075

**LEE GLASS & WINDOW, LLC**

1002 S Lewis St
Stillwater, OK, 74074
+1 (405) 372-6600
phil@leeglassco.com

## PR 05. ADD VERTICAL MULLION TO CURTAINWALL TYPE C-31. NO CHANGE TO REVISE MULLION SPACING ON C-30 AND C-34

| ITEMS | SUBTOTAL |
|---|---|
| **CURTAINWALL**<br>**ADD VERTICAL MULLION, ANCHORS, SCREEN CLIPS, REINFORCING STEEL TO C-31.** | **$2,134.08** |
| **Shop Drawings**<br>**COST TO REVISE SHOP DRAWINGS AND ENGINEERING CALCULATIONS.** | **$750.00** |

## Labor

| ITEMS | SUBTOTAL |
|---|---|
| **Labor to Install the vertical mullion and corresponding items to C-31.** | **$1,885.92** |

| | |
|---|---|
| Subtotal: | $4,770.00 |
| Total: | $4,770.00 |
| **Deposit Due (100%):** | **$4,770.00** |

| CHANGE ORDER | DATE | EXPIRATION DATE | TOTAL |
|---|---|---|---|
| #26284-2 | 4/3/2025 | 5/3/2025 | $1,708.39 |

**CUSTOMER**

Willowbrook Contruction Services
(405) 224-1554
hilary.peters@willowbrook.build

PO Box 807
Chickasha, ok, 73023

**JOB INFO**

**CMS WILLOWBROOK-Stillwater High School Phase 2**
1515 Cimarron Plaza
Stillwater, OK, 74075

**LEE GLASS & WINDOW, LLC**

1002 S Lewis St
Stillwater, OK, 74074
+1 (405) 372-6600
phil@leeglassco.com

## Deduct Change Order - Qty. 13 - 18" x 36" Mirrors Shown in Shop Drawings to be Provided by Toilet Accessories Scope per Architect Revision Notes.

| ITEMS | QTY | SUBTOTAL |
|---|---|---|
| **Mirror**<br>(18" W x 36" H) | 13 | $928.39 |

## Labor

| ITEMS | QTY | SUBTOTAL |
|---|---|---|
| **Labor to Install** | 13 | $780.00 |

| | |
|---|---|
| Subtotal: | $1,708.39 |
| Total: | $1,708.39 |
| **Deposit Due (100%):** | **$1,708.39** |

# Owner Contingency Modification

0309c. - Stillwater New High School - Phase 2 PA Wing

**Title:** OMOD 3 - RFI 13 Additional Parapet Wall

**Owner Contingency Modification : #** 3
**Date:** 05/01/2025 **Date Required:**

---

**Description of Work:** The following scope of work is included in this PCO:
1. Provide and install additional parapet wall at the Main building-PA Wing connections as required by structural framing engineer and outlined in RFI 13.

The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

| Item | Units | UM | Unit Price | Item Total | Bonds & Ins | Fee | Total | Time (In days) |
|---|---|---|---|---|---|---|---|---|
| 1 : OMOD 3 - RFI 13 Additional Parapet Wall | 0.00 | LS | 0.00 | - 9,982.0 | 0.0 | 0.00 | - 9,982.00 | |
| 2 : Modern Coatings | 0.00 | LS | 0.00 | 9,982.0 | 0.0 | 0.00 | 9,982.00 | |

Total Change Amount: 0.00

Notes:

**Approved By:**

| | |
|---|---|
| | 5/01/2025 |
| Construction Manager: | Date: |
| | 05/01/2025 |
| Architect: | Date: |
| | 5/15/25 |
| Owner: | Date: |

3600 S. High Avenue
Oklahoma City, OK 73129
office: (405) 703-8754
fax: (405) 703-8763
website: ModernCoatingsOK.com

# COR REQUEST #1

project name: **SPS High School Phase 2 PA Wing.**
Date: **April 8, 2025**
To: **Willowbrook Construction Services.**
add'l scope: **Additional 3-5/8" CFMF Parapet Wall at Roof.**

We appreciate the opportunity to work with you on this project. Please see the detailed lists below for Inclusions & Exclusions to this proposal. Should you have any questions, please do not hesitate to contact us.

## Scope Inclusions

1: Frame additional 3-5/8" CFMF at backside of parapet wall.
2: following grid lines at roof (2.2) (N.1) (1).
3: Only the metal frame and accessories will be added.
The sheathing and the cementitious backer board that were...
originally there will be installed on the new metal parapet wall.
4: Bonds, Engineered.

## Scope Exclusions

Ceilings, furdowns or exposed structure (except as listed at left)
Floor finishes (except as listed at left)
Touch-up due to damage by others
Demolition
Touch-up or punch list work (done at hourly rate)
Temporary heat
Schedule make-up for time lost by previous trades
Liquidated damages (unless we are direct cause of the delay)
Permits
Dumpsters
Tax

This proposal shall be made part of the subcontract
All work is to be done per PDCA Standards

**COR #1 Additional CFMF Wall ..... $ 9,982.00**

***NOTE: We can begin this additional work upon receipt of an approved copy of this Change Order Request. Added items have to be 100% ready before commencing our portion of work. Any touch-up or items left after our work has been completed will be done at additional cost.**

Rene Delgado.

**Rene Delgado; PM/Estimator**
c: (405) 706-4116
o: (405) 703-8754
e: rene@moderncoatingsok.com

approved by date

This bid is good for **30 days** from the bid date above

# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 50 - RFI 163 Polycarbonate Steel Attachment

**Owner Contingency Modification : #** 50
**Date:** 05/07/2025 **Date Required:**

---

**Description of Work**: The following scope of work is included in the PCO:
1. Provide material and labor to install bent plates in Area 3 to accommodate the polycarbonate panels.

The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

| Item | Units | UM | Unit Price | Item Total | Bonds & Ins | Fee | Total | Time (In days) |
|---|---|---|---|---|---|---|---|---|
| 1 : OMOD 50 - RFI 163 Polycarbonate Steel Attachment | 0.00 | LS | 0.00 | - 3,790.0 | 0.0 | 0.00 | - 3,790.00 | |
| 2 : Bennett Steel | 0.00 | LS | 0.00 | 3,790.0 | 0.0 | 0.00 | 3,790.00 | |

Total Change Amount: 0.00

Notes:

**Approved By:**

| | |
|---|---|
| Construction Manager: | Date: 5/27/2025 |
| Architect: | Date: 06/03/2025 |
| Owner: | Date: 6/3/25 |

BENNETT STEEL INC.
Sapulpa, OK (918) 227-2564
WWW.BENNETTSTEEL.COM

Bennett Steel Inc.
2210 Industrial Rd
Sapulpa, OK 74066
Phone: 918-227-2564
Fax: 918-227-3948

Date : 5/5/2025

**CO #: 10**
Job #: 24079

Stillwater High School

Job Location: Stillwater, OK

## Change Order Request

**To:** **Shawn Vick**
Willowbrook Construction Services
410 W. Franklin Lane
Stillwater, OK 74075
Phone: 580-235-5460

CO #10 - Door Headers

Change Requested By:

Sent Via: E-mail

**Description of Change:**

Cost to supply and install bent plate for seq. 3 door headers.

The change will cause an increase of $3,790.00 to the contract amount.

A signature below indicates acceptance of all changes shown herein. Any work associated with this change will begin upon receipt of a signed copy of this C.O. in our office.

Accepted By

Bennett Steel Inc.

## Estimate Summary

Estimate Date: **5/5/2025**

Estimate #: **2024-081DH**

**Recipient Information**

| | | | |
|---|---|---|---|
| Company: | | Phone: | |
| Contact: | | Fax: | |

**Estimate Job Site Information**

| | | | |
|---|---|---|---|
| Estimate Name: | Stillwater High School | Erector Estimate #: | |
| Location: | | Tax Exempt: | |
| County: | | Dist. From Shop: | 0 |
| Group Name: | | Site Completion: | |
| Group Name 2: | | Liq. Damages: | |

### « MATERIALS »

| Item | | Qty/Weight | Cost | O.H. % | O.H. | S,G&A % | S,G&A | Profit % | Profit | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Fabricated Materials: | | 366 | $267 | 0.0% | $0 | 0.0% | $0 | 15.0% | $40 | $308 |
| Drop | (5%): | 18 | $12 | 0.0% | $0 | 0.0% | $0 | 15.0% | $2 | $14 |
| Weld Material: | | 0 | $0 | 0.0% | $0 | 0.0% | $0 | 15.0% | $0 | $0 |
| Shop Bolts: | | 0 | $0 | 0.0% | $0 | 0.0% | $0 | 15.0% | $0 | $0 |
| Field Bolts: | | 0 | $0 | 0.0% | $0 | 0.0% | $0 | 15.0% | $0 | $0 |
| Welded Studs: | | 0 | $0 | 0.0% | $0 | 0.0% | $0 | 15.0% | $0 | $0 |
| Buyouts: | | | $0 | 0.0% | $0 | 0.0% | $0 | 15.0% | $0 | $0 |
| Inbound Freight: | | | $0 | 0.0% | $0 | 0.0% | $0 | 15.0% | $0 | $0 |
| ***Material Subtotal:*** | | ***366*** | ***$279*** | ***0.0%*** | ***$0*** | ***0.0%*** | ***$0*** | ***15.0%*** | ***$42*** | ***$321*** |
| Sand/Shot: | | 0 | $0 | 0.0% | $0 | 0.0% | $0 | 15.0% | $0 | $0 |
| Total for (2) Paint Systems: | | 2 | $63 | 0.0% | $0 | 0.0% | $0 | 15.0% | $9 | $72 |
| Galvanizing: | | 0 | $0 | 0.0% | $0 | 0.0% | $0 | 15.0% | $0 | $0 |
| Galvanizing Freight: | | | $0 | 0.0% | $0 | 0.0% | $0 | 15.0% | $0 | $0 |
| ***Coating Subtotal:*** | | | ***$63*** | ***0.0%*** | ***$0*** | ***0.0%*** | ***$0*** | ***15.0%*** | ***$9*** | ***$72*** |
| ***Coating & Material Subtotal:*** | | | ***$342*** | ***0.0%*** | ***$0*** | ***0.0%*** | ***$0*** | ***15.0%*** | ***$51*** | ***$393*** |
| Material Taxes: | 0.0% | | $0 | | $0 | | $0 | | $0 | $0 |
| **MATERIAL TOTAL:** | | | **$342** | | **$0** | | **$0** | | **$51** | **$393** |

### « LABOR »

| Item | Rate | Hours | Cost | O.H. % | O.H. | S,G&A % | S,G&A | Profit % | Profit | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Shop | $65.00 | 6 | $390 | 0.0% | $0 | 0.0% | $0 | 15.0% | $59 | $449 |
| Detailing Labor | $60.00 | 0 | $0 | 0.0% | $0 | 0.0% | $0 | 15.0% | $0 | $0 |
| Galv. Prep Labor: | | | $0 | 0.0% | $0 | 0.0% | $0 | 15.0% | $0 | $0 |
| ***Labor Subtotal:*** | | ***6*** | ***$390*** | ***0.0%*** | ***$0*** | ***0.0%*** | ***$0*** | ***15.0%*** | ***$59*** | ***$449*** |
| Labor Taxes: | 0.0% | | $0 | | $0 | | $0 | | $0 | $0 |
| **LABOR TOTAL:** | | | **$390** | | **$0** | | **$0** | | **$59** | **$449** |

### « SUBCONTRACTS »

| Item | | Qty/Weight | Cost | O.H. % | O.H. | S,G&A % | S,G&A | Profit % | Profit | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Detailing: | | | $0 | 0.0% | $0 | 0.0% | $0 | 15.0% | $0 | $0 |
| Joists: | | | | 0.0% | | 0.0% | | 15.0% | | |
| Deck: | | | | 0.0% | | 0.0% | | 15.0% | | |
| Grating: | | | | 0.0% | | 0.0% | | 15.0% | | |
| *Enter Sub-out Item:* | | | | 0.0% | | 0.0% | | 15.0% | | |
| *Enter Sub-out Item:* | | | | 0.0% | | 0.0% | | 15.0% | | |
| *Enter Sub-out Item:* | | | | 0.0% | | 0.0% | | 15.0% | | |
| *Enter Sub-out Item:* | | | | 0.0% | | 0.0% | | 15.0% | | |
| *Enter Sub-out Item:* | | | | 0.0% | | 0.0% | | 15.0% | | |
| ***Sub-out Subtotal:*** | | ***0*** | ***$0*** | ***0.0%*** | ***$0*** | ***0.0%*** | ***$0*** | ***15.0%*** | ***$0*** | ***$0*** |
| Sub-out Taxes: | 0.0% | | $0 | | $0 | | $0 | | $0 | $0 |
| **SUB-OUT TOTAL:** | | | **$0** | | **$0** | | **$0** | | **$0** | **$0** |
| ***Supply Only Subtotal:*** | | | ***$732*** | | ***$0*** | | ***$0*** | | ***$110*** | ***$842*** |
| Supply Only Taxes: | 0.0% | | $0 | | $0 | | $0 | | $0 | $0 |
| **SUPPLY ONLY TOTAL:** | | | **$732** | | **$0** | | **$0** | | **$110** | **$842** |
| Jobsite Freight: | | 1 | $500 | 0.0% | $0 | 0.0% | $0 | 15.0% | $75 | $575 |
| LTL/Other Freight: : | | | | 0.0% | $0 | 0.0% | $0 | 15.0% | $0 | |
| **DELIVERED TOTAL:** | | | **$1,232** | | **$0** | | **$0** | | **$185** | **$1,417** |

### « JOBSITE »

| Item | Rate | Qty/Weight | Cost | O.H. % | O.H. | S,G&A % | S,G&A | Profit % | Profit | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Erecting Labor: | $86.00 | 24 | $2,064 | 0.0% | $0 | 0.0% | $0 | 15.0% | $310 | $2,374 |
| Erection: | | | $0 | 0.0% | $0 | 0.0% | $0 | 15.0% | $0 | $0 |
| *Enter Job Site Item:* | | | | 0.0% | | 0.0% | | 15.0% | | |
| *Enter Job Site Item:* | | | | 0.0% | | 0.0% | | 15.0% | | |
| *Enter Job Site Item:* | | | | 0.0% | | 0.0% | | 15.0% | | |
| ***Job Site Subtotal:*** | | | ***$2,064*** | ***0.0%*** | ***$0*** | ***0.0%*** | ***$0*** | ***15.0%*** | ***$310*** | ***$2,374*** |
| Job Site Taxes: | 0.0% | | $0 | | $0 | | $0 | | $0 | $0 |
| **JOB SITE TOTAL:** | | | **$2,064** | | **$0** | | **$0** | | **$310** | **$2,374** |
| ***ERECTED SUBTOTAL:*** | | | ***$3,296*** | | ***$0*** | | ***$0*** | | ***$494*** | ***$3,790*** |
| Tax on Everything: | 0.0% | | $0 | | $0 | | $0 | | $0 | $0 |
| **GRAND TOTAL:** | | | **$3,296** | | **$0** | | **$0** | | **$494** | **$3,790** |
| **AS BID DETAILS:** | | **366** | **Lbs.** | | | | **3,790** | | | |

Willowbrook
CONSTRUCTION SERVICES

# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 51 - North-South Waterline Replacement

**Owner Contingency Modification : #** 51
**Date:** 05/22/2025 **Date Required:**

---

**Description of Work**: The following scope of work is included in this PCO:

1. Provide material and labor to replace the existing City waterline running north-south on the west end of the site.

The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

| Item | Units | UM | Unit Price | Item Total | Bonds & Ins | Fee | Total | Time (In days) |
|---|---|---|---|---|---|---|---|---|
| 1 : OMOD 51 - North-South Waterline Replacement | 0.00 | LS | 0.00 | - 71,040.0 | 0.0 | 0.00 | - 71,040.00 | |
| 2 : D Owens | 0.00 | LS | 0.00 | 71,040.0 | 0.0 | 0.00 | 71,040.00 | |

Total Change Amount: 0.00

Notes:

**Approved By:**

| | |
|---|---|
| Construction Manager: | Date: 5/27/2025 |
| Architect: | Date: 06/03/2025 |
| Owner: | Date: 6/3/25 |

D.OWEN CONSTRUCTION
(405)360-8786

# Change Order #5

| **Project:** | **Customer:** | **Prepared By:** |
|---|---|---|
| 24-016 STILLWATER HS UTILITIES | Willowbrook | Payte Owen |
| Contract #0309b.005 | 620 NE 36th St | Payte@dowenconstructionllc.com |
| Contract Date: 6/21/2024 | Oklahoma City OK 73105 | 4/7/2025 |

**1. PR- 18 SOUTH WATERLINE (MATERIALS)** **$26,010.00**

| *Item* | *QTY* | *Price* | *Subtotal* |
|---|---|---|---|
| 6"X20' C900 DR18 WATERLINE (MATERIALS) | 740.00 | $13.50 | $9,990.00 |
| 6"X6" MJ TEE W/ ACC | 2.00 | $975.00 | $1,950.00 |
| 6" MJ GATE VALVE (MATERIALS) | 4.00 | $1,355.00 | $5,420.00 |
| FIRE HYDRANT ASSEMBLY | 2.00 | $4,325.00 | $8,650.00 |

**2. PR- 18 SOUTH WATERLINE (LABOR & EQUIPMENT)** **$45,030.00**

| *Item* | *QTY* | *Price* | *Subtotal* |
|---|---|---|---|
| 6"X20' C900 DR18 WATERLINE (L&E) | 740.00 | $25.00 | $18,500.00 |
| 6"X6" MJ TEE W/ ACC (L&E) | 2.00 | $1,470.00 | $2,940.00 |
| 6" MJ GATE VALVE (L&E) | 4.00 | $1,560.00 | $6,240.00 |
| FIRE HYDRANT ASSEMBLY (L&E) | 2.00 | $3,800.00 | $7,600.00 |
| AGGREGATE BEDDING (M,L,&E) | 150.00 | $50.00 | $7,500.00 |
| SPOILS REMOVAL (L&E) | 150.00 | $15.00 | $2,250.00 |

| | |
|---|---|
| **Total Price:** | **$71,040.00** |
| Original Contract Sum: | $1,373,000.00 |
| Net Change by Previously Authorized Change Orders: | $221,725.00 |
| Adjusted Contract Sum Prior to This Change Order: | $1,594,725.00 |
| Value of This Change Order: | $71,040.00 |
| Revised Contract Total: | $1,665,765.00 |

We hereby agree to make the changes specified for Total Price listed above.

CONTRACTOR: _____
D Owen Construction LLC

The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work shall be performed under the same terms and conditions as specified in the original contract unless otherwise stipulated.

ACCEPTED BY: _____

Willowbrook

# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 52 - PR 036 Media Revisions

**Owner Contingency Modification : #** 52
**Date:** 05/22/2025 **Date Required:**

---

**Description of Work**: The following scope of work is included in this PCO:

1. Reduce Audio Visual scope of work to only include the Media Wall equipment as outlined in PR 36.

The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

| Item | Units | UM | Unit Price | Item Total | Bonds & Ins | Fee | Total | Time (In days) |
|---|---|---|---|---|---|---|---|---|
| 1 : OMOD 52 - PR 036 Media Revisions | 0.00 | LS | 0.00 | - 61,756.8 | 0.0 | 0.00 | - 61,756.84 | |
| 2 : Owner Contingency | 0.00 | LS | 0.00 | 61,756.8 | 0.0 | 0.00 | 61,756.84 | |

Total Change Amount: 0.00

Notes:

**Approved By:**

| | |
|---|---|
| | 5/27/2025 |
| Construction Manager: | Date: |
| | 06/03/2025 |
| Architect: | Date: |
| | 6/3/25 |
| Owner: | Date: |

# CHANGE ORDER - SCOPE REDUCTION

## VIDEO WALL

CREDITS FOR REPLACED ITEMS

| | | |
|---|---|---|
|  | 1 | AVPro Edge AC-MXNET-CBOX-B Control Box for MXNET System |
|  | 2 | AVPro Edge AC-MXNET-1G-E Encoder; HDMI, HDMI Loop, USB, IR, RS232, Fiber & RJ45--Not Compatible with V2 Systems |
|  | 2 | AVPro Edge AC-MXNET-1G-E Encoder; HDMI, HDMI Loop, USB, IR, RS232, Fiber & RJ45--Not Compatible with V2 Systems |
|  | 8 | AVPro Edge AC-MXNET-1G-D Decoder; HDMI, USB, IR, RS232, Fiber & RJ45--Not Comptible with V2 Systems |
|  | 1 | APC SMT750RM2UC APC Smart-UPS 750VA LCD RM 2U 120V with SmartConnect |
|  | 1 | Furman M-8X2 15A Standard Power Conditioner, 9 Outlets, 1RU, 6Ft Cord |
|  | 3 | SmartWire CAT6S-BLK 23-4P OAS SOL CMR C6 Blk Jkt |
|  | 1 | IPORT 72300 CONNECT PRO CASE BLACK works with iPad 10.2" (9th gen) |
|  | 1 | IPORT 72352 CONNECT PRO BaseStation Black |
|  | 1 | Apple IPAD9GEN64GB-SG Apple 9th Generation Space Gray Ipad |
|  | 1 | QSC CORE 8 FLEX Unified Core with 8 local audio I/O channels, 64x64 network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, VoIP telephony, 8x8 GPIO, 8 AEC processors, Half-size 1RU. |
|  | 1 | QSC SLMST-8N-P Q-SYS Core 8 Flex, Core Nano, NV-32-H (Core Capable) license for Microsoft Teams Room software features, enables both Q-SYS Scripting and UCI Deployment, Perpetual |
|  | 4 | VOXAV Labor Equipment Item 45 - 98" Television. Includes installation, mounting hardware, equipment rentals, clean up, and removal of debris necessary. Priced per Display |

CREDITS FOR REPLACED ITEMS

| | | |
|---|---|---|
| | 3 | VOXAV Labor Equipment Item 46 - 85" Display. Includes installation, mounting hardware, equipment rentals, clean up, and removal of debris necessary. Priced per Display |
| | 3 | VOXAV Labor Equipment Item 82 - 50" Television. Includes installation, mounting hardware, equipment rentals, clean up, and removal of debris necessary. Priced per Display |
| | 5 | VOXAV Labor Equipment Item 83 - 65" Television. Includes installation, mounting hardware, equipment rentals, clean up, and removal of debris necessary. Priced per Display |
| | 9 | VOXAV Labor Equipment Item 84 - 85" Television. Includes installation, mounting hardware, equipment rentals, clean up, and removal of debris necessary. Priced per Display |
| | 39 | VOXAV Labor Equipment Item 85 - Interactive Flat Panel. Includes installation, mounting hardware, equipment rentals, clean up, and removal of debris necessary. Priced per Display |
| | 2 | VOXAV Labor Equipment Item 88 - Projection Screen Motorized. Includes installation, mounting hardware, equipment rentals, clean up, and removal of debris necessary. Priced per Screen |
| | 1 | VOXAV Labor Equipment Item 89 - LU Interactive Playground Projection System. Includes installation, mounting hardware, equipment rentals, clean up, and removal of debris necessary. Priced per Screen |
|  | 3 | Yamaha Commercial Audio VXC6W (Pair) 6" 2-Way Ceiling Speakers, White Version |
|  | 12 | Yamaha Commercial Audio VXH6W Pendant speaker with 6.5" (LF) with 1" (HF), 55Hz-20kHz, 120 degree conical coverage, 90W PGM, 60W, 30W, 10W, 7.5W 70/100V Taps, White Finish, packaged and priced in singles |
|  | 1 | Powersoft Quattrocanali 1204 DSP+ Quattrocanali 1204 DSP+ |
|  | 2 | Netgear GSM4212P-100NAS GSM4212P-100NAS |
|  | 1 | Ubiquiti Networks UCG-ULTRA COMPACT MULTI-WAN UNIFI CLOUD GATEWAY |
|  | 1 | Ubiquiti Networks U7PROUS UBIQUITI WI-FI 7 ACCESS POINT 2.5GBE 6GHZ |
|  | 1 | Lowell LWBR-4032 Wall Rack w Base 40Ux32D |

CREDITS FOR REPLACED ITEMS

| | |
|---|---|
| CREDITS | $-61,756.84 |

**SUMMARY**

| | |
|---|---|
| EQUIPMENT TOTAL | -$36,886.84 |
| LABOR | -$24,870.00 |
| SHIPPING | $0.00 |
| SALES TAX | $0.00 |
| **CHANGE ORDER - SCOPE REDUCTION TOTAL** | **-$61,756.84** |

# ACCEPTANCE

## FINANCIAL

PAYMENT SCHEDULE
To be determined

| | |
|---|---|
| EQUIPMENT TOTAL | $-36,886.84 |
| SHIPPING TOTAL | $0.00 |
| ENGINEERING | $0.00 |
| INSTALLATION | $-24,870.00 |
| MANAGEMENT | $0.00 |
| PROGRAMMING | $0.00 |
| LABOR TOTAL | $-24,870.00 |
| CHANGE ORDER SUBTOTAL | $-61,756.84 |
| TOTAL SALES TAX | $0.00 |
| CHANGE ORDER TOTAL | $-61,756.84 |

## ACCEPTANCE

STILLWATER PUBLIC SCHOOLS

SIGNED _____ DATE _____

PRINT NAME _____ TITLE _____

VOX AUDIO VISUAL

SIGNED _____ DATE _____

PRINT NAME _____ TITLE _____

# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 53 - PR's 34, 37, 38

**Owner Contingency Modification : #** 53
**Date:** 05/22/2025 **Date Required:**

---

**Description of Work**: The following scope of work is included in this PCO:

1. Revise staff restroom and seclusion room hardware as outlined in PR 034.
2. Remove stair access panels as outlined in PR 037.
3. Remove carpet and add polished concrete in room 2118 as outlined in PR 038.

The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

| Item | Units | UM | Unit Price | Item Total | Bonds & Ins | Fee | Total | Time (In days) |
|---|---|---|---|---|---|---|---|---|
| 1 : OMOD 53 - PR's 34, 37, 38 | 0.00 | LS | 0.00 | - 1,615.0 | 0.0 | 0.00 | - 1,615.00 | |
| 2 : Wiljo | 0.00 | LS | 0.00 | - 749.0 | 0.0 | 0.00 | - 749.00 | |
| 3 : Carroll | 0.00 | LS | 0.00 | - 436.0 | 0.0 | 0.00 | - 436.00 | |
| 4 : Piper Weatherford | 0.00 | LS | 0.00 | 2,800.0 | 0.0 | 0.00 | 2,800.00 | |

Total Change Amount: 0.00

Notes:

**Approved By:**

| | |
|---|---|
| Construction Manager: | Date: 5/27/2025 |
| Architect: | Date: 06/03/2025 |
| Owner: | Date: 6/3/25 |

**WILJO INTERIORS, INC.**

2100 N Indianwood Broken Arrow, OK 74012
Phone: (918) 250-0679
Fax: (918) 250-0112

7421 NW 83rd St., OKC, OK 73132
Phone: (405) 792-7979
Fax: (405) 792-7980

www.wiljointeriors.com


| | |
|---|---|
| ATTN: Shawn Vick<br>Willowbrook Construction Services | JOB: **Stillwater High Schhol Phase 1**<br>**PR 23** |
| DATE: 2/21/2025 | PLAN DATE: N/A |
| PER ADDENDUM: PR 23 | |

**We propose to furnish and install the following scope of work as listed below, per the plans and specifications:**

| | AMOUNT |
|---|---|
| Layout of our work from established points given by others.<br>Clean up of our debris into a dumpster provided by others.<br>Equipment/lifts/scaffolding to perform our work.<br>Added 24" fire rated access panel in stair 4, Area 3.<br><br>Materials.....$575<br>Labor & burdens.....$101<br>Overhead & profit.....$68<br>Bond.....$5 | **$749** |

**ALTERNATES:**

**EXCLUSIONS:**
Wood; Blocking wood or metal; Exposed caulking; Dumpsters; Sealing of MEP penetrations; Engineering; Demolition;

Respectfully Submitted,

Ken Fry
Project Manager

# Carroll's Commercial Floors

11408 E 19th St
Tulsa, OK 74128
Telephone: 918-376-9885 Fax: 918-376-9885

**Proposal**
Date 5/14/25

*We are a Factory Authorized Dealer*

| Customer: | Willowbrook | Job Site: | **CO DEDUCT - PR 038 (Stillwater HS)** |
|---|---|---|---|
| | | | *Stillwater HS, Stillwater, OK* |

| Attn: | Shawn Vick | Contact: | Brian Torrie \| 918-549-5770 \| ccftorrie@gmail.com |
|---|---|---|---|

| Qty | UOM | Description | Tax | Unit | Total |
|---|---|---|---|---|---|
| 121.00 | SY | CPT3 Removal from Rm 2118 (per PR 038) | | $ (3.53) | $ (427.06) |

**SPECIAL NOTES:**
- Material already delivered. DEDUCT is for labor only.

| | | |
|---|---|---|
| Subtotal | $ | (427.06) |
| Tax (if applicable) | | |
| Bid Bond | $ | (8.54) |

We hereby propose to furnish the above complete in accordance with the above specifications, for the sum of: **$ (436.00)**

*This proposal is valid for 30 days from the date of issuance. After this period, terms and pricing may be subject to revision.*

**PIPER-WEATHERFORD COMPANY**
**DISTRIBUTOR OF ARCHITECTURAL SPECIALTIES**
**210 NE 31 Street**
**OKLAHOMA CITY, OK. 73105**
**PHONE: (405) 896-3795**

QUOTATION

Date: 04/23/2025

Willowbrook
Shawn Vick

Job: Stillwater HS
Location: Stillwater, OK.

**Reference: PR#34**

Door Hardware ADD $ 2,800.00
-Changed Hardware Set 39.0 to Seclusion Lock/Strike
-Change Hardware Set 57.0 from Passage Latch to Lockset ML2055
-Added Closers to Hardware for Doors 1022 & 1024
-Changed Function Hardware Set 73.0 from ML2030 to ML2029

***TO COMPLY WITH THE REQUIREMENTS OF YOUR PURCHASE ORDER THE MATERIAL LISTED IN THIS QUOTATION WILL NOT BE ORDERED OR RELEASED FOR FABRICATION UNTIL A CHANGE ORDER OR, IF ACCEPTABLE BY YOUR PO, A SIGNED ACCEPTANCE OF THIS QUOTATION IS RETURNED TO OUR OFFICE.***

- **THE PRICES REFELECTED IN THIS PROPOSAL WILL BE HELD FOR THIRTY (30) DAYS, AFTER WHICH THEY WILL BE SUBJECT TO REVIEW BEFORE ANY ORDER CAN BE ACCEPTED.**
- **THIS PROPOSAL IS FOR MATERIAL ONLY F.O.B. FACTORY FREIGHT ALLOWED TO JOB SITE.**
- **TERMS OF PAYMENT ARE NET THIRTY DAYS. NO RETAINAGE ALLOWED.**
- **CURRENT SHIPPING SCHEDULE IS _____ WEEKS AFTER RECEIPT OF ALL APPROVED INFORMATION REQUIRED TO FABRICATE MATERIAL AND A DEFINITIVE SIGNED AGREEMENT (PURCHASE ORDER, CHANGE ORDER, CONTRACT, ETC.) BY THE PURCHASER.**
- **EXCLUSIONS: SALES TAX, UNLOADING, GLASS, GLAZING, INSTALLATIONS, FINISH PAINT, ASPHALT EMULSION, FIELD MEASUREMENTS, AND FASTENING DEVICES.**

SINCERELY,

Chad Heilaman
PIPER-WEATHERFORD CO. OKLAHOMA
Direct Line 817-546-4142

# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 54 - RFI 160 Media Wall Power

**Owner Contingency Modification : #** 54
**Date:** 05/22/2025 **Date Required:**

---

**Description of Work**: The following scope of work is included in this PCO:

1. Provide additional power and circuitry for the medial wall requirements as outlined in RFI 160.

The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

| Item | Units | UM | Unit Price | Item Total | Bonds & Ins | Fee | Total | Time (In days) |
|---|---|---|---|---|---|---|---|---|
| 1 : OMOD 54 - RFI 160 Media Wall Power | 0.00 | LS | 0.00 | - 10,700.6 | 0.0 | 0.00 | - 10,700.56 | |
| 2 : Colburn Electric | 0.00 | LS | 0.00 | 10,700.6 | 0.0 | 0.00 | 10,700.56 | |

Total Change Amount: 0.00

Notes:

**Approved By:**

| | |
|---|---|
| | 5/27/2025 |
| Construction Manager: | Date: |
| | 06/03/2025 |
| Architect: | Date: |
| | 6/3/25 |
| Owner: | Date: |

# COLBURN ELECTRIC : PRICE REQUEST BREAKDOWN

ATTENTION: Shawn Vick | GC/CM: Willowbrook | BY: Ed Webber
JOB: Stillwater High School | DATE: 5/5/2025 | PR for: RFI-160
DESCRIPTION: Media Video Wall Power Requirements
Add four outlets on separate circuits from L1C spare. Add four additional Data outlet pathways.

## Subcontract

| | | Totals |
|---|---|---|
| | Data | |
| | Fire Alarm | |
| | Security | |
| | Lightning Protection | |
| | Excavation | |
| | **Total Subcontractor** | $ - |

## Labor & Supervision

| Hours | | Labor Cost | Totals |
|---|---|---|---|
| 70.0 | Electrician | $ 70.80 | 4,956.00 |
| 7.0 | Foreman | $ 79.50 | 556.50 |
| 3.0 | Superintendent | $ 79.50 | 238.50 |
| 3.0 | Project Manager/Estimator | $ 95.00 | 285.00 |
| | Electrician Mobilization/Demobilization | $ 70.80 | - |
| | Delivery | $ 75.80 | - |
| | Electrician OT | $ 106.20 | - |
| | Foreman OT | $ 119.25 | - |
| | Superintendent OT | $ 119.25 | - |
| | Electrician Mobilization/Demobilization OT | $ 106.20 | - |
| | Per Diem | $ 125.00 | - |
| | Tool Box Safety Meetings (1.25% of labor cost) | | 75.45 |
| | As-built fees (1% of labor cost) | | 60.36 |
| | Safety Equipment (2% of labor cost) | | 120.72 |
| | **Total Labor** | | $ 6,292.53 |

## Materials

| Quantity | | Item Cost | Labor Hours | Labor Total | Material Total |
|---|---|---|---|---|---|
| 1 | See attached breakout | $ 1,418.00 | 70.0 | 70.0 | 1,418.00 |
| | | | | - | - |
| | | | | - | - |
| | | | | - | - |
| | | | | - | - |
| | | | | - | - |
| | | | | - | - |
| | Subtotal Labor Hrs./Material | | | 70.0 | 1,418.00 |
| | Warranty % of labor costs | | 2.65% | | 166.75 |
| | **Total Material** | | | | $ 1,584.75 |

## Tools, Rentals, Misc Costs

| | | Unit Cost | Totals |
|---|---|---|---|
| | Other | | |
| | Trencher rental | | |
| | Scissor Lift rental | | |
| | Boom Truck rental | | |
| | Equipment/tools % of labor costs | 7.00% | $ 440.48 |
| | Consumables/DJC % of labor costs | 7.00% | $ 440.48 |
| | Sales Tax material/misc. | | - |
| | **Total Tools, Rentals, Misc Costs** | | $ 880.95 |
| | **Subtotal w/subcontractor** | | $ 8,758.24 |
| | *Subcontractor Markup* | 10.00% | $ - |
| | *Bond* | 3.00% | $ 262.75 |
| | *Overhead on Direct Cost* | 10.00% | $ 902.10 |
| | **Subtotal Subcontractor and Direct Cost with Markups** | | $ 9,923.08 |
| | *Profit* | 5.00% | $ 496.15 |
| | **Subtotal** | | $ 10,419.24 |
| | *Insurance* | 2.70% | $ 281.32 |
| | **Subtotal** | | $ 10,700.56 |
| | *Miscellaneous added* | 0.00% | $ - |
| | **Total Cost for Price Request** | | $ 10,700.56 |

**Prices are only valid for 15 days from date above. The Approving Party accepts the terms of this change order. Acceptance shall be evidenced by signature below or by permitting Colburn Electric to commence with the work as listed. Once work has been completed by Colburn Electric, the Approving Party acknowledges that payment will be made in full within 60 days or be subject to 5% of the balance added to the total amount due each month until paid in full.**

Company Name | By: Signature, Title | Date:

**Job ID:** EW00541




**Project:** STILLWATER HIGH SCHOOL BUILDING

**CO:** 29: RFI 160 Media Wall power

## Takeoff

**Phase:** DEVICES

| Item # | Qty | U/M | Q/M | Size | Description | Material Result | Labor Result |
|---|---|---|---|---|---|---|---|
| | 0.00 | | | | **Added Outlets** | | |
| TITLE | 4.00 | EA | M | #12 1/2" EMT | 20A 1G DX COML TR | 0.00 | 0.00 |
| 140018 | 4.00 | EA | M | 20A | DX RECEPT COMMERCIAL GRADE TR | 22.04 | 1.80 |
| 140802 | 4.00 | EA | M | 1-DUPLEX | 1G STAINLESS STEEL PLATE | 5.96 | 0.60 |
| 150047 | 4.00 | EA | M | 2-1/8"D | 1900 CMB-KO CV- BRKT | 18.79 | 1.60 |
| 150066 | 4.00 | EA | M | 5/8"RISE 4.8-CI | 1G 1900 MUD-RING | 5.20 | 0.40 |
| 160699 | 24.00 | EA | M | #10 x 1" | TEK SCREW | 1.68 | 0.86 |
| 100032 | 5.00 | EA | M | #18 to 8 | WIRE-NUT MED -RED | 0.98 | 0.50 |
| 10000 | 32.00 | FT | M | 1/2 | EMT | 15.91 | 2.25 |
| 20010 | 0.00 | EA | M | 1/2 | EMT 90-ELBOW | 0.00 | 0.00 |
| 20000 | 8.00 | EA | M | 1/2 | EMT FIELD-BEND | 0.00 | 1.15 |
| 30000 | 0.00 | EA | M | 1/2 | EMT STEEL-SS COUPLING | 0.00 | 0.00 |
| 30010 | 8.00 | EA | M | 1/2 | EMT STEEL SS CONNECTOR | 2.53 | 0.96 |
| 70033 | 106.00 | FT | M | 12 | THHN/THWN CU (STR) | 20.71 | 1.00 |
| 70228 | 36.00 | FT | M | 12. | GREEN THHN CU (GRD 20A) | 7.42 | 0.27 |
| 160000 | 6.00 | EA | M | 1/2 | CONDUIT HGR SNAP-CLS B-JOIST | 11.94 | 0.47 |
| 630066 | 8.00 | EA | M | 1/2 | COND PUSH-IN HGR TO SCREW-ON STUD- | 16.91 | 3.00 |
| | 0.00 | | | | **Home Runs from L1C** | | |
| TITLE | 220.00 | EA | M | 3/4 | EMT ON BAR JOIST MULTI RUN | 0.00 | 0.00 |
| 10001 | 220.00 | FT | M | 3/4 | EMT | 189.02 | 13.86 |
| 20011 | 0.00 | EA | M | 3/4 | EMT 90-ELBOW | 0.00 | 0.00 |
| 20001 | 3.00 | EA | M | 3/4 | EMT FIELD-BEND | 0.00 | 0.86 |
| 30001 | 22.00 | EA | M | 3/4 | EMT STEEL-SS COUPLING | 13.47 | 1.29 |
| 630075 | 24.00 | EA | M | 3/4 | COND HAMMER-ON HGR 1/4-FLNG SNP- | 65.30 | 1.81 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | CLOSE HD | | |
| 30011 | 4.00 | EA | M | 3/4 | EMT STEEL SS CONNECTOR | 2.13 | 0.63 |
| 40001 | 4.00 | EA | M | 3/4 | PLASTIC BUSHING | 0.55 | 0.71 |

Takeoff Report: STILLWATER HIGH SCHOOL BUILDING

**Phase:** DEVICES

| Item # | Qty | U/ | Q/M | Size | Description | Material Result | Labor Result |
|---|---|---|---|---|---|---|---|
| 70034 | 2,288.00 | FT | M | 10 | THHN/THWN CU (STR) | 695.78 | 9.61 |
| 100032 | 24.00 | EA | M | #18 to 8 | WIRE-NUT MED -RED | 4.71 | 2.52 |
| 70229 | 230.00 | FT | M | 10. | GREEN THHN CU (GRD 60A) | 70.89 | 2.21 |
| 100032 | 8.00 | EA | M | #18 to 8 | WIRE-NUT MED -RED | 1.57 | 0.84 |
| 150041 | 8.00 | EA | M | 2-1/8"D | 1900 CMB-KO NO BRKT | 21.92 | 2.52 |
| 150096 | 8.00 | EA | M | | 1900 BLANK COVER | 6.17 | 0.84 |
| 630577 | 8.00 | EA | M | 1/4" FLANGE | HAMMER-ON FLANGE CLIP - 1/4-20 x 3/8 | 15.59 | 0.50 |
| 630505 | 8.00 | EA | M | THREAD ROD MOUNT | COMB BOX & 1/2 > 3/4" SNP-CLS CONDHGR- | 87.52 | 3.15 |
| 161526 | 8.00 | EA | M | 1/4-20 | PLTD HEX NUTS | 0.37 | 0.24 |
| 160873 | 8.00 | EA | M | 1/4" | PLTD FLAT WASHER | 0.40 | 0.02 |
| 100053 | 8.00 | EA | M | #12 SOL | 8" PIGTAIL W/GRD SCREW | 6.02 | 0.84 |
| | 0.00 | | | | **DATA stubs** | | |
| TITLE | 4.00 | EA | M | 1" EMT/P-STRING | 1G STUB/4"sq BOX /MTL-STD | 0.00 | 0.00 |
| 150043 | 4.00 | EA | M | 2-1/8"D | 1900 1"-KO NO BRKT | 14.29 | 1.60 |
| 150066 | 4.00 | EA | M | 5/8"RISE 4.8-CI | 1G 1900 MUD-RING | 5.20 | 0.40 |
| 160699 | 24.00 | EA | M | #10 x 1" | TEK SCREW | 1.68 | 0.86 |
| 10002 | 32.00 | FT | M | 1 | EMT | 47.20 | 2.44 |
| 30002 | 0.00 | EA | M | 1 | EMT STEEL-SS COUPLING | 0.00 | 0.00 |
| 630029 | 10.00 | EA | M | 1 | COND SNP-CLOSE HGR TO SCR-ON STUD- | 27.20 | 3.75 |
| 30012 | 8.00 | EA | M | 1 | EMT STEEL SS CONNECTOR | 6.78 | 1.44 |
| 40002 | 4.00 | EA | M | 1 | PLASTIC BUSHING | 0.96 | 0.80 |
| 40014 | 4.00 | EA | M | 1 | EMT NM TERMINATOR | 2.29 | 0.80 |
| 500140 | 38.40 | FT | M | | PULL LINE (STRING) | 0.88 | 0.14 |
| | | | | | | **1,417.97** | **69.56** |
| | | | | | | **1,417.97** | **69.56** |

COLBURN ELECTRIC LLC

COLBURN ELECTRIC, LLC
829 W ELGIN
BROKEN ARROW, OK 74012

**Phone:** (918) 251-
**Web:**

# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 55 - PR 035 AV Boxes

**Owner Contingency Modification : #** 55
**Date:** 06/02/2025 **Date Required:**

---

**Description of Work**: The following scope of work is included in this PCO:

1. Provide additional electrical circuitry and data for AV cabinet in Office Room 1052A.
2. Provide and install Eaton Smart Racks in Office Room 1052A, Presentation Room 1101, and Presentation Room 2102.
3. Add electrical for AV microphone at Stair 1ST1.

The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

| Item | Units | UM | Unit Price | Item Total | Bonds & Ins | Fee | Total | Time (In days) |
|---|---|---|---|---|---|---|---|---|
| 1 : OMOD 55 - PR 035 AV Boxes | 0.00 | LS | 0.00 | - 9,471.4 | 0.0 | 0.00 | - 9,471.37 | |
| 2 : Colburn Electric | 0.00 | LS | 0.00 | 2,335.4 | 0.0 | 0.00 | 2,335.37 | |
| 3 : Adept Patriot | 0.00 | LS | 0.00 | 7,136.0 | 0.0 | 0.00 | 7,136.00 | |

Total Change Amount: 0.00

Notes:

**Approved By:**

| | |
|---|---|
| | 6/02/2025 |
| Construction Manager: | Date: |
| | 06/03/2025 |
| Architect: | Date: |
| | 6/3/25 |
| Owner: | Date: |

**Virginia Location**:
8401 Mayland Dr, Ste S
Richmond, VA 23294
Ph: 800-871-3165
www.adeptpatriotservices.com

# Adept Patriot Services

**Company Headquarters**:
12607 E 60th Street, Ste B
Tulsa, OK 74146
Ph: 800-871-3165
OK Lic.# AC440797
AR Lic.# 0003025

## Proposal #4969

**PROJECT:** Stillwater High School PR 35 **DATE:** 5/29/25

**CUSTOMER:** Willowbrook Construction **CONTACT:** Shawn Vick

**LOCATION:** Stillwater OK

**WE PROPOSE TO PROVIDE THE FOLLOWING LABOR & MATERIAL:**

Adept Patriot Services will provide and install the following material as per PR 35.

- Office Room 1052A:
  - (1) Eaton SRW12U13G wall mount cabinet.
  - (2) Cat 6A data cables, 6A data jacks and a two-port wall plate.
- Presentation Room 1101:
  - (1) Eaton SRW12U13G wall mount cabinet.
  - (2) Cat 6A data cables, 6A data jacks and a two-port wall plate.
- Presentation Room 2102:
  - (1) Eaton SRW12U13G wall mount cabinet.
  - (2) Cat 6A data cables, 6A data jacks and a two-port wall plate.
- Note: All data cables will be terminated and tested.

**TOTAL PROJECT PRICE = $7,136.00**

Payment terms: Invoice terms will be net 30 days from invoice date. Overdue invoices are subject to interest at the maximum rate allowed by state law and collections charges (including reasonable attorney's fees). While Adept Patriot Services, LLC does accept credit card payments, a minimum 3% transaction fee will be applied to the total proposal cost for all credit card transactions. **Payment to Adept Patriot Services is not dependent on payment terms from any third party or direct end-user. If the project is canceled after approval of equipment order, all equipment return restock fees, up to 50% of the equipment price at minimum, shall be paid within 30days of cancellation. Shall a legal matter arise, all arbitration, legal matters, and any hearings/trials will be conducted in courts of the state of Oklahoma.**

**PRICING INCLUDES THE FOLLOWING:**

1. Components/ materials as specified or of equal kind or quality and as may be required to provide a complete and operational system.
2. Labor for services and/or components as specified, unless providing equipment only.
3. The contract price shall be increased for any materials cost escalation imposed by material suppliers for cost changes imposed and effective more than ninety days subsequent to the date of acceptance of this proposal.
4. **Any tariff and duty related impacts to materials costs exceeding 5% and shall result in force majeure.**

**THIS PROPOSAL EXCLUDES THE FOLLOWING:**

1. Raceway/conduit system: conduit, boxes, fittings, supports (J Hooks, etc) & penetrations except as noted.
2. Any AC/electrical wiring, interlocks to interface relays and apparatus, and required power wiring as may be required for interface to proposed systems.
3. Conduit between buildings.
4. Bonding and associated costs.
5. Architectural or engineering design for subject proposal.
6. Service or repair (except as set forth in Miscellaneous paragraph 1 page 2 herein) unless provided by Adept Patriot Services under a separate agreement for the following service plans:
    a. Maintenance and Testing Agreement

**MOBILIZATION AND DEMOBILIZATION:**

1. The work shall consist of the mobilization and demobilization of the Adept Patriot Services' team and equipment necessary for performing the work required under the contract.
    a. Includes initial mobilization to site to begin project.
    b. Includes demobilization from site at completion of project.
2. Mobilization shall include all activities and associated costs for transportation of Adept Patriot Services' personnel, equipment, and operating supplies to the site; establishment of offices, buildings, and other necessary general facilities for the Adept Patriot Services' operations at the site; and premiums paid for performance and payment bonds, including coinsurance and reinsurance agreements, as applicable.
3. If additional mobilization outside the initial effort and demobilization activities outside the final effort are required, and costs are incurred during the performance of the project as a result of schedule changes, trade contractor delays, scope of work changes, project deletions, or project additions; Adept Patriot Services' team is entitled to an adjustment in contract price. Compensation for such costs will be included in the price adjustment for the item or items of work changed or added.

**MISCELLANEOUS INFORMATION/QUALIFICATIONS:**

a. One year warranty on all services, components, materials, and installation from the date of acceptance or beneficial use - whichever occurs first, excepting any parts, components or services provided by other supplier/contractor directly to the customer. The warranty period shall begin on the date of acceptance. An optional service contract offering continuing factory authorized service of the system after the initial warranty period is available. Warranty does not include repair of damage caused by: accident, disaster, which shall include, but not be limited to, fire, flood, water, wind and lightning, neglect, misuse or unauthorized alterations. Warranty service calls will be made during normal business hours (Monday through Friday, 8:00 a.m. - 5:00 p.m.) for no additional charge. Warranty calls made during non-business hours shall be billed to the customer at one and one-half the prevailing hourly service rate.
b. Adept Patriot Services, LLC may subcontract at its discretion.
c. Customer warrants that any documentation submitted to Adept Patriot Services, LLC for compliance conform to any applicable governmental enactment or safety code.
d. **Adept Patriot Services' limits of insurance are as noted:**
    a. **General Liability - $1,000,000.00**
    b. **General Aggregate - $2,000,000.00**
    c. **Commercial Auto - $1,000,000.00**
e. If customer requires additional insurance or other subrogation rights it will be at additional expense to customer and treated as a agreement and/or contract modification.

f. There will be no back charges without adequate written notice, ample time to rectify any associated condition, and prior acceptance and agreement of Adept Patriot Services, LLC.
g. The contract will be interpreted in accordance with the laws of the State of Oklahoma.
h. All contract terms (proposal) and change orders must be in writing. There are no terms or conditions between the parties not in writing herein. Confirmation of change orders must be obtained in writing.
i. Any notices to Adept Patriot Services, LLC, doing business as Adept Patriot Services, LLC, that are required under this agreement shall be considered delivered if mailed by certified mail to the following address:

Adept Patriot Services, LLC
12607 E 60th Street, Ste B
Tulsa, OK 74146.

We appreciate the opportunity of furnishing our proposal and trust that we may be privileged to work with you on this project. Acceptance of this proposal and its conditions will be indicated by return (through mail or facsimile) of the signed proposal, or issuance of a purchase order or contract referencing this proposal number. Acceptance must be received within 30 days of the date of this proposal.

Randy Proctor — 5/29/25

Adept Patriot Services - Representative

Accepted By: — Title:

Company: — Date:

Address:

Phone Number: — Company P.O. #:

Additional Office Locations:

**OKC Branch Office**:
18964 NE 23rd Street, #114
Harrah, Oklahoma 74033
Ph: 800-871-3165
OK Lic.# AC440797

**North Carolina Branch Office**:
4030 Wake Forest Road, Ste 349
Raleigh, NC 27609
Ph: 800-871-3165

**Arizona Branch Office**:
1846 E. Innovation Park Dr., Ste 100
Oro Valley, AZ 85755
Ph: 800-871-3165

**Texas Branch Office**:
5900 Balcones Drive, STE 100
Austin , TX 78731
Ph: 800-871-3165

# COLBURN ELECTRIC : PRICE REQUEST BREAKDOWN

ATTENTION: Shawn Vick | GC/CM: Willowbrook | BY: Ed Webber
JOB: Stillwater High School | DATE: 5/15/2025 | PR for: Phase 1, PR 35
DESCRIPTION: Add power and DATA drops
AV box by others

## Subcontract

| | | Totals |
|---|---|---|
| | Data | |
| | Fire Alarm | |
| | Security | |
| | Lightning Protection | |
| | Excavation | |
| | **Total Subcontractor** | $ - |

## Labor & Supervision

| Hours | | Labor Cost | Totals |
|---|---|---|---|
| 14.0 | Electrician | $ 70.80 | 991.20 |
| 2.0 | Foreman | $ 79.50 | 159.00 |
| 1.0 | Superintendent | $ 79.50 | 79.50 |
| 2.0 | Project Manager/Estimator | $ 95.00 | 190.00 |
| | Electrician Mobilization/Demobilization | $ 70.80 | - |
| | Delivery | $ 75.80 | - |
| | Electrician OT | $ 106.20 | - |
| | Foreman OT | $ 119.25 | - |
| | Superintendent OT | $ 119.25 | - |
| | Electrician Mobilization/Demobilization OT | $ 106.20 | - |
| | Per Diem | $ 125.00 | - |
| | Tool Box Safety Meetings (1.25% of labor cost) | | 17.75 |
| | As-built fees (1% of labor cost) | | 14.20 |
| | Safety Equipment (2% of labor cost) | | 28.39 |
| | **Total Labor** | | $ 1,480.04 |

## Materials

| Quantity | | Item Cost | Labor Hours | Labor Total | Material Total |
|---|---|---|---|---|---|
| 1 | See attached breakout | $ 160.00 | 14.0 | 14.0 | 160.00 |
| | | | | - | - |
| | | | | - | - |
| | | | | - | - |
| | | | | - | - |
| | | | | - | - |
| | | | | - | - |
| | Subtotal Labor Hrs./Material | | | 14.0 | 160.00 |
| | Warranty % of labor costs | | 2.65% | | 39.22 |
| | **Total Material** | | | | $ 199.22 |

## Tools, Rentals, Misc Costs

| | | Unit Cost | Totals |
|---|---|---|---|
| | Other | | |
| | Trencher rental | | |
| | Scissor Lift rental | | $ 25.00 |
| | Boom Truck rental | | |
| | Equipment/tools % of labor costs | 7.00% | $ 103.60 |
| | Consumables/DJC % of labor costs | 7.00% | $ 103.60 |
| | Sales Tax material/misc. | | - |
| | **Total Tools, Rentals, Misc Costs** | | $ 232.21 |
| | **Subtotal w/subcontractor** | | $ 1,911.46 |
| | *Subcontractor Markup* | 10.00% | $ - |
| | *Bond* | 3.00% | $ 57.34 |
| | *Overhead on Direct Cost* | 10.00% | $ 196.88 |
| | **Subtotal Subcontractor and Direct Cost with Markups** | | $ 2,165.69 |
| | *Profit* | 5.00% | $ 108.28 |
| | **Subtotal** | | $ 2,273.97 |
| | *Insurance* | 2.70% | $ 61.40 |
| | **Subtotal** | | $ 2,335.37 |
| | *Miscellaneous added* | 0.00% | $ - |
| | **Total Cost for Price Request** | | $ 2,335.37 |

**Prices are only valid for 15 days from date above. The Approving Party accepts the terms of this change order. Acceptance shall be evidenced by signature below or by permitting Colburn Electric to commence with the work as listed. Once work has been completed by Colburn Electric, the Approving Party acknowledges that payment will be made in full within 60 days or be subject to 5% of the balance added to the total amount due each month until paid in full.**

By: _____ Date: _____

Company Name | Signature, Title

**Job ID:** EW00541




**Project:** STILLWATER HIGH SCHOOL BUILDING

**CO:** 32: Phase 1 PR 35

# Takeoff

**Phase:** BRANCH

| Item # | Qty | U/ | Q/M | Size | Description | Material Result | Labor Result |
|---|---|---|---|---|---|---|---|
| | 0.00 | | | | **Phase 1 - PR 35** | | |
| | 0.00 | | | | **add quad** | | |
| TITLE | 1.00 | EA | M | #12 1/2" EMT | 20A 2G DX COML TR | 0.00 | 0.00 |
| 140018 | 2.00 | EA | M | 20A | DX RECEPT COMMERCIAL GRADE TR | 11.04 | 0.90 |
| 140803 | 1.00 | EA | M | 2-DUPLEX | 2G STAINLESS STEEL PLATE | 3.17 | 0.18 |
| 150047 | 1.00 | EA | M | 2-1/8"D | 1900 CMB-KO CV- BRKT | 4.74 | 0.40 |
| 150075 | 1.00 | EA | M | 5/8"RISE 7.5-CI | 2G 1900 MUD-RING | 1.50 | 0.10 |
| 160699 | 6.00 | EA | M | #10 x 1" | TEK SCREW | 0.42 | 0.22 |
| 100032 | 2.00 | EA | M | #18 to 8 | WIRE-NUT MED -RED | 0.39 | 0.20 |
| 10000 | 48.00 | FT | M | 1/2 | EMT | 23.96 | 3.04 |
| 20010 | 0.00 | EA | M | 1/2 | EMT 90-ELBOW | 0.00 | 0.00 |
| 20000 | 2.00 | EA | M | 1/2 | EMT FIELD-BEND | 0.00 | 0.29 |
| 30000 | 5.00 | EA | M | 1/2 | EMT STEEL-SS COUPLING | 2.21 | 0.28 |
| 30010 | 2.00 | EA | M | 1/2 | EMT STEEL SS CONNECTOR | 0.64 | 0.24 |
| 70033 | 159.00 | FT | M | 12 | THHN/THWN CU (STR) | 31.13 | 1.35 |
| 70228 | 53.00 | FT | M | 12. | GREEN THHN CU (GRD 20A) | 10.89 | 0.36 |
| 160000 | 5.00 | EA | M | 1/2 | CONDUIT HGR SNAP-CLS B-JOIST | 9.95 | 0.35 |
| 630066 | 2.00 | EA | M | 1/2 | COND PUSH-IN HGR TO SCREW-ON STUD-WALL | 4.31 | 0.75 |
| | 0.00 | | | | **add DATA conduit stub** | | |
| TITLE | 1.00 | EA | M | 1" EMT/P-STRING | 2G STUB/4"sq BOX /MTL-STD | 0.00 | 0.00 |
| 150043 | 1.00 | EA | M | 2-1/8"D | 1900 1"-KO NO BRKT | 3.58 | 0.40 |
| 150075 | 1.00 | EA | M | 5/8"RISE 7.5-CI | 2G 1900 MUD-RING | 1.50 | 0.10 |
| 160699 | 6.00 | EA | M | #10 x 1" | TEK SCREW | 0.42 | 0.22 |
| 10002 | 20.00 | FT | M | 1 | EMT | 29.66 | 1.53 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 30002 | 1.00 | EA | M | 1 | EMT STEEL-SS COUPLING | 0.95 | 0.07 |
| 630029 | 6.00 | EA | M | 1 | COND SNP-CLOSE HGR TO SCR-ON STUD-WALL | 16.52 | 2.25 |
| 30012 | 2.00 | EA | M | 1 | EMT STEEL SS CONNECTOR | 1.72 | 0.36 |

Takeoff Report: STILLWATER HIGH SCHOOL BUILDING ########

**Phase:** BRANCH

| Item # | Qty | U/ | Q/M | Size | Description | | Material Result | Labor Result |
|---|---|---|---|---|---|---|---|---|
| 40002 | 1.00 | EA | M | 1 | PLASTIC BUSHING | | 0.24 | 0.20 |
| 40014 | 1.00 | EA | M | 1 | EMT NM TERMINATOR | | 0.57 | 0.20 |
| 500140 | 24.00 | FT | M | | PULL LINE (STRING) | | 0.55 | 0.09 |
| | | | | | | **Pha** | **160.08** | **14.08** |
| | | | | | | **Job** | **160.08** | **14.08** |

829 W ELGIN
BROKEN ARROW, OK 74012

**Web:**

# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 56 - PR 40 Outdoor Litter Receptacles

**Owner Contingency Modification : #** 56
**Date:** 06/02/2025 **Date Required:**

---

**Description of Work**: The following scope of work is included in this PCO:

1. Provide twenty-three (23) outdoor litter receptacles as outlined in PR 40.

The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

| Item | Units | UM | Unit Price | Item Total | Bonds & Ins | Fee | Total | Time (In days) |
|---|---|---|---|---|---|---|---|---|
| 1 : OMOD 56 - PR 40 Outdoor Litter Receptacles | 0.00 | LS | 0.00 | - 27,899.0 | 0.0 | 0.00 | - 27,899.00 | |
| 2 : Grooms Irrigation | 0.00 | LS | 0.00 | 27,899.0 | 0.0 | 0.00 | 27,899.00 | |

Total Change Amount: 0.00

Notes:

**Approved By:**

| | |
|---|---|
| | 6/02/2025 |
| Construction Manager: | Date: |
| | 06/03/2025 |
| Architect: | Date: |
| | 6/3/25 |
| Owner: | Date: |

GROOMS
IRRIGATION AND LANDSCAPE
1983

Client: Willowbrook
Address: Stillwater High PR 40
Stillwater, OK
Phone:
Date: 5/30/2025

Estimated By: Brian Smith

| QUANTITY | SIZE | ITEM |
|---|---|---|
| | | |
| 23 | EA | U-Line Courtyard Trash Can-Bonnet 36 gal |
| | | |
| | | |
| | |

# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 57 - PR 41 Blocking & Tackable Wall Panels

**Owner Contingency Modification : #** 57
**Date:** 06/02/2025 **Date Required:**

---

**Description of Work**: The following scope of work is included in this PCO:

1. Provide in-wall blocking and plywood for furniture as outlined in PR 041.
2. Provide tackable wall panels in FASC Design lab 1226 and Journalism 2008 as outlined in PR 041.

The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

| Item | Units | UM | Unit Price | Item Total | Bonds & Ins | Fee | Total | Time (In days) |
|---|---|---|---|---|---|---|---|---|
| 1 : OMOD 57 - PR 41 Blocking & Tackable Wall Panels | 0.00 | LS | 0.00 | - 20,013.0 | 0.0 | 0.00 | - 20,013.00 | |
| 2 : Wiljo | 0.00 | LS | 0.00 | 6,171.0 | 0.0 | 0.00 | 6,171.00 | |
| 3 : Advanced Commercial Painting | 0.00 | LS | 0.00 | 13,842.0 | 0.0 | 0.00 | 13,842.00 | |

Total Change Amount: 0.00

Notes:

**Approved By:**

| | |
|---|---|
| | 6/02/2025 |
| Construction Manager: | Date: |
| | 06/03/2025 |
| Architect: | Date: |
| | 6/3/25 |
| Owner: | Date: |

**WILJO INTERIORS, INC.**

2100 N Indianwood Broken Arrow, OK 74012
Phone: (918) 250-0679
Fax: (918) 250-0112

7421 NW 83rd St., OKC, OK 73132
Phone: (405) 792-7979
Fax: (405) 792-7980

www.wiljointeriors.com

| | |
|---|---|
| ATTN: Shawn Vick<br>Willowbrook Construction Services | JOB: **Stillwater High Schhol Phase 1**<br>**PR 041** |
| DATE: 5/28/2025 | PLAN DATE: N/A |

PER ADDENDUM: PR 041

**We propose to furnish and install the following scope of work as listed below, per the plans and specifications:**

| | AMOUNT |
|---|---|
| Layout of our work from established points given by others.<br>Clean up of our debris into a dumpster provided by others.<br>Added plywood backing in various location per PR 041<br><br>Materials.....$3,612<br>Labor & burdens.....$1,960<br>Overhead & profit.....$557<br>Bond.....$42 | **$6,171** |

**ALTERNATES:**

**EXCLUSIONS:**
Wood; Blocking wood or metal; Exposed caulking; Dumpsters; Sealing of MEP penetrations; Engineering; Demolition;

Respectfully Submitted,

Ken Fry
Project Manager

https://www.acpnational.com

**Change Order #** 2
**Date:** 5/21/25

## Change Order Summary

Project Name: Stillwater New High School
Project Address: 410 West Franklin Lane, Stillwater, OK 74075
Attn: PM/ Shwan Vick

### Scope Of Work

| Supply and install the following items per plans and specifications | | Amount |
|---|---|---|
| Supply and Install - TP-1 from the finish floor to 7'2" AFF in the west wall of room 2008 Journalism per PR 041<br>Supply and Install - TP-1 from the finish floor to 7'2" AFF in the north wall of room 1226 Facs Desing Lab per PR 041 | | $13,842.00 |
| Labor - | $2,132.00 | |
| Material - | $11,710.00 | |
| | | |
| | **BASE BID :** | **$13,842.00** |

| Inclusions | Exclusions & Qualifications |
|---|---|
| Clean up to a central location.<br>All sealants per our scope to create smooth paint transitions.<br>Equipment for our scope of work.<br>Removal of hazardous materials from sites. | Any item not specifically mentioned above<br>Bond and bond cost |
| * ACP will provide supervision and management of its work, equipment for its use and clean up of our debris for disposal into an on-site receptacle. The Trash receptacle and its expense are to be -provided by others<br><br>* Hourly rate $47.00 | *Any premium expense for shift of overtime labor, or unnecessary and unproductive labor required as a result of any acceleration of schedule or as a result of delays caused by others is excluded. All temporary enclosure, lighting ventilation, heating and/or utilities are exclude from bid, though they may be required for proper installation of certain materials |

**Acknowledgements**

| | |
|---|---|
| Bid Plans: | None |
| Addendas: | None |
| Revisions: | None |
| C.M. Clarifications: | None |

**Sales Tax:** Exempt
**Submitted by:** Gerson Vasquez

**2709 I-44 Service Rd.**
**Oklahoma City, OK 73112**
**(405) 227-9412**

Superintendent's Office
JUN 0 6 2025
RECEIVED

# STILLWATER PUBLIC SCHOOLS

## OUT-OF-STATE TRAVEL APPLICATION

**Instructions:** The sponsor requesting out-of-state travel should complete this application in full one month in advance of the trip. A complete itinerary along with any other pertinent information should accompany this application. The sponsor should also have full knowledge that this application must have administrative and Board of Education approval before travel may commence.

The following criteria will be used in approving out-of-state travel:

1. Funding availability
2. Time and effort required to raise funds
3. Benefit of the program
4. Success at state contests
5. School time to be missed
6. Other reasons for justification of trip, i.e. lack of state competition, etc.

All travel must comply with Policy CN of the Stillwater Public Schools Policies and Procedures manual regarding out-of-state field trips.

| Application Date: | Building: | Sponsor Name: | Organization Requesting Travel: |
|---|---|---|---|
| 6/4/2025 | JH/HS | Robby Branscum | FFA |

| Date(s) of Travel: | Number of Students Traveling: | Destination: |
|---|---|---|
| 10/28 - 11/1/ 2025 | 35 | Indianapolis, IN |

**Purpose of Travel:** List the purpose of the trip and how students will benefit from the travel.

This trip is for the National FFA Convention in Indianapolis, Indiana. All students attending this trip have been named as a state champion in various FFA contests and are representing both Stillwater and the entire state of Oklahoma

**Method of Transportation (vehicles, drivers, bus companies, etc.):**

We will be taking a school activity bus, driven by Kyle Kilby. We have spoken with Mr. Blake at the middle school and he has agreed to allow Kyle leave from the site to drive on this trip.

**Lodging (hotels, etc):** Please provide name and address of hotels, etc.

Drury Inn and Plaza Carmel

9625 N Meridian St

Indianpolis, IN

**Supervision:** Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.

| | | |
|---|---|---|
| 1. Robby Branscum | 2. Bailey Kliewer | 3. Tanner Nipper |
| 4. | 5. | 6. |
| 7. | 8. | 9. |

**Organizational History:** What recent (five years or fewer) trip(s) has this organization taken out-of-state?

This is the primary out of state travel that our FFA chapter partakes in. We have been fortunate to have a large number of national qualifiers so we attend this convention annually. In addition, we have taken a few small trips with our livestock and horse judgers to various national contests over the last two years

# OUT-OF-STATE TRAVEL APPLICATION
# FUNDING INFORMATION

**Instructions:** The table below should include total costs in all categories including the cost of fuel, driver that will be reimbursed to the district. Please provide an answer to all questions or information sought below the table. If not applicable, please indicate using N/A.

## Sources of Funds

| Projected Costs | | General Fund | Activity Fund | Booster | Individual | Other |
|---|---|---|---|---|---|---|
| Ground Transportation / Gas | $1,700 | 1,700 | | | | |
| Ground Transportation / Driver | $ 850 | 850 | | | | |
| Ground Transportation / Other | $ | | | | | |
| Air Transportation | $ | | | | | |
| Lodging | $13,500 | | 13,500 | | | |
| Food | $ | | | | | |
| Registration | $2,500 | | | 2,500 | | |
| Other – Explain | $ | | | | | |

Are scholarships provided for students needing financial assistance? Yes [X] No [ ]

If answer is yes, what is source of funding for scholarship? Hotels and Registration covered by FFA and Booster Club

If answer is no, provide reason. _____

**Sponsor:** Before travel may occur, emergency release forms for each student must be on file along with a complete travel roster and itinerary in the Stillwater Public Schools Activities Office. Itineraries should also be provided to each parent before departure.

Sponsor Signature — Date: 6/4/25

## APPROVALS

Director of Athletics/Activities: Walter R. Howell III — Date: 6/4/2025

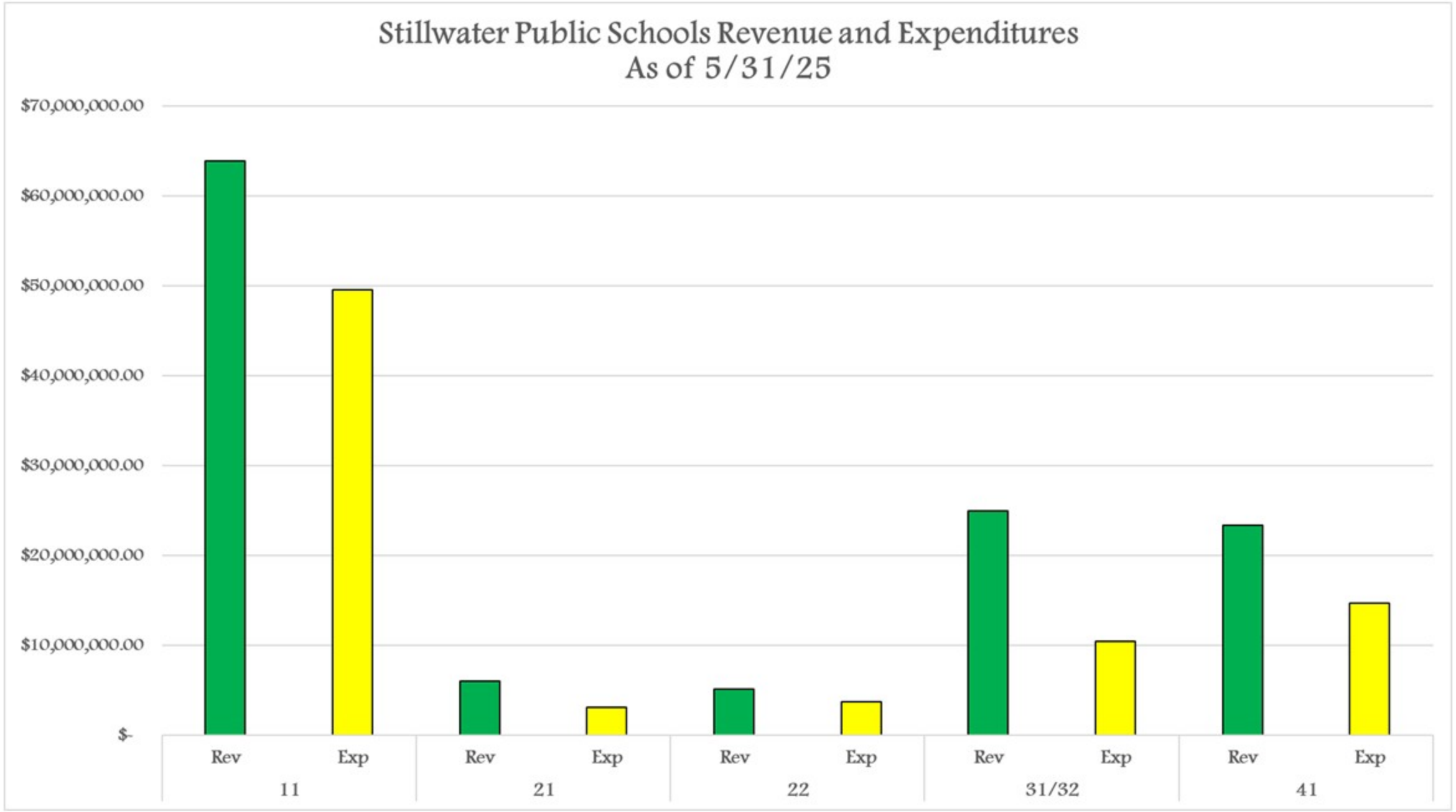
Building Principal: Walter R. Howell III — Date: 6/4/2025

Director of Transportation — Date: 6/4/25

Superintendent — Date

## OUT-OF-STATE TRAVEL APPLICATION
## TRIP ITINERARY

| Date: | Itinerary: |
|---|---|
| 10/28/2025 | Leave the Ag Building - Drive to Indianapolis, IN |
| 10/29/2025 | FFA members compete in their various competitions in Indianapolis, IN |
| 10/30/2025 | Students recieve their placings on stage and share their findings with those others |
| 10/31/2025 | 9625 N Meridian St, Indianapolis, IN 46290 |
| 11/1/2025 | Drive back from Indianapolis, In to Stillwater, OK |
| | |
| | |
| | |
| | |
| | |
| | |


Stillwater Public Schools Revenue and Expenditures
As of 5/31/25
$70,000,000.00
$60,000,000.00
$50,000,000.00
$40,000,000.00
$30,000,000.00
$20,000,000.00
$10,000,000.00
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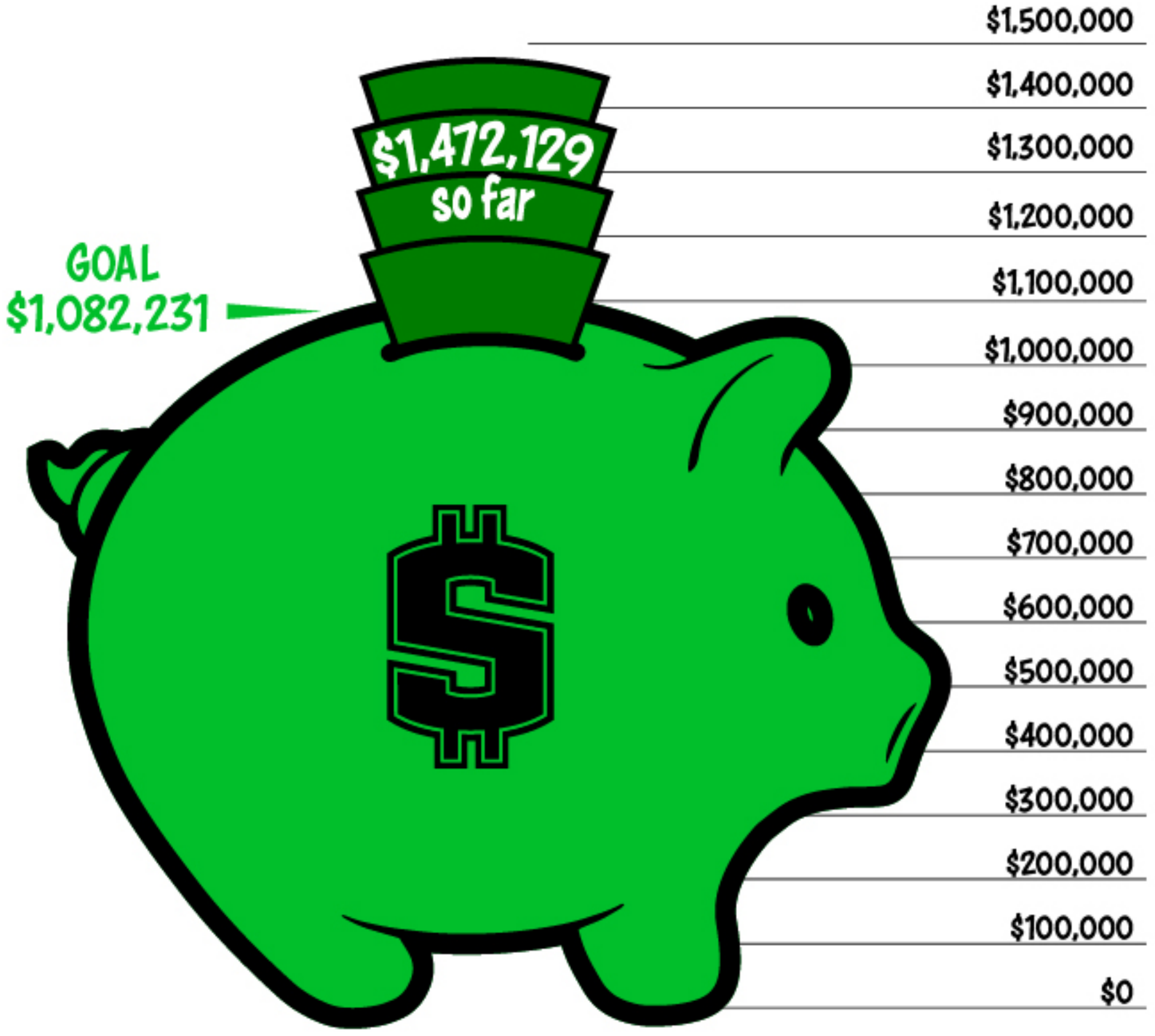
Rev
Exp
11
21
22
31/32
41




**Non-payroll**
**$251,637**

**Moved to federal reimbursable / grants**
**$586,814**

**Retirements / resignations & not filling**
**$633,678**

# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** Jun 10, 2025

---

**AGENDA ITEM:**
Treasurer's Report

**BOARD ACTION REQUESTED:**
Consider and Vote to approve Treasurer's report (which includes the monthly Bond Expenditures and Revenues Report) as of June 1, 2025

**BACKGROUND INFORMATION:**
The Treasurer's Report is a monthly report is highlighting changes to existing Purchase Orders and activity thru June 1, 2025.

The monthly Bond Expenditures and Revenues Report for May 2025 provides an overview of the General Obligation Bond Issue approved on February 14, 2017 (Bond 31) and the General Obligation Bond Issue approved on February 14, 2023 (Bond 32).

# Stillwater Public Schools
## Revenue Summary

As of 2/11/25

| | | ACTUAL AS OF 5/31/2025 | EON and FORM 307/308 BUDGET FY 2024-2025 | PERCENTAGE RECEIVED |
|---|---|---|---|---|
| **GENERAL FUND (11)** | | | | |
| LOCAL SOURCES OF REVENUES: | | | | |
| 1110 | Property Taxes Current Year | $ 20,611,879.55 | $ 18,371,856.00 | 112.19% |
| 1120 | Property Taxes Prior Year | $ 399,109.47 | $ - | N/A |
| 1130 | Revenue In Lieu of Taxes (& 1190) | $ 76,862.06 | $ - | N/A |
| 1300 | Interest Earnings | $ 938,576.40 | $ 500,000.00 | 187.72% |
| 1400 | Total Rentals, Disposals and Commissions | $ 7,342.50 | $ - | N/A |
| 1500 | Total Reimbursements | $ 772,466.05 | $ - | N/A |
| 1600 | District Services | $ 840.00 | $ - | N/A |
| | **TOTAL LOCAL SOURCES OF REVENUE** | **$ 22,807,076.03** | **$ 18,871,856.00** | **120.85%** |
| INTERMEDIATE SOURCES OF REVENUES: | | | | |
| 2100 | County 4 Mill Ad Valorem Tax | $ 2,673,808.89 | $ 2,548,083.45 | 104.93% |
| 2200 | County Apportionment (Mortgage Tax) | $ 295,528.13 | $ 239,332.33 | 123.48% |
| 2300 | Resale of Property | $ - | $ - | N/A |
| | **TOTAL INTERMEDIATE SOURCES OF REVENUE** | **$ 2,969,337.02** | **$ 2,787,415.78** | **106.53%** |
| STATE SOURCES OF REVENUES: | | | | |
| 3110 | Gross Production Tax | $ 157,263.12 | $ 209,354.26 | 75.12% |
| 3120 | Motor Vehicle Collections | $ 2,229,210.75 | $ 2,574,267.61 | 86.60% |
| 3130 | Rural Electric Cooperative Tax | $ 205,086.12 | $ 202,375.65 | 101.34% |
| 3140 | State School Land Earnings (State Apportionment) | $ 969,203.74 | $ 1,018,605.80 | 95.15% |
| 3150 | Vehicle Tax Stamp | $ 8,788.08 | $ 4,430.51 | 198.35% |
| 3160 | Farm Implement | $ 2,550.99 | $ 2,951.23 | 86.44% |
| 3190 | Other Dedicated Revenue | $ - | $ - | N/A |
| 3210 | Foundation And Salary Incentive Aid | $ 17,185,219.92 | $ 18,888,577.30 | 90.98% |
| 3250 | State Flexible Benefit Allowance | $ 4,725,908.61 | $ 5,236,444.66 | 90.25% |
| 3310 | Alt Ed, Statewide Prog. (388) | $ 174,474.28 | $ 174,474.28 | 100.00% |
| 3412 | National Board Bonus | $ 70,000.00 | $ 80,000.00 | 87.50% |
| 3415 | Reading Sufficiency Act (367) | $ 149,310.36 | $ 149,310.36 | 100.00% |
| 3420 | State Textbook (333) | $ 390,019.50 | $ 390,019.50 | 100.00% |
| 3440 | Drivers Education | $ - | $ - | N/A |
| 3470 | Advanced Placement | $ - | $ - | N/A |
| 3620 | State Land Reimburse | $ 100.37 | $ - | N/A |
| 3690 | Other State Sources (190, 361, 362, 376, 377) | $ 600,244.65 | $ 636,734.64 | 94.27% |
| 3811 | ODCTE Salary Supplement (411) | $ 63,460.00 | $ 63,460.00 | 100.00% |
| 3812 | ODCTE Program Assistance (412, 421) | $ 179,750.00 | $ 179,750.00 | 100.00% |
| 3879 | High Schools That Work | $ - | $ - | N/A |
| 3892 | OK Education Lottery Fund (469) | $ - | $ - | N/A |
| | **TOTAL STATE SOURCES OF REVENUE** | **$ 27,110,590.49** | **$ 29,810,755.80** | **90.94%** |
| FEDERAL SOURCES OF REVENUES: | | | | |
| 4140 | Title 7, Indian Ed. (561) | $ 136,179.90 | $ 147,493.00 | 92.33% |
| 4210 | Title 1A (511, 515 & 518) | $ 1,215,519.62 | $ 1,333,938.20 | 91.12% |
| 4271 | Title 2 (541) | $ 261,797.79 | $ 254,516.30 | 102.86% |
| 4281 | Title 3 ELL (571, 572) | $ 17,862.79 | $ 56,885.64 | 31.40% |
| 4310 | IDEA Basic (615, 618, 621) | $ 1,182,920.01 | $ 1,507,129.39 | 78.49% |
| 4340 | IDEA Preschool (641) | $ 35,111.96 | $ 34,560.23 | 101.60% |
| 4442 | Title 4 Part A (551, 552) | $ 81,925.18 | $ 113,137.10 | 72.41% |
| 4470 | Title V RLIS (587) | $ 73,310.72 | $ 158,753.55 | 46.18% |
| 4480 | McKinney Vinto Homeless Title IX (596) | $ 67,734.70 | $ 87,911.61 | 77.05% |
| 4550 | Johnson-O'Malley Program | $ - | $ - | N/A |
| 4580 | Medicaid Reimbursement (697, 698) | $ 114,554.45 | $ - | N/A |
| 4689 | Misc Sources of Fed Rev (722, 723, 793, 795, 796, 797, 799) | $ 3,134,941.71 | $ 4,331,735.72 | 72.37% |
| 4821 | Carl Perkins,Vocational and Applied Tech | $ - | $ - | N/A |
| | **TOTAL FEDERAL SOURCES OF REVENUE** | **$ 6,321,858.83** | **$ 8,026,060.74** | **78.77%** |
| 5000 | Non Revenue Receipts | $ - | $ - | N/A |
| | **TOTAL REVENUES** | **$ 59,208,862.37** | **$ 59,496,088.32** | **99.52%** |
| 6000 | Prior Year Fund Balance Forward | $ 2,549,805.63 | $ 2,549,805.63 | 100.00% |
| 6140 | Estopped Warrants | $ - | $ - | |
| 6200 | Inter-Fund Transfers via Form 308 | $ 2,082,147.93 | $ 2,082,147.93 | 100.00% |
| | **TOTAL ALL SOURCES OF REVENUE** | **$ 63,840,815.93** | **$ 64,128,041.88** | **99.55%** |

# Stillwater Public Schools
## Expenditures Summary

As of 2/11/25

| GENERAL FUND (11) | | ACTUAL AS OF 5/31/2025 | EON and FORM 307/308 BUDGET FY 2024-2025 | PERCENTAGE SPENT |
|---|---|---|---|---|
| 0000 | Non-Categorical | $ 1,423.87 | $ - | N/A |
| 1000 | Instruction | **$ 27,742,726.03** | **$ 35,606,934.89** | **77.91%** |
| SUPPORT SERVICES: | | | | |
| 2100 | Tech Repair | $ 9,267.36 | $ - | N/A |
| 2110 | Attendance and Social Work Services | $ 283,956.81 | $ 482,711.91 | 58.83% |
| 2120 | Guidance Services | $ 1,661,604.85 | $ 2,288,500.00 | 72.61% |
| 2130 | Health Services | $ 845,066.24 | $ 963,000.00 | 87.75% |
| 2140 | Psychological Services | $ 653,495.90 | $ 821,000.00 | 79.60% |
| 2150 | Speech Pathology and Audiology Services | $ 686,161.43 | $ 930,110.18 | 73.77% |
| 2170 | Physical Therapy | $ 147,177.35 | $ 160,000.00 | 91.99% |
| 2180 | Visually Impaired Services | $ 769.16 | $ 500.00 | 153.83% |
| 2190 | Other Student Services | $ 991,499.34 | $ 1,775,803.60 | 55.83% |
| **2100** | **Total Student Support Services** | **$ 5,278,998.44** | **$ 7,421,625.69** | **71.13%** |
| 2210 | Improvement of Instructional Services | $ 1,185,349.45 | $ 1,273,857.85 | 93.05% |
| 2220 | Educational Media Services | $ 790,626.32 | $ 993,209.85 | 79.60% |
| 2230 | Instruction Technology | $ 166,225.05 | $ 191,000.00 | 87.03% |
| 2240 | Student Assessment | $ 259.50 | $ 9,400.00 | 2.76% |
| **2200** | **Total Support Services-Instructional Staff** | **$ 2,142,460.32** | **$ 2,467,467.70** | **86.83%** |
| 2310 | Board of Education Services | $ 566,103.62 | $ 503,500.00 | 112.43% |
| 2320 | Office of Superintendent Services | $ 912,841.28 | $ 986,000.00 | 92.58% |
| 2330 | Special Area Administration Services | $ - | $ - | N/A |
| 2340 | Other Administration Services | $ 89,990.05 | $ 103,000.00 | 87.37% |
| **2300** | **Total Support Services-General Administration** | **$ 1,568,934.95** | **$ 1,592,500.00** | **98.52%** |
| 2410 | Office of the Principal Services | $ 3,025,684.32 | $ 3,244,000.00 | 93.27% |
| 2490 | Other School Administration Services | $ 294,782.31 | $ 320,000.00 | 92.12% |
| **2400** | **Total Support Services-School Administration** | **$ 3,320,466.63** | **$ 3,564,000.00** | **93.17%** |
| 2510 | Fiscal Services | $ 1,083,405.96 | $ 1,438,000.00 | 75.34% |
| 2520 | Internal Services | $ 215,171.75 | $ 311,000.00 | 69.19% |
| 2530 | Printing, Publishing and Duplicating Services | $ 3,700.45 | $ 13,700.00 | 27.01% |
| 2540 | Evaluation Services | $ 21,504.00 | $ 51,000.00 | 42.16% |
| 2560 | Information Services | $ 50,721.34 | $ 42,300.00 | 119.91% |
| 2570 | Personnel Services | $ 573,515.10 | $ 612,600.00 | 93.62% |
| 2580 | Admin Tech Services | $ 696,132.57 | $ 1,204,733.96 | 57.78% |
| **2500** | **Total Support Services-Business** | **$ 2,644,151.17** | **$ 3,673,333.96** | **71.98%** |
| 2620 | Operation of Building Services | $ 3,575,286.84 | $ 3,700,135.93 | 96.63% |
| 2630 | Care and Upkeep of Grounds Services | $ 90,699.89 | $ 70,000.00 | 129.57% |
| 2640 | Care and Upkeep of Equipment Services | $ 66,865.04 | $ 75,000.00 | 89.15% |
| 2650 | Vehicle Operations & Maint Service | $ 20,236.92 | $ 75,000.00 | 26.98% |
| 2660 | Security Services | $ 280,444.71 | $ 435,835.92 | 64.35% |
| 2670 | Safety | $ 34,035.61 | $ 69,500.00 | 48.97% |
| **2600** | **Total Operation and Maintenance of Plant Services** | **$ 4,067,569.01** | **$ 4,425,471.85** | **91.91%** |
| 2720 | Vehicle Operation and Maintenance | $ 1,321,196.34 | $ 1,424,000.00 | 92.78% |
| 2730 | Monitoring Services | $ 152,462.05 | $ 145,500.00 | 104.78% |
| 2740 | Vehicle Servicing and Maintenance | $ 429,619.76 | $ 517,000.00 | 83.10% |
| **2700** | **Total Student Transportation Services** | **$ 1,903,278.15** | **$ 2,086,500.00** | **91.22%** |
| | **TOTAL SUPPORT SERVICES** | **$ 20,925,858.67** | **$ 25,230,899.20** | **82.94%** |
| 3120 | Food PR & Dispensing Svc | $ - | $ - | N/A |
| 3300 | Community Services | $ 203,143.17 | $ 228,500.00 | 88.90% |
| 4400 | Architectural Services | $ - | $ - | N/A |
| 4500 | Educational Specifications Development Services | $ 21,376.99 | $ - | N/A |
| 4720 | Building Improvement Services | $ 576,383.05 | $ 947,000.00 | 60.86% |
| 5500 | Tech Supplies | $ 27,347.78 | $ - | N/A |
| 5000 | Fund Transfers, Correcting Entries | $ - | $ 35,000.00 | 0.00% |
| | **Total Other Uses of Funds** | **$ 828,250.99** | **$ 1,210,500.00** | **68.42%** |
| **TOTAL EXPENDITURES** | | **$ 49,498,259.56** | **$ 62,048,334.09** | **79.77%** |

# Stillwater Public Schools
## Revenue Summary

As of 2/11/25

| BUILDING FUND (21) | | ACTUAL AS OF 5/31/2025 | EON and FORM 307/308 BUDGET FY 2024-2025 | PERCENTAGE RECEIVED |
|---|---|---|---|---|
| LOCAL SOURCES OF REVENUES: | | | | |
| 1110 | Ad Valorem Tax Levy (Current) | $ 2,945,401.90 | $ 2,625,279.48 | 112.19% |
| 1120 | Ad Valorem Tax Levy (Prior Years) | $ 56,874.72 | $ - | N/A |
| 1130 | Revenue In Lieu of Taxes (& 1190) | $ 375,000.00 | $ - | N/A |
| 1300 | Total Earnings on Investments | $ 199,640.59 | $ - | N/A |
| 1400 | Rentals and Sales | $ - | $ - | N/A |
| 1500 | Insurance Loss Recovery and Reimbursements | $ 1,311,056.96 | $ 1,133,698.61 | 115.64% |
| 3000 | State Revenue | $ 239,726.65 | $ 267,372.43 | 89.66% |
| | **TOTAL LOCAL SOURCES OF REVENUE** | **$ 5,127,700.82** | **$ 4,026,350.52** | **127.35%** |
| 5000 | Non Revenue Receipts | $ - | $ - | $ - |
| 6000 | Prior Year Fund Balance Forward | $ 2,934,295.98 | $ 2,934,295.98 | 100.00% |
| 6200 | Inter-Fund Transfers via Form 308 | $ (2,082,147.93) | $ (2,082,147.93) | 100.00% |
| | **TOTAL ALL SOURCES OF REVENUE** | **$ 5,979,848.87** | **$ 4,878,498.57** | **122.58%** |

# Stillwater Public Schools
## Expenditures Summary

As of 2/11/25

| BUILDING FUND (21) | | ACTUAL AS OF 5/31/2025 | EON and FORM 307/308 BUDGET FY 2024-2025 | PERCENTAGE SPENT |
|---|---|---|---|---|
| 1000 | Instruction | $ - | $ 2,220.00 | 0.00% |
| SUPPORT SERVICES: | | | | |
| 2100 | Other Support Services-Student | $ 4,180.16 | $ 28,400.00 | 14.72% |
| 2400 | Support Services-Office Of Principal and School Administration | $ 6,866.44 | $ 18,000.00 | 38.15% |
| 2500 | Support Services-Business, Technology, Information and Tax | $ 45,123.75 | $ 7,500.00 | 601.65% |
| 2600 | Operation and Maintenance of Plant Services | $ 3,053,685.66 | $ 3,317,564.07 | 92.05% |
| | **Total Operation and Maintenance of Plant Services** | **$ 3,109,856.01** | **$ 3,371,464.07** | **92.24%** |
| OTHER USES OF FUNDS: | | | | |
| 4200 | Site Improvement Services | $ - | $ - | N/A |
| 4300 | Land Improvement Services | $ - | $ - | N/A |
| 4400 | Architecture and Engineering Services | $ - | $ - | N/A |
| 4600 | Building Acquisition and Construction Services | $ - | $ - | N/A |
| 4700 | Building Improvement Services | $ - | $ - | N/A |
| 5100 | Debt Service | $ - | $ 266,750.00 | 0.00% |
| 5600 | Correcting Entries | $ - | $ - | N/A |
| | **Total Other Uses of Funds** | **$ -** | **$ 266,750.00** | **0.00%** |
| | **TOTAL FISCAL YEAR BUDGET** | **$ 3,109,856.01** | **$ 3,635,994.07** | **85.53%** |

# Stillwater Public Schools
## Revenue Summary

As of 5/13/25

| CHILD NUTRITION FUND (22) | | ACTUAL AS OF 5/31/2025 | EON and FORM 307 BUDGET FY 2024-2025 | PERCENTAGE RECEIVED |
|---|---|---|---|---|
| LOCAL SOURCES OF REVENUES: | | | | |
| 1710 | Student Lunches | $ 623,994.87 | $ 686,754.46 | 90.86% |
| 1720 | A La Carte Food | $ 36,426.33 | $ 40,100.94 | 90.84% |
| 1730-40 | Adult Meals | $ 4,414.50 | $ 4,839.10 | 91.23% |
| 1760 | Contract meals | $ - | $ - | N/A |
| 1790-99 | Other Revenue | $ 572.37 | $ 27,025.48 | 2.12% |
| | **TOTAL LOCAL SOURCES OF REVENUE** | **$ 665,408.07** | **$ 758,719.98** | **87.70%** |
| STATE SOURCES OF REVENUES: | | | | |
| 3250 | State Flexible Benefit Allowance | $ 260,318.50 | $ 283,724.72 | 91.75% |
| 3720 | State Matching | $ 26,879.04 | $ 28,308.42 | 94.95% |
| | **TOTAL STATE SOURCES OF REVENUE** | **$ 287,197.54** | **$ 312,033.14** | **92.04%** |
| FEDERAL SOURCES OF REVENUES: | | | | |
| 4705 | Emergency Oper Costs Reimb-SBP/NSLP | $ - | $ - | |
| 4710 | National School Lunch Program | $ 1,545,047.78 | $ 1,410,214.69 | 109.56% |
| 4720 | School Breakfast Program | $ 778,208.20 | $ 573,239.60 | 135.76% |
| 4740 | Summer Feeding Program | $ 88,658.30 | $ 107,646.56 | 82.36% |
| 4780 | National School Lunch Eq Grant | $ 23,967.61 | $ - | |
| | **TOTAL FEDERAL SOURCES OF REVENUE** | **$ 2,435,881.89** | **$ 2,091,100.85** | **116.49%** |
| | **TOTAL REVENUES** | **$ 3,388,487.50** | **$ 3,161,853.97** | **107.17%** |
| 5000 | Non Revenue Receipts | $ - | $ - | |
| 6000 | Prior Year Fund Balance Forward | $ 1,697,637.43 | $ 1,697,637.43 | 100.00% |
| | **TOTAL ALL SOURCES OF REVENUE** | **$ 5,086,124.93** | **$ 4,859,491.40** | **104.66%** |

# Stillwater Public Schools
## Expenditures Summary

As of 5/13/25

| CHILD NUTRITION FUND (22) | | ACTUAL AS OF 5/31/2025 | EON and FORM 307 BUDGET FY 2024-2025 | PERCENTAGE SPENT |
|---|---|---|---|---|
| CHILD NUTRITION PROGRAM SERVICES: | | | | |
| 0000 | Non Categorical | $ 3,518.66 | $ - | N/A |
| 3110 | Food a la carte | $ 106,862.07 | $ 40,000.00 | 267.16% |
| 3120 | Food Preparation and Dispensing | $ 1,479,180.08 | $ 1,700,000.00 | 87.01% |
| 3130 | Food and Supplies Delivery Services | $ 107,639.28 | $ 125,000.00 | 86.11% |
| 3140 | Other Direct Services | $ 559,307.46 | $ 906,000.00 | 61.73% |
| 3150 | Food Procurement Services | $ 1,314,254.95 | $ 1,440,000.00 | 91.27% |
| 3155 | Food Adult | $ 12,980.08 | $ 6,000.00 | 216.33% |
| 3160 | Non Reimbursed Services | $ 7,659.65 | $ 9,200.00 | 83.26% |
| 3180 | Nutrition Education | $ 1,942.00 | $ 5,500.00 | 35.31% |
| 3190 | Other Child Nutrition Program Operations | $ 127,657.23 | $ 153,000.00 | 83.44% |
| 5000 | Fund Transfers and Correcting Entry | $ - | $ 500.00 | 0.00% |
| 7400 | Workers Compensation | $ - | $ - | N/A |
| 8900 | Other Transfers | $ - | $ - | N/A |
| | **Total Child Nutrition Services** | **$ 3,721,001.46** | **$ 4,385,200.00** | **84.85%** |
| | **TOTAL FISCAL YEAR BUDGET** | **$ 3,721,001.46** | **$ 4,385,200.00** | **84.85%** |

# Stillwater Public Schools
## Revenue Summary

As of 2/11/25

| BOND FUNDS (31-39) | | ACTUAL AS OF 5/31/2025 | EON and FORM 307 BUDGET FY 2024-2025 | PERCENTAGE RECEIVED |
|---|---|---|---|---|
| LOCAL SOURCES OF REVENUES: | | | | |
| 5112 | Proceeds from Sale of Original Bonds | $ - | $ 14,100,000.00 | 0.00% |
| 1310 | Interest | $ 619,696.69 | $ 760,000.00 | 81.54% |
| | **TOTAL LOCAL SOURCES OF REVENUE** | **$ 619,696.69** | **$ 14,860,000.00** | **81.54%** |
| | **TOTAL REVENUES** | **$ 619,696.69** | **$ 14,860,000.00** | **81.54%** |
| | Prior Year Fund Balance Forward | $ 24,285,497.61 | $ 24,285,497.61 | 100.00% |
| | **TOTAL ALL SOURCES OF REVENUE** | **$ 24,905,194.30** | **$ 39,145,497.61** | **63.62%** |

# Stillwater Public Schools
## Expenditures Summary

As of 2/11/25

| BOND FUNDS (31-39) | | ACTUAL AS OF 5/31/2025 | EON and FORM 307 BUDGET FY 2024-2025 | PERCENTAGE SPENT |
|---|---|---|---|---|
| 1000 | Instruction | $ 35,360.62 | $ 200,000.00 | 17.68% |
| SUPPORT SERVICES: | | | | |
| 2100 | Other Support Services-Student | $ 252,424.46 | $ 100,000.00 | 252.42% |
| 2210 | Textbooks | $ 45.74 | $ - | |
| 2220 | Library Media Services | $ - | $ 100,000.00 | 0.00% |
| 2230 | Instruction Related Technology | $ 188,471.69 | $ 1,000,000.00 | 18.85% |
| 2300 | Board of Education Services | $ 19,987.56 | $ 5,000.00 | 399.75% |
| 2340 | Other General and Administrative Services | $ - | $ 100,000.00 | 0.00% |
| 2530 | Printing Equipment | $ 101,077.18 | $ - | N/A |
| 2580 | Tech Supplies | $ 606,452.54 | $ - | N/A |
| 2620 | Operation of Building Services | $ 1,542,134.37 | $ 2,455,000.00 | 62.82% |
| 2630 | Care and Upkeep of Grounds Services | $ 1,011.98 | $ 1,000,000.00 | 0.10% |
| 2640 | Care and Upkeep of Equipment Services | $ 34,482.83 | $ 100,000.00 | 34.48% |
| 2660 | Security Services | $ 9,762.00 | $ 100,000.00 | 9.76% |
| 2670 | Safety | $ 55,686.16 | $ 200,000.00 | 27.84% |
| 2720 | Bus Operation Services | $ 292,571.00 | $ 100,000.00 | 292.57% |
| 3300 | Athletics Supplies and Uniforms | $ 30,361.18 | $ - | N/A |
| | **Total Support Services** | **$ 3,134,468.69** | **$ 5,260,000.00** | **59.59%** |
| OTHER USES OF FUNDS | | | | |
| 4200 | Land Acquisition Services | $ - | $ - | N/A |
| 4300 | Land Improvement Services | $ 737,105.33 | $ - | N/A |
| 4400 | Architectural and Engineering Services | $ - | $ 20,000,000.00 | 0.00% |
| 4600 | Facilities Acquisition and Construction Services | $ 3,286,845.80 | $ 10,000,000.00 | 32.87% |
| 4700 | Facilities Improvement Services | $ 3,255,892.89 | $ - | N/A |
| 5600 | Correcting Entry | $ - | $ - | N/A |
| | **Total Other Uses of Funds** | **$ 7,279,844.02** | **$ 30,000,000.00** | **24.27%** |
| | **TOTAL FISCAL YEAR BUDGET** | **$ 10,449,673.33** | **$ 35,460,000.00** | **29.47%** |

# Stillwater Public Schools
## Revenue Summary

As of 2/11/25

| | | ACTUAL AS OF 5/31/2025 | EON and FORM 307 BUDGET FY 2024-2025 | PERCENTAGE RECEIVED |
|---|---|---|---|---|
| **DEBT SERVICE FUND (41)** | | | | |
| LOCAL SOURCES OF REVENUES: | | | | |
| 1110 | Ad Valorem Tax Levy (Current) | $ 15,142,676.96 | $ 14,850,384.17 | 101.97% |
| 1120 | Ad Valorem Tax Levy (Prior Years) | $ 287,473.48 | $ - | N/A |
| 1130 | Revenue In Lieu of Taxes | $ - | $ - | N/A |
| 1190 | Other Taxes | $ - | $ - | N/A |
| 1300 | Total Earnings on Investments | $ - | $ - | N/A |
| | **TOTAL LOCAL SOURCES OF REVENUE** | **$ 15,430,150.44** | **$ 14,850,384.17** | **103.90%** |
| 3000 | State Receipts | $ 1,674.74 | $ 2,200.00 | 76.12% |
| 5111 | Premium on Bonds Sold | $ - | $ 141,000.00 | 0.00% |
| 6100 | Prior Year Fund Balance Forward | $ 7,908,563.26 | $ 7,908,563.26 | 100.00% |
| | **TOTAL ALL SOURCES OF REVENUE** | **$ 23,340,388.44** | **$ 22,902,147.43** | **101.91%** |

# Stillwater Public Schools
## Expenditures Summary

As of 2/11/25

| | | ACTUAL AS OF 5/31/2025 | EON and FORM 307 BUDGET FY 2024-2025 | PERCENTAGE SPENT |
|---|---|---|---|---|
| **DEBT SERVICE FUND (41)** | | | | |
| USES OF FUNDS: | | | | |
| 2319 | Accounting Services | $ - | $ - | N/A |
| 5100 | Debt Service | $ 14,630,504.48 | $ 14,770,890.00 | 99.05% |
| | **Total Uses of Funds** | **$ 14,630,504.48** | **$ 14,770,890.00** | **99.05%** |
| 5600 | Correcting Entries | $ - | $ - | 0.00% |
| | **TOTAL FISCAL YEAR BUDGET** | **$ 14,630,504.48** | **$ 14,770,890.00** | **99.05%** |

# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** June 10, 2025

---

**AGENDA ITEM:**
FY 2025-2026 Budget

**BOARD ACTION REQUESTED:**
Consider and Vote to approve FY 2025-2026 Budget (School Budget Act)

**BACKGROUND INFORMATION:**
The School Budget Act was approved during the November 12, 2024 Board Meeting in place of the Estimate of Needs. The budget will be presented to the School Board for approval in May or June for the next fiscal year. This allows the district to start the year with an active and current budget.

STILLWATER PUBLIC SCHOOLS

DISTRICT BUDGET AND FINANCING PLAN

FOR APPROPRIATED FUNDS

FISCAL YEAR 2025-2026

ADOPTED BY:

STILLWATER PUBLIC SCHOOLS

Roberta Douglas, President

Rachel Dillin, Vice-President

Dr. Gay Washington, Member

Dr. Marshall Baker, Member

Tim Riley, Member

**Presented for Approval on 5/13/2025**
**Approved on 6/10/2025**

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# Stillwater Public Schools
## Summary of Estimated Revenues

As of 2/11/25

| | | ACTUAL | FINAL EON and 307/308 BUDGET | ORIGINAL SBA BUDGET |
|---|---|---|---|---|
| **GENERAL FUND (11)** | | FY 2023-2024 | FY 2024-2025 | FY 2025-2026 |
| LOCAL SOURCES OF REVENUES: | | | | |
| 1110 | Property Taxes Current Year | $ 19,684,813.55 | $ 18,371,856.00 | $17,043,348.00 |
| 1120 | Property Taxes Prior Year | 446,154.25 | - | $ 400,000.00 |
| 1130 | Revenue In Lieu of Taxes (& 1190) | 36,764.63 | - | $ 36,000.00 |
| 1300 | Interest Earnings | 1,132,955.94 | 500,000.00 | $ 650,000.00 |
| 1400 | Total Rentals, Disposals and Commissions | - | - | $ 5,000.00 |
| 1500 | Total Reimbursements | 521,440.76 | - | $ 500,000.00 |
| 1600 | District Services | 1,857.69 | - | $ - |
| | **TOTAL LOCAL SOURCES OF REVENUE** | **$ 21,823,986.82** | **$ 18,871,856.00** | **$ 18,634,348.00** |
| INTERMEDIATE SOURCES OF REVENUES: | | | | |
| 2100 | County 4 Mill Ad Valorem Tax | $ 2,548,083.45 | $ 2,548,083.45 | $ 2,500,000.00 |
| 2200 | County Apportionment (Mortgage Tax) | 239,332.33 | 239,332.33 | $ 235,000.00 |
| 2300 | Resale of Property | 492,208.88 | - | $ - |
| | **TOTAL INTERMEDIATE SOURCES OF REVENUE** | **$ 3,279,624.66** | **$ 2,787,415.78** | **$ 2,735,000.00** |
| STATE SOURCES OF REVENUES: | | | | |
| 3110 | Gross Production Tax | $ 209,354.26 | $ 209,354.26 | $ 180,000.00 |
| 3120 | Motor Vehicle Collections | 2,574,267.61 | 2,574,267.61 | $ 2,550,000.00 |
| 3130 | Rural Electric Cooperative Tax | 202,375.65 | 202,375.65 | $ 200,000.00 |
| 3140 | State School Land Earnings (State Apportionment) | 1,018,605.80 | 1,018,605.80 | $ 1,018,000.00 |
| 3150 | Vehicle Tax Stamp | 4,430.51 | 4,430.51 | $ 4,400.00 |
| 3160 | Farm Implement | 2,951.23 | 2,951.23 | $ 2,900.00 |
| 3190 | Other Dedicated Revenue | - | - | $ - |
| 3210 | Foundation And Salary Incentive Aid | 18,832,934.07 | 18,888,577.30 | $ 18,500,000.00 |
| 3250 | State Flexible Benefit Allowance | 5,070,402.40 | 5,236,444.66 | $ 5,235,000.00 |
| 3310 | Alt Ed, Statewide Prog. (388) | 188,302.95 | 174,474.28 | $ 175,000.00 |
| 3412 | National Board Bonus | 80,000.00 | 80,000.00 | $ 70,000.00 |
| 3415 | Strong Readers (367) | 90,534.40 | 149,310.36 | $ 149,000.00 |
| 3420 | State Textbook (333) | 391,321.70 | 390,019.50 | $ 390,000.00 |
| 3440 | Drivers Education | 3,135.00 | - | $ - |
| 3470 | Advanced Placement | 23,487.28 | - | $ - |
| 3620 | State Land Reimburse | - | - | $ 100.00 |
| 3690 | Other State Sources (000, 112, 113, 361, 376) | 390,416.38 | 636,734.64 | $ 441,600.11 |
| 3811 | ODCTE Salary Supplement (411) | 57,520.00 | 63,460.00 | $ 63,300.00 |
| 3812 | ODCTE Program Assistance (412, 421) | 163,500.00 | 179,750.00 | $ 179,750.00 |
| 3892 | OK Education Lottery Fund (469) | 19,074.46 | - | $ - |
| | **TOTAL STATE SOURCES OF REVENUE** | **$ 29,322,613.70** | **$ 29,810,755.80** | **$ 29,159,050.11** |
| FEDERAL SOURCES OF REVENUES: | | | | |
| 4140 | Title 7, Indian Ed. (561) | $ 118,635.79 | $ 147,493.00 | $ 146,340.71 |
| 4210 | Title 1A (511, 515 & 518) | 593,359.90 | 1,333,938.20 | $ 1,152,635.26 |
| 4271 | Title 2 (541) | 126,815.34 | 254,516.30 | $ 205,606.06 |
| 4281 | Title 3 ELL (571, 572) | 17,149.12 | 56,885.64 | $ 67,589.48 |
| 4310 | IDEA Basic (613, 615, 616, 618, 621, 625, 627) | 1,084,086.00 | 1,507,129.39 | $ 1,430,771.63 |
| 4340 | IDEA Preschool (641) | 33,195.88 | 34,560.23 | $ 34,560.23 |
| 4442 | Title 4 Part A (552) | 38,783.43 | 113,137.10 | $ 73,750.89 |
| 4470 | Title V RLIS (587) | 46,651.03 | 158,753.55 | $ 130,166.32 |
| 4480 | McKinney Vinto Homeless Title IX (596) | 31,985.11 | 87,911.61 | $ 69,500.00 |
| 4580 | Medicaid Reimbursement (698) | - | - | $ 45,000.00 |
| 4689 | Misc Sources of Fed Rev (799) | 2,948,044.19 | 4,331,735.72 | $ - |
| 4821 | Carl Perkins,Vocational and Applied Tech | 16,674.00 | - | $ - |
| | **TOTAL FEDERAL SOURCES OF REVENUE** | **$ 5,055,379.79** | **$ 8,026,060.74** | **$ 3,355,920.58** |
| 5000 | Non Revenue Receipts | $ 12,707.55 | $ - | $ - |
| | **TOTAL REVENUES** | $ 59,494,312.52 | $ 59,496,088.32 | $ 53,884,318.69 |
| 6000 | Prior Year Fund Balance Forward | $ 4,592,995.36 | $ 2,549,805.63 | $ 5,100,000.00 |
| 6140 | Estopped Warrants | 7,279.74 | - | $ - |
| 6200 | Inter-Fund Transfers via Form 308 | - | 2,082,147.93 | $ - |
| | **TOTAL ALL SOURCES OF REVENUE** | **$ 64,094,587.62** | **$ 62,045,893.95** | **$ 58,984,318.69** |

# Stillwater Public Schools
## Summary of Estimated Expenditures

As of 2/11/25

| GENERAL FUND (11) | ACTUAL FY 2023-2024 | FINAL EON and 307/308 BUDGET FY 2024-2025 | ORIGINAL SBA BUDGET FY 2025-2026 |
|---|---|---|---|
| 1000 Instruction | **$ 35,406,137.44** | **$ 35,577,904.72** | **$ 31,344,004.36** |
| SUPPORT SERVICES: | | | |
| 2110 Attendance and Social Work Services | $ 376,040.41 | $ 482,711.91 | $ 353,618.50 |
| 2120 Guidance Services | 1,986,255.18 | 2,288,500.00 | $ 1,776,329.95 |
| 2130 Health Services | 963,330.47 | 963,000.00 | $ 935,029.90 |
| 2140 Psychological Services | 745,774.04 | 821,000.00 | $ 657,599.50 |
| 2150 Speech Pathology and Audiology Services | 870,794.18 | 930,110.18 | $ 866,020.00 |
| 2170 Physical Therapy | 159,760.85 | 160,000.00 | $ 227,050.00 |
| 2180 Visually Impaired Services | 377.54 | 500.00 | $ 770.00 |
| 2190 Other Student Services | 1,103,837.75 | 1,717,018.96 | $ 1,107,795.00 |
| **2100 Total Student Support Services** | **$ 6,206,170.42** | **$ 7,362,841.05** | **$ 5,924,212.85** |
| 2210 Improvement of Instructional Services | $ 1,072,738.05 | $ 1,273,857.85 | $ 1,232,152.04 |
| 2220 Educational Media Services | 986,013.39 | 986,000.00 | $ 950,000.00 |
| 2230 Instruction Technology | 191,406.18 | 191,000.00 | $ 186,200.00 |
| 2240 Student Assessment | 9,350.00 | 9,400.00 | $ 500.00 |
| **2200 Total Support Services-Instructional Staff** | **$ 2,259,507.62** | **$ 2,460,257.85** | **$ 2,368,852.04** |
| 2310 Board of Education Services | $ 503,189.33 | $ 503,500.00 | $ 591,229.80 |
| 2320 Office of Superintendent Services | 985,606.92 | 883,488.78 | $ 854,514.34 |
| 2330 Special Area Administration Services | - | - | $ - |
| 2340 Other Administration Services | 103,002.21 | 103,000.00 | $ 90,000.00 |
| **2300 Total Support Services-General Administration** | **$ 1,591,798.46** | **$ 1,489,988.78** | **$ 1,535,744.14** |
| 2410 Office of the Principal Services | $ 3,243,695.79 | $ 3,244,000.00 | $ 3,133,041.32 |
| 2490 Other School Administration Services | 319,788.63 | 320,000.00 | $ 261,737.27 |
| **2400 Total Support Services-School Administration** | **$ 3,563,484.42** | **$ 3,564,000.00** | **$ 3,394,778.59** |
| 2510 Fiscal Services | $ 1,437,376.78 | $ 1,438,000.00 | $ 1,088,012.00 |
| 2520 Internal Services | 311,072.18 | 311,000.00 | $ 244,513.00 |
| 2530 Printing, Publishing and Duplicating Services | 13,702.95 | 13,700.00 | $ 15,000.00 |
| 2540 Evaluation Services | 51,068.06 | 51,000.00 | $ 25,000.00 |
| 2560 Information Services | 42,229.94 | 42,300.00 | $ 19,000.00 |
| 2570 Personnel Services | 612,650.87 | 612,600.00 | $ 589,680.00 |
| 2580 Admin Tech Services | 596,744.27 | 1,204,733.96 | $ 627,643.49 |
| **2500 Total Support Services-Business** | **$ 3,064,845.05** | **$ 3,673,333.96** | **$ 2,608,848.49** |
| 2620 Operation of Building Services | $ 4,947,687.67 | $ 3,700,135.93 | $ 4,981,443.67 |
| 2630 Care and Upkeep of Grounds Services | 70,843.74 | 70,000.00 | $ 69,657.23 |
| 2640 Care and Upkeep of Equipment Services | 75,453.21 | 75,000.00 | $ 65,700.00 |
| 2650 Vehicle Operations & Maint Service | 70,306.30 | 70,000.00 | $ 20,000.00 |
| 2660 Security Services | 344,283.68 | 435,835.92 | $ 315,000.00 |
| 2670 Safety | 69,508.17 | 69,500.00 | $ 34,000.00 |
| **2600 Total Operation and Maintenance of Plant Services** | **$ 5,578,082.77** | **$ 4,420,471.85** | **$ 5,485,800.90** |
| 2720 Vehicle Operation and Maintenance | $ 1,423,250.54 | $ 1,424,000.00 | $ 1,106,933.99 |
| 2730 Monitoring Services | 145,451.24 | 145,500.00 | $ 148,612.80 |
| 2740 Vehicle Servicing and Maintenance | 517,132.71 | 517,000.00 | $ 461,700.00 |
| **2700 Total Student Transportation Services** | **$ 2,085,834.49** | **$ 2,086,500.00** | **$ 1,717,246.79** |
| **TOTAL SUPPORT SERVICES** | **$ 24,349,723.23** | **$ 25,057,393.49** | **$ 23,035,483.80** |
| 3120 Food PR & Dispensing Svc | $ 106.45 | $ - | $ - |
| 3300 Community Services | 304,567.20 | 228,500.00 | $ 215,072.00 |
| 4400 Architectural Services | 8,250.09 | - | $ - |
| 4720 Building Improvement Services | 1,457,283.92 | 947,000.00 | $ - |
| 5000 Fund Transfers, Correcting Entries | 34,391.22 | 35,000.00 | $ 35,000.00 |
| **Total Other Uses of Funds** | **$ 1,804,598.88** | **$ 1,210,500.00** | **250,072.00** |
| **TOTAL EXPENDITURES** | **$ 61,560,459.55** | **$ 61,845,798.21** | **$ 54,629,560.16** |

## Stillwater Public Schools
## Summary of Estimated Revenues

As of 2/11/25

| | | ACTUAL | FINAL EON and 307/308 BUDGET | ORIGINAL SBA BUDGET |
|---|---|---|---|---|
| **BUILDING FUND (21)** | | FY 2023-2024 | FY 2024-2025 | FY 2025-2026 |
| LOCAL SOURCES OF REVENUES: | | | | |
| 1110 | Ad Valorem Tax Levy (Current) | $ 2,812,896.00 | $ 2,625,279.48 | $ 2,445,000.00 |
| 1120 | Ad Valorem Tax Levy (Prior Years) | 57,485.30 | - | - |
| 1130 | Revenue In Lieu of Taxes (& 1190) | - | - | - |
| 1300 | Total Earnings on Investments | - | - | - |
| 1400 | Rentals and Sales | - | - | - |
| 1500 | Insurance Loss Recovery and Reimbursements | 202,793.35 | 1,133,698.61 | - |
| 3000 | State Revenue | 389,469.58 | 267,372.43 | 270,000.00 |
| | **TOTAL LOCAL SOURCES OF REVENUE** | **$ 3,462,644.23** | **$ 4,026,350.52** | **$ 2,715,000.00** |
| 5000 | Non Revenue Receipts | $ - | $ - | $ - |
| 6000 | Prior Year Fund Balance Forward | $ 1,853,286.86 | $ 2,934,295.98 | $ 1,442,145.09 |
| 6200 | Inter-Fund Transfers via Form 308 | - | (2,082,147.93) | $ - |
| | **TOTAL ALL SOURCES OF REVENUE** | **$ 5,315,931.09** | **$ 4,878,498.57** | **$ 4,157,145.09** |

## Stillwater Public Schools
## Summary of Estimated Expenditures

As of 2/11/25

| | | ACTUAL | FINAL EON and 307/308 BUDGET | ORIGINAL SBA BUDGET |
|---|---|---|---|---|
| **BUILDING FUND (21)** | | FY 2023-2024 | FY 2024-2025 | FY 2024-2025 |
| 1000 | Instruction | $ 2,214.91 | $ 2,220.00 | $ - |
| SUPPORT SERVICES: | | | | |
| 2100 | Other Support Services-Student | $ 28,401.45 | $ 28,400.00 | $ 350,000.00 |
| 2400 | Support Services-Office Of Principal and School Administration | 18,658.61 | 18,000.00 | $ 325,000.00 |
| 2500 | Support Services-Business, Technology, Information and Tax | 6,999.47 | 7,500.00 | $ 1,000.00 |
| 2600 | Operation Of Building and Grounds Services | 2,066,811.85 | 3,317,564.07 | 2,036,201.90 |
| | **Total Operation and Maintenance of Plant Services** | **$ 2,120,871.38** | **$ 3,371,464.07** | **$ 2,712,201.90** |
| OTHER USES OF FUNDS: | | | | |
| 4200 | Site Improvement Services | $ - | $ - | $ - |
| 4300 | Land Improvement Services | - | - | - |
| 4400 | Architecture and Engineering Services | - | - | - |
| 4600 | Building Acquisition and Construction Services | - | - | - |
| 4700 | Building Improvement Services | - | - | - |
| 5100 | Debt Service | 258,549.16 | 266,750.00 | - |
| 5600 | Correcting Entries | - | - | - |
| | **Total Other Uses of Funds** | **$ 258,549.16** | **$ 266,750.00** | **$ -** |
| | **TOTAL FISCAL YEAR BUDGET** | **$ 2,381,635.45** | **$ 3,635,994.07** | **$ 2,712,201.90** |

**Stillwater Public Schools**

## Summary of Estimated Revenues

As of 2/11/25

| | ACTUAL | EON BUDGET | ORIGINAL SBA BUDGET |
|---|---|---|---|
| **CHILD NUTRITION FUND (22)** | FY 2023-2024 | FY 2024-2025 | FY 2025-2026 |
| LOCAL SOURCES OF REVENUES: | | | |
| 1710 Student Lunches | $ 514,150.67 | $ 686,754.46 | $684,782.80 |
| 1720 A La Carte Food | 42,211.52 | 40,100.94 | $39,974.88 |
| 1730-40 Adult Meals | 7,881.47 | 4,839.10 | $4,844.55 |
| 1760 Contract meals | - | - | - |
| 1790-99 Other Revenue | 28,447.87 | 27,025.48 | $791.40 |
| **TOTAL LOCAL SOURCES OF REVENUE** | **$ 592,691.53** | **$ 758,719.98** | **$ 730,393.63** |
| STATE SOURCES OF REVENUES: | | | |
| 3250 State Flexible Benefit Allowance | $ 348,179.33 | $ 283,724.72 | $281,477.50 |
| 3720 State Matching | 174,092.49 | 28,308.42 | $27,873.56 |
| **TOTAL STATE SOURCES OF REVENUE** | **$ 522,271.82** | **$ 312,033.14** | **$ 309,351.06** |
| FEDERAL SOURCES OF REVENUES: | | | |
| 4705 Emergency Oper Costs Reimb-SBP/NSLP | $ 147,760.03 | $ - | $ - |
| 4710 National School Lunch Program | 1,484,436.52 | 1,410,214.69 | $1,601,152.93 |
| 4720 School Breakfast Program | 603,410.11 | 573,239.60 | $851,599.36 |
| 4740 Summer Feeding Program | 113,312.17 | 107,646.56 | $219,603.77 |
| 4780 National School Lunch Eq Grant | 11,900.80 | - | - |
| **TOTAL FEDERAL SOURCES OF REVENUE** | **$ 2,360,819.63** | **$ 2,091,100.85** | **$ 2,672,356.06** |
| **TOTAL REVENUES** | **$ 3,475,782.98** | **$ 3,161,853.97** | **$ 3,712,100.75** |
| 5000 Non Revenue Receipts | $ 206.41 | $ - | $ - |
| 6000 Prior Year Fund Balance Forward | $ 1,997,557.11 | $1,697,637.43 | $1,422,637.43 |
| **TOTAL ALL SOURCES OF REVENUE** | **$ 5,473,546.50** | **$ 4,859,491.40** | **$ 5,134,738.18** |

## Stillwater Public Schools
## Summary of Estimated Expenditures

| | ACTUAL | EON BUDGET | ORIGINAL SBA BUDGET |
|---|---|---|---|
| **CHILD NUTRITION FUND (22)** | FY 2023-2024 | FY 2024-2025 | FY 2025-2026 |
| CHILD NUTRITION PROGRAM SERVICES: | | | |
| 3110 Food a la carte | $ 92,616.51 | $ 93,000.00 | $ 75,000.00 |
| 3120 Food Preparation and Dispensing | 1,696,018.74 | 1,700,000.00 | 1,700,000.00 |
| 3130 Food and Supplies Delivery Services | 118,700.01 | 125,000.00 | 115,000.00 |
| 3140 Other Direct Services | 465,997.48 | 533,490.00 | 425,000.00 |
| 3150 Food Procurement Services | 1,318,249.12 | 1,320,000.00 | 1,320,000.00 |
| 3155 Food Adult | 8,084.98 | 9,000.00 | 8,000.00 |
| 3160 Non Reimbursed Services | 2,860.06 | 3,000.00 | 3,000.00 |
| 3180 Nutrition Education | 5,395.00 | 5,500.00 | 5,500.00 |
| 3190 Other Child Nutrition Program Operations | 68,642.74 | 70,000.00 | 60,000.00 |
| 5000 Fund Transfers and Correcting Entry | 386.41 | 500.00 | 500.00 |
| 7400 Workers Compensation | - | - | - |
| 8900 Other Transfers | - | - | - |
| **Total Child Nutrition Services** | **$ 3,776,951.05** | **$ 3,859,490.00** | **$ 3,712,000.00** |
| **TOTAL FISCAL YEAR BUDGET** | | | |

## Stillwater Public Schools
## Summary of Estimated Revenues

As of 2/11/25

| BOND FUNDS (31-39) | | ACTUAL FY 2023-2024 | EON BUDGET FY 2024-2025 | ORIGINAL SBA BUDGET FY 2025-2026 |
|---|---|---|---|---|
| LOCAL SOURCES OF REVENUES: | | | | |
| 5111 | Premium on Bonds Sold | $ 117,581.00 | $ - | |
| 5112 | Proceeds from Sale of Original Bonds | 13,000,000.00 | 14,100,000.00 | $ 6,707,641.00 |
| 1310 | Interest | 760,072.44 | 760,000.00 | $ - |
| | **TOTAL LOCAL SOURCES OF REVENUE** | **$ 13,877,653.44** | **$ 14,860,000.00** | **$ 6,707,641.00** |
| | **TOTAL REVENUES** | **$ 13,877,653.44** | **$ 14,860,000.00** | **$ 6,707,641.00** |
| 6100 | Prior Year Fund Balance Forward | $ 19,098,078.92 | $24,285,497.61 | $ 23,733,900.00 |
| | **TOTAL ALL SOURCES OF REVENUE** | **$ 32,975,732.36** | **$ 39,145,497.61** | **$ 30,441,541.00** |

| BOND FUNDS (31-39) | | ACTUAL FY 2023-2024 | EON BUDGET FY 2024-2025 | ORIGINAL SBA BUDGET FY 2025-2026 |
|---|---|---|---|---|
| 1000 | Instruction | $ 196,857.09 | $ 200,000.00 | $ 584,993.00 |
| SUPPORT SERVICES: | | | | |
| 2100 | Other Support Services-Student | $ 36,359.64 | 100,000.00 | 323,210.00 |
| 2220 | Library Media Services | 9,688.85 | 100,000.00 | - |
| 2230 | Instruction Related Technology | 655,475.44 | 1,000,000.00 | 1,822,880.00 |
| 2300 | Board of Education Services | 3,500.00 | 5,000.00 | 9,500.00 |
| 2340 | Other General and Administrative Services | 99,050.11 | 100,000.00 | - |
| 2620 | Operation of Building Services | 1,699,189.55 | 2,455,000.00 | 500,000.00 |
| 2630 | Care and Upkeep of Grounds Services | 485,453.08 | 1,000,000.00 | 500,000.00 |
| 2640 | Care and Upkeep of Equipment Services | 44,844.58 | 100,000.00 | 50,000.00 |
| 2660 | Security Services | 44,375.03 | 100,000.00 | - |
| 2670 | Safety | 110,697.24 | 200,000.00 | - |
| 2720 | Bus Operation Services | 20,108.95 | 100,000.00 | 477,225.00 |
| | **Total Support Services** | **$ 3,208,742.47** | **$ 5,260,000.00** | **$ 3,682,815.00** |
| OTHER USES OF FUNDS | | | | |
| 4300 | Land Improvement Services | 51,292.20 | - | - |
| 4400 | Architectural and Engineering Services | | - | - |
| 4620 | All Other New Construction | 3,231,856.75 | 20,000,000.00 | 17,132,092.00 |
| 4700 | Facilities Improvement Services | 2,001,486.01 | 10,000,000.00 | 9,000,000.00 |
| 5600 | Correcting Entry | - | - | - |
| | **Total Other Uses of Funds** | **$ 5,284,634.96** | **$ 30,000,000.00** | **$ 26,132,092.00** |
| | **TOTAL FISCAL YEAR BUDGET** | **$ 8,690,234.52** | **$ 35,460,000.00** | **$ 30,399,900.00** |

## Stillwater Public Schools
## Summary of Estimated Revenues

| | | ACTUAL | EON BUDGET | ORIGINAL SBA BUDGET |
|---|---|---|---|---|
| **DEBT SERVICE FUND (41)** | | FY 2023-2024 | FY 2024-2025 | FY 2025-2026 |
| LOCAL SOURCES OF REVENUES: | | | | |
| 1110 | Ad Valorem Tax Levy (Current) | $ 14,151,799.71 | $ 14,850,384.17 | $ 16,357,875.00 |
| 1120 | Ad Valorem Tax Levy (Prior Years) | 300,491.19 | - | - |
| 1130 | Revenue In Lieu of Taxes | - | - | - |
| 1190 | Other Taxes | - | - | - |
| 1300 | Total Earnings on Investments | - | - | - |
| | **TOTAL LOCAL SOURCES OF REVENUE** | **$ 14,452,290.90** | **$ 14,850,384.17** | **$ 16,357,875.00** |
| 3000 | State Receipts | $ 2,114.28 | $ 2,200.00 | $ 2,000.00 |
| 5111 | Premium on Bonds Sold | - | 141,000.00 | 385,000.00 |
| 6100 | Prior Year Fund Balance Forward | 5,620,441.27 | 7,908,563.26 | 8,131,257.43 |
| | **TOTAL ALL SOURCES OF REVENUE** | **$ 20,074,846.45** | **$ 22,902,147.43** | **$ 24,874,132.43** |

## Stillwater Public Schools
## Summary of Estimated Expenditures

| | | ACTUAL | EON BUDGET | ORIGINAL SBA BUDGET |
|---|---|---|---|---|
| **DEBT SERVICE FUND (41)** | | FY 2023-2024 | FY 2024-2025 | FY 2025-2026 |
| USES OF FUNDS: | | | | |
| 5100 | Debt Service | $ 12,166,283.19 | $ 14,770,890.00 | $ 15,779,713.00 |
| | **Total Uses of Funds** | **$ 12,166,283.19** | **$ 14,770,890.00** | **$ 15,779,713.00** |
| 5600 | Correcting Entries | $ - | $ - | $ - |
| | **TOTAL FISCAL YEAR BUDGET** | **$ 12,166,283.19** | **$ 14,770,890.00** | **$ 15,779,713.00** |

STILLWATER PUBLIC SCHOOLS

# STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent
**DATE:** June 10, 2025

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**AGENDA ITEM:**

Receive Bond 2023 Update.

**BOARD ACTION REQUESTED:**

This is an information item only. No board action is requested.

**BACKGROUND INFORMATION:**

Attached to this memo is an update on Bond 2023.

# SPS BOND 2023 PROJECTS REPORT 06.10.2025



# SPS OES TRANSPORTATION IMPROVEMENTS

SPS OES Phase 2 Transportation Improvements to allow SPS Transportation Department to relocate to OES. Scope of the improvements include office/administration area, bus maintenance area, and new bus parking area. Project is under construction.

- Interior Renovation Construction is scheduled to be completed in June 2025.
- Interior Renovation Work includes millwork and painting is installed. Flooring installation is in progress.

- Bus Parking Construction is scheduled to be completed end of July 2025.
- Bus Parking Work includes sod and site lighting is installed. Gravel installation is to begin in late June.

# SPS OES TRANSPORTATION IMPROVEMENTS



TRANSPORTATION BUS DRIVER BREAKROOM AREA



TRANSPORTATION BUS DRIVER BREAKROOM AREA

# SPS OES TRANSPORTATION IMPROVEMENTS




BUS PARKING ACCESS STAIRS



BUS PARKING AREA SITE LIGHTING

# DEFERRED MAINTENANCE PROJECTS

SPS Sangre Ridge and Middle School Roof and HVAC Improvements and the SPS HS Field House and PAC HVAC Projects are under Construction.

- Contractor has mobilized at Middle School.
- Construction start of roofing has been delayed due to rain.
- Roofing materials have been received by the Contractor.
- 95% of the RTU's have been received by the Contractor.
- 75% of exhaust fans have been received by the Contractor.
- The PAC building RTU's are currently schedule to ship the beginning of August due to the large specialty unit.
- Construction, excluding the PAC RTU's, is scheduled to be completed end of July 2025 pending receipt of all the remaining RTU's and exhaust fans.

# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

- Owner, Architect, and Constructor (OAC) meetings are scheduled for every two weeks to review construction progress.
- 505 Architects continues to received Submittals from Willowbrook for various systems and materials and is currently reviewing.
- Topping Out Ceremony occurred on 5/29. Building Tours continue to receive very positive responses regarding the new building spaces.
- FF&E Bid Package review meeting is scheduled for 6/10 to review initial proposed selections and finishes with SPS based on KUG input. Final FF&E Bid Package will be issued on 8/4 to bidders.

# HS PHASE 1 AND 2 – CONSTRUCTION PHASE





# HS PHASE 1 AND 2 – CONSTRUCTION PHASE




MAY 2025



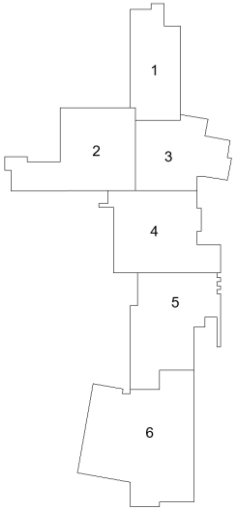

JUNE 2025

# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

SITE WORK ACCOMPLISHED LAST MONTH
West parking lot paving is complete
North parking lot paving is in progress
Light pole bases is in progress
Site grading is in progress

SITE WORK UPCOMING NEXT TWO WEEKS
North parking lot paving is in progress
Light pole bases is in progress
Site grading is in progress
Middle parking lot paving begins
Bus Loop entry approach begins

SITE



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

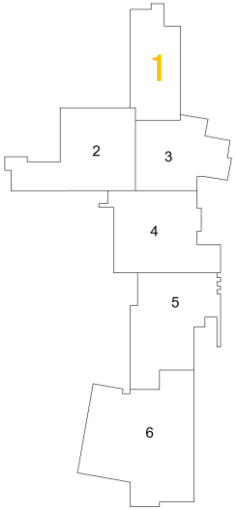


WEST PARKING LOT

# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

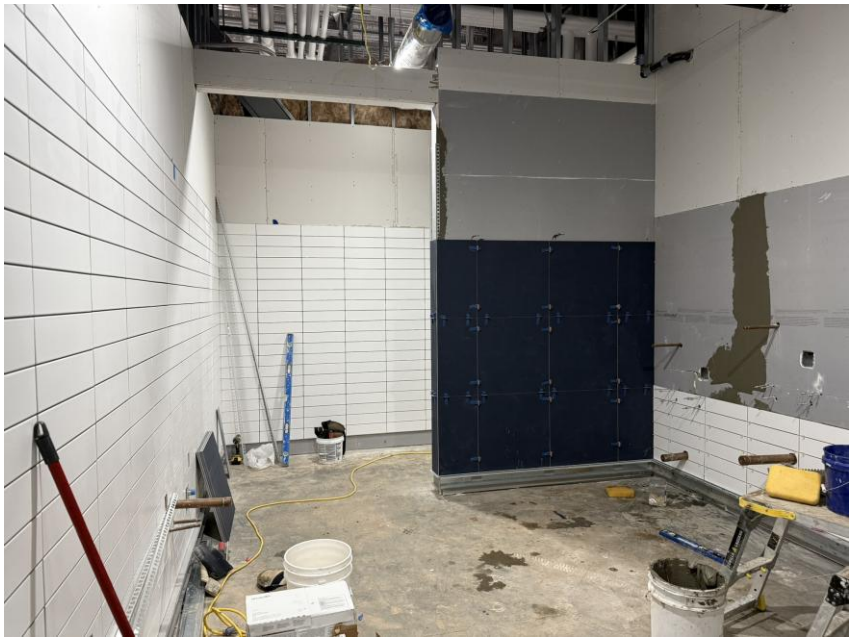
AREA 1 WORK ACCOMPLISHED LAST MONTH
Tape, bed and prime paint coat is in progress
Electrical wire is being pulled, and panels are being set
Brick veneer has been completed
Curtain wall installation began
Parapet cap flashing installation is in progress.

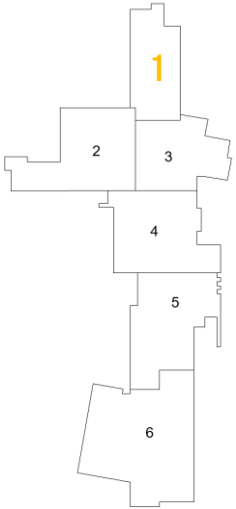
AREA 1 WORK UPCOMING NEXT TWO WEEKS
Curtain wall installation is in progress
Window caulking and removal of protective plastic
Prime painting of interior walls
Parapet cap flashing installation is in progress.
Tile installation at restrooms
Set RTU's



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

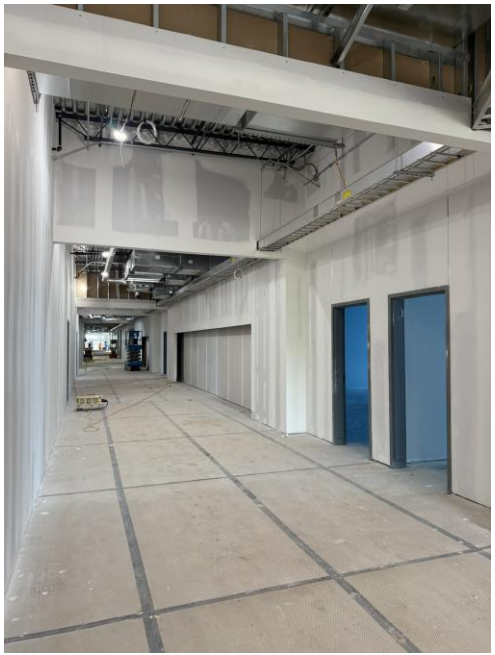







AREA 1 – RESTROOM TILE

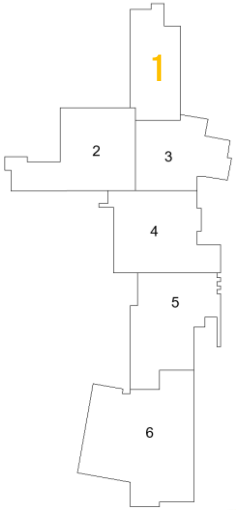
# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 1 – HALLWAY



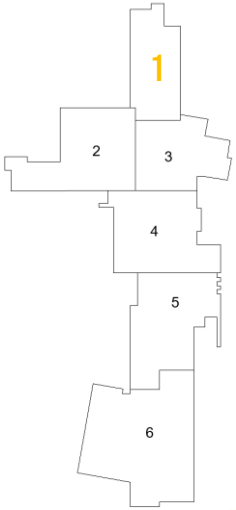
AREA 1 – NORTH STAIRS 2ND FLOOR



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



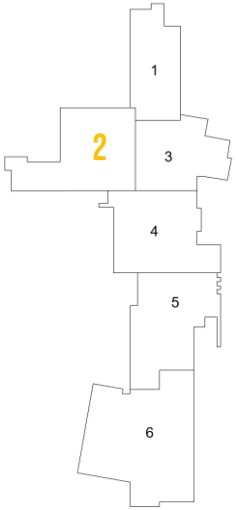
AREA 1 – CLASSROOM PRIME PAINT



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

AREA 2 WORK ACCOMPLISHED LAST MONTH
Parapet cap flashing installation began
Overall MEP rough-in is complete
In-wall MEP rough-in is complete
Interior framing is complete
Window installation is complete
Air barrier system is complete

AREA 2 WORK UPCOMING NEXT TWO WEEKS
Drywall and insulation install to begin
Curtainwall installation at stair and SPED courtyard to begin
Coiling door installation
Wall tile installation to begin
Installation of fire sprinkler to begin
Set RTU's



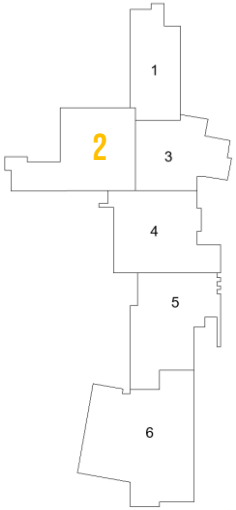
# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 2 – EXERIOR AIR BARRIER INSTALLED



AREA 2 – EXTERIOR WINDOWS INSTALLED



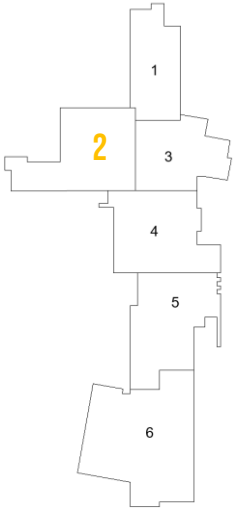
# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 2 – TEACHERS SUITE (2ND FLOOR)



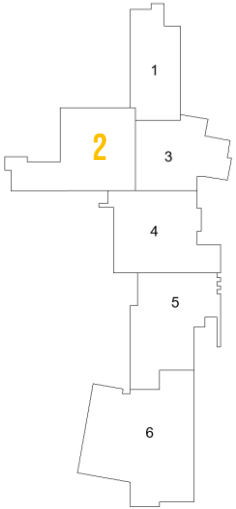
AREA 2 – SOCIAL STUDIES AREA (2ND FLOOR)



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



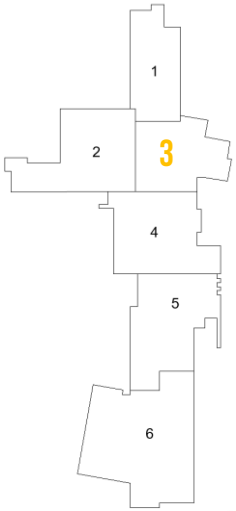
AREA 2 – GYMNASIUM (ICC 500 TORNADO SHELTER)



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

AREA 3 WORK ACCOMPLISHED LAST MONTH
Tape and bed are in progress.
Overhead MEP complete
Exterior fiber cement panels in progress
Polycarbonate panel system complete
Restroom tile installation began
Exterior brick is complete

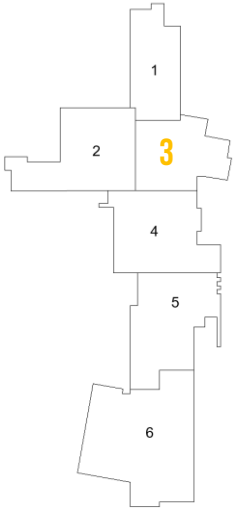
AREA 3 WORK UPCOMING NEXT TWO WEEKS
Tape and bed in progress
Install window shrouds
Exterior fiber cement panels in progress
Install gas line on roof
Install wall tile
Set RTU's



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

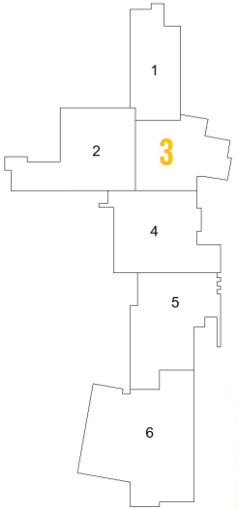


AREA 3 – VISUAL ARTS WING PATIO ENTRY



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



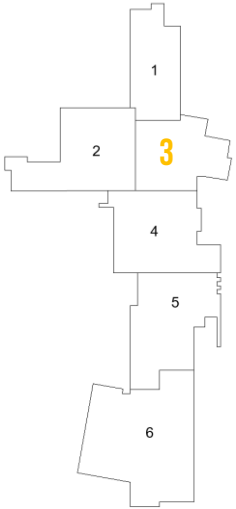



AREA 3 – VISUAL ARTS WING CLASSROOM

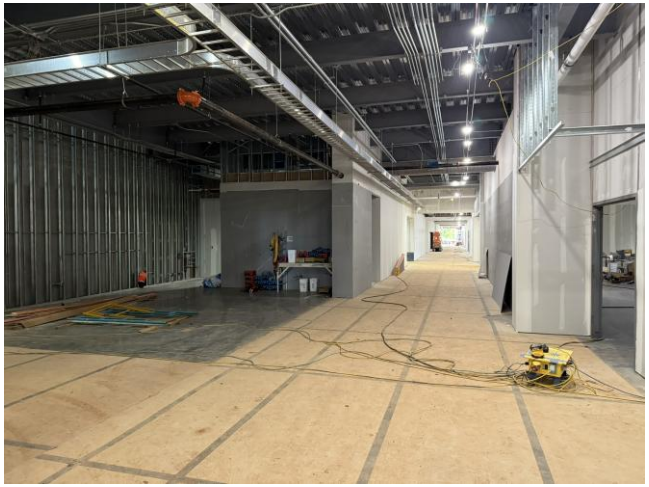
# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 3 – VISUAL ARTS WING SCULPTURE LAB



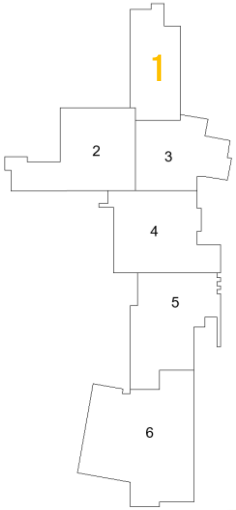
# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 1 – NORTH COMMON SPACE (1ST FLOOR)

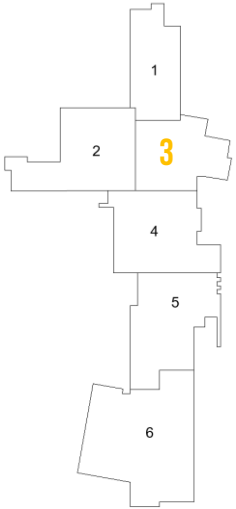


AREA 1 –PRESENTATION ROOM



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



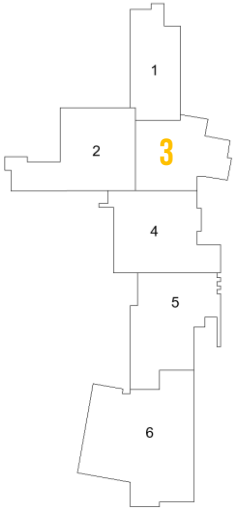



AREA 3 – PRESENTATION ROOM AND VISUAL ARTS WING HALLWAY

# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



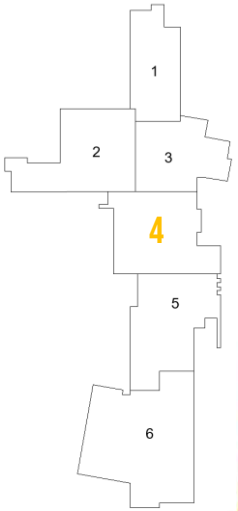
AREA 3 – RESTROOM ALCOVE



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

AREA 4 WORK ACCOMPLISHED LAST MONTH
Interior wall framing in progress
Exterior wall framing in progress
Overhead MEP rough-in is in progress.
In-wall MEP rough-in is in progress.

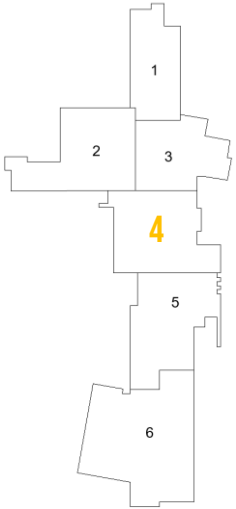
AREA 4 WORK UPCOMING NEXT TWO WEEKS
Interior wall framing in progress
Exterior wall framing in progress
Overhead MEP rough-in is in progress.
In-wall MEP rough-in is in progress.
Drywall installation begins
Install gas line
Curtainwall installation to begin
Set RTU's



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



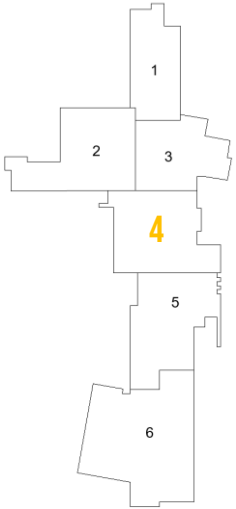
AREA 4 – PIONEER PLAZA



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



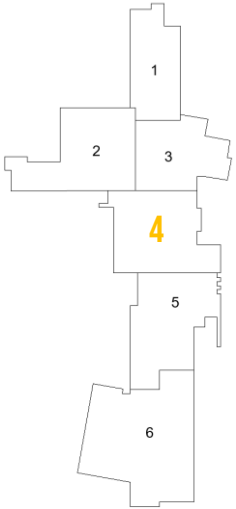

AREA 4 – STUDENT CENTER



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



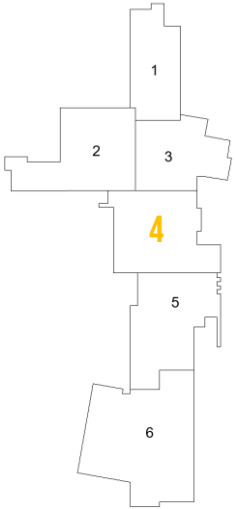
AREA 4 – STUDENT CENTER



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



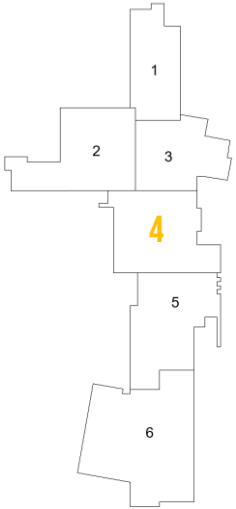
AREA 4 – STUDENT CENTER PIONEER BISTRO



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



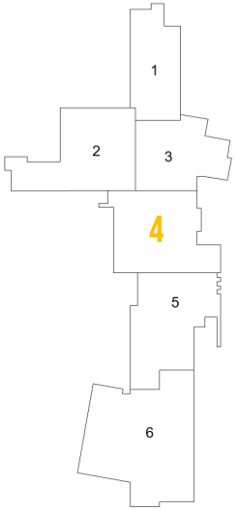
AREA 4 – ELA HALLWAY



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



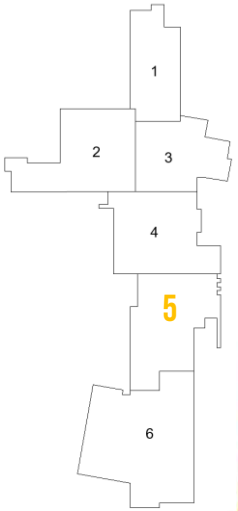
AREA 4 – MEDIA CENTER PATIO AREA



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

AREA 5 WORK ACCOMPLISHED LAST MONTH
Overhead MEP is in progress
TPO roof system is in progress
Exterior framing and sheathing is in progress
Interior framing is in progress
Air barrier system is in progress

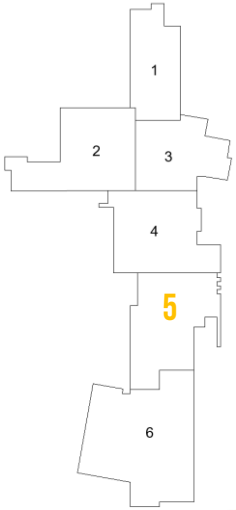
AREA 5 WORK UPCOMING NEXT TWO WEEKS
Overhead MEP is in progress
TPO roof system is in progress
Exterior framing and sheathing is in progress
Interior framing is in progress
Air barrier system is in progress
Electrical room buildout begins
Fire sprinkler system install



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



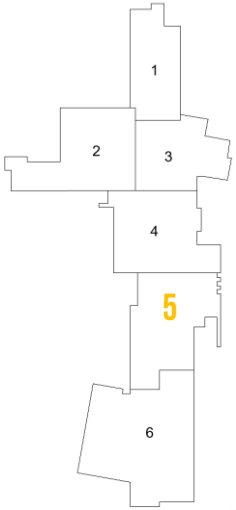
AREA 5 – KITCHEN AREA



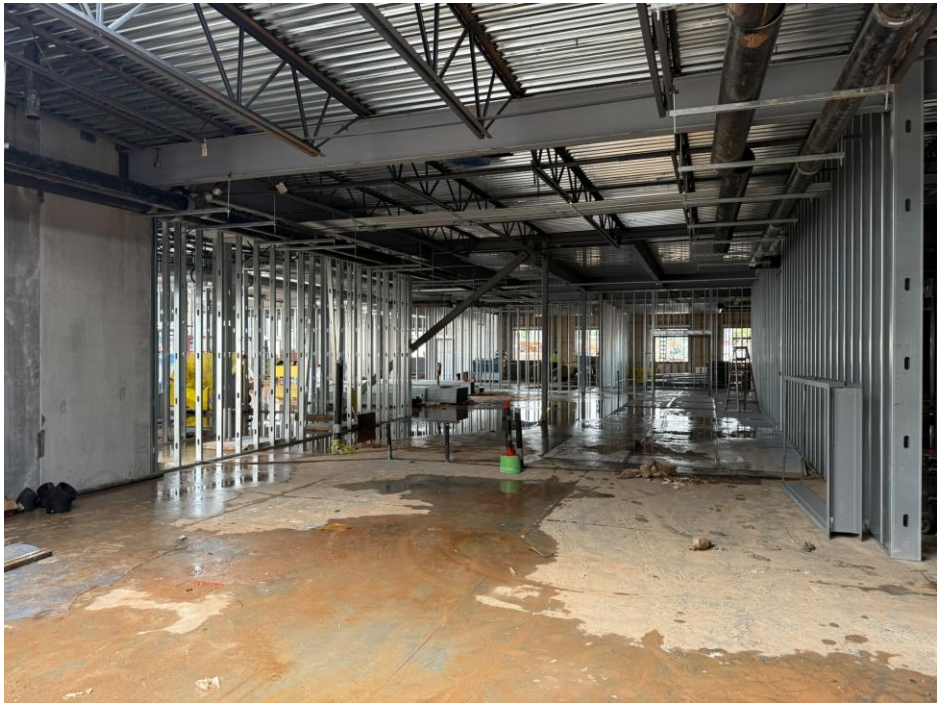
# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



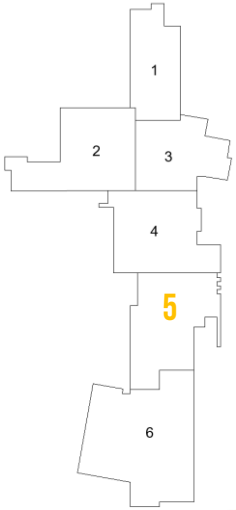
AREA 5 – FACS CULINARY AREA



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



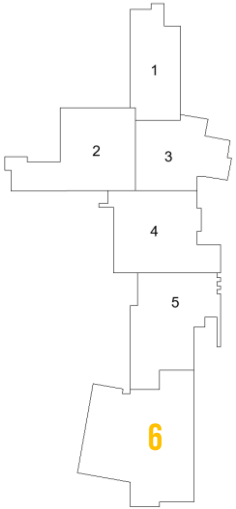
AREA 5 – STORAGE AREA



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



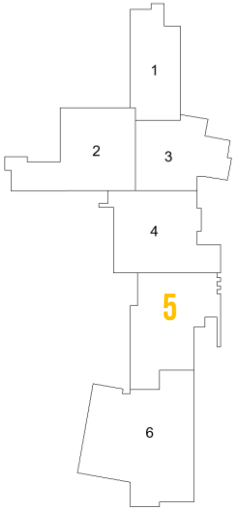
AREA 5 – SOUTH STAIR AND CLASSROOM FRAMING



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



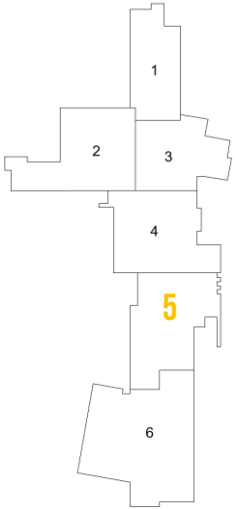
AREA 5 – ROOF ABOVE FACS AND KITCHEN



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



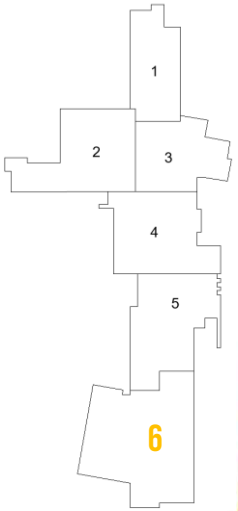
AREA 5 – LOADING DOCK AREA



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

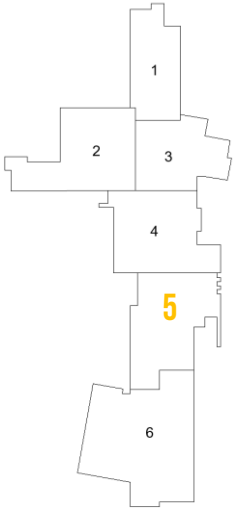
AREA 6 WORK ACCOMPLISHED LAST MONTH
Structural steel and joist erection in progress
Precast panel erection complete

AREA 6 WORK UPCOMING NEXT TWO WEEKS
Structural steel and joist erection in progress
Exterior framing begins
Set roof curbs
Roof system install begins
Overhead MEP rough-in begins
Interior framing begins



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

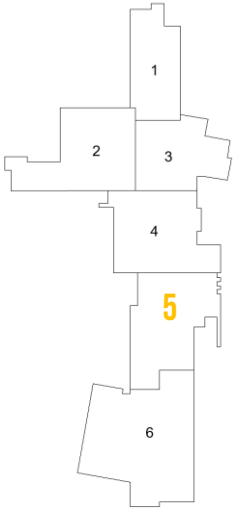



AREA 6 – PA WING STRUCTURAL FRAMING AND PRECAST WALLS

# HS PHASE 1 AND 2 – CONSTRUCTION PHASE






AREA 6 – PA WING STRUCTURAL FRAMING AND PRECAST WALLS

# HS ATHLETICS PHASE 1 DESIGN PHASE

SPS Athletics Phase 1 improvements on the existing High School campus that include locker rooms, practice spaces, and associated supports spaces. Project is in preliminary design phase.

- SPS Athletic KUG and LRFP Committees continue to meet to finalize a prioritized list of athletic program elements for upcoming BOE review and approval for HS Athletics Phase 1 Scope of Work.
- 505 Architects Design and Construction Documentation is anticipated to begin in July.
- SPS Athletics Phase 1 is scheduled to Bid in late spring 2026 and begin construction in summer 2026.




STILLWATER PUBLIC SCHOOLS