



## Agenda

### Duncan Public Schools

### Regular Meeting of the Board of Education

Administration Building, 1740 W. Spruce, Duncan, Oklahoma 73533

Tuesday, May 13, 2025 at 6:00 PM

1. **Call to order** and roll call:  
Buckholts Davis Lolar Neal Schreckengost
2. Flag Salute
3. Public participation and/or discussion
4. **Superintendent's Report**
  - A. Student & Staff Celebrations
  - B. Endurance Federal Credit Union Duncan Demon Debit Card annual donation
  - C. Accreditation Audit Report for FY 24-25
  - D. District Update
5. Consideration and vote to elect or not elect the following as **new member fo the board of directors of the Oklahoma Public School Investment Interlocal Cooperative (55K001)**:
  - A. Position No. 12: Mandy Kincannon (OSSBA), School Board Member of Moore Public Schools, to a 2025-2028 term
6. **Consent Agenda**

*All of the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one 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. **Minutes** of the April 8, 2025
  - B. **Cafeteria Monthly Reports**
  - C. **Financial Reports**
  - D. **Activity Fund Reports**
  - E. **District Fundraisers**
  - F. **Encumbrance Reports**
  - G. **Out-of-State Travel** - Baylor University Tennis Camp June 15-19, 2025 in Waco, TX
  - H. **The SpyGlass Group, LLC** - Agreement to audit the use of district technology systems
  - I. **CDW Government** - DPS 2020 Vision Bond purchase of new desktop computers for district staff in the amount of \$364,261.00

- J. **UMB Bank N.A.** - Bond and Interest payment for the Stephens County OK ISD #1 General Obligation Combined Purpose Bond Series 2023 in the amount of \$2,787,600.00 paid by the Sinking Fund
- K. **Hurley's Creative Tile** - install tile flooring in the Commons and Hallways at Duncan Middle School in the amount of \$150,350.00 paid by the Insurance Fund
- L. Contracts and Encumbrance requests for FY 25-26:
  - 1. **Cameron University** Memorandum of Understanding for on-campus, in-person instruction at Duncan High School
  - 2. **Duncan Public Schools Foundation** License Agreement for the Hoover Family Wrestling Facility
  - 3. **Oklahoma Department of Human Services** - contract for School-Based Family Services Program
  - 4. **CNA Surety** - Surety Bonds for Superintendent, Treasurer, Board Clerk, and district clerks in the amount of \$2,440.00
  - 5. **Fowler Financial** - agreement for Financial Services Consulting in the amount of \$2,620.00
  - 6. **Garrett, Allison** - contracted Speech and Language Pathology services in the amount of \$60,000.00 paid by Federal Funds
  - 7. **Garrett Therapy, LLC** - contracted Occupational Therapy services in the amount of \$90,000.00 paid by Federal Funds
  - 8. **Keck, Nikki/Visual Senses** - contracted Vision Therapy services in the amount of \$6,000.00 paid by Federal Funds
  - 9. **Kelsey Stone, LLC** - contracted Speech and Language Pathology services in the amount of \$60,000.00 paid by Federal Funds
  - 10. **Maddox, Ann** - contracted student Psychology and Evaluation services in the amount of \$85,000.00 paid by Federal Funds
  - 11. **Scott, Tara** - contracted Speech and Language Pathology services in the amount of \$60,000.00 paid by Federal Funds
  - 12. **Southwest Therapy Solutions** - contracted Physical Therapy services in the amount of \$60,000.00 paid by Federal Funds
  - 13. **Wilkins, Halley** - contracted Speech and Language Pathology services in the amount of \$35,000.00 paid by Federal Funds
- 7. Proposed **Executive Session** to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective District employees as outlined on Schedule A, inclusive; and **(b)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent. Vote to convene or not convene into Executive Session
- 8. Vote to acknowledge the Board's **return to Open Session**  
 Executive Session Minutes Compliance Announcement/Statement: The matters considered, Proposed Executive Session to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, terminations, hiring of employees, employment, rehiring, and changes to employment contracts of current and prospective District employees as outlined on Schedule A, inclusive; and **(b)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent. No action was taken in Executive Session.

9. Discussion and possible action regarding resignations, employment, and changes of contract as listed on **Schedule A** attached
10. Discussion and possible action regarding **New Business**
11. **The next Regular Meeting of the Board of Education will be held on Tuesday, June 10, 2025 at 6:00 P.M. at the Administration Building at 1740 W. Spruce, Duncan, OK**
12. Vote to **Adjourn**

NOV 12 2024

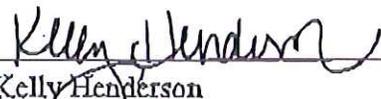
ITEM # J.F.

NOTICE TO THE STEPHENS COUNTY CLERK OF THE 2025 REGULAR MEETINGS OF THE DUNCAN SCHOOL BOARD OF EDUCATION OF DUNCAN INDEPENDENT SCHOOL DISTRICT NUMBER ONE OF STEPHENS COUNTY, OKLAHOMA.

All Regular Meetings will start at 6:00 P.M. and will be held in the Board Room of the Administration Office, located at 1740 West Spruce, Duncan, OK.

The dates for the monthly Regular Meetings in 2025 are as follows:

- Tuesday, January 14, 2025
- Tuesday, February 11, 2025
- Tuesday, March 11, 2025
- Tuesday, April 8, 2025
- Tuesday, May 13, 2025
- Tuesday, June 10, 2025
- Thursday, June 26, 2025
- Tuesday, July 15, 2025
- Thursday, August 19, 2025
- Tuesday, September 9, 2025
- Tuesday, October 14, 2025
- Tuesday, November 11, 2025
- Tuesday, December 9, 2025

  
 Kelly Henderson  
 Clerk, Duncan Board of Education

STATE OF OKLAHOMA  
 STEPHENS COUNTY  
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**Duncan Public Schools**  
**Regular Meeting of the Board of Education**  
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**F. Encumbrance Reports**

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Vote to convene or not convene into Executive Session

8. Vote to acknowledge the Board's **return to Open Session**

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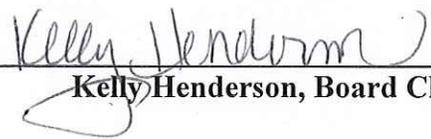
10. Discussion and possible action regarding **New Business**

11. **The next Regular Meeting of the Board of Education will be held on Tuesday, June 10, 2025 at 6:00 P.M. at the Administration Building at 1740 W. Spruce, Duncan, OK**

12. Vote to **Adjourn**

*This Agenda for the Regular Meeting of May 13, 2025 was posted online, at [www.duncanps.org](http://www.duncanps.org), and on the front window of the Administration Building at 1740 W. Spruce, Duncan, OK on May 12, 2025 at 4:15 P.M.*

Posted by



**Kelly Henderson, Board Clerk**

## FUNDRAISER REQUESTS

DUNCAN PUBLIC SCHOOLS

May 13, 2025

Approval by the Board of Education for any fundraiser is also an approval to pay any expenditures associated with each event.

SITE	ORGANIZATION	DESCRIPTION	EVENT DATES *may be approximate
DHS	CHEER	FIREWORK RAFFLE	6/1/25-6/26/25
DHS	CHEER	CAR WASH	6/28/25

PO	Vendor Name	General Description	Amount	Date
56221	VEX ROBOTICS, INC	412 - MS(505) -CLASSROOM SUPPLIES TO SUPPORT PLTW (LAWLER)	2,500.00	04/07/2025
56222	ELLIS, JARED	REIMBURSEMENT OF BACKGROUND CHECK FEE AFTER 25 DAYS WORKED	58.25	04/07/2025
56224	SOLUTION TREE INC	541 -REGISTRATION FOR PLC AT WORK TULSA, OK 5/27-30/2025 LEE, BLALOCK	1,598.00	04/07/2025
56225	LEE, DEANNA S	541 -TRAVEL EXPENSES FOR PLC AT WORK TULSA, OK 5/27-30/2025 LEE PER DIEM AND PARKING	250.00	04/07/2025
56226	BLALOCK, KIMBERLY M	541 -TRAVEL EXPENSES FOR PLC AT WORK TULSA, OK 5/27-30/2025 PER DIEM AND PARKING	250.00	04/07/2025
56227	*** MIDWEST BUS SALES INC.	TRANS - REPAIRS FOR BUS 25	4,000.00	04/08/2025
56228	MERIT DUNCAN CDJR LLC	TRANS - REPAIRS FOR BUS 10	1,500.00	04/08/2025
56229	*** DOUBLETREE BY HILTON DOWNTOWN	541 - HOTEL EXPENSES FOR PLC AT WORK TULSA, OK 5/27-30/2025 LEE, BLALOCK	585.00	04/08/2025
56230	P & K EQUIPMENT, INC	TRANS - REPAIRS FOR AG JOHN DEERE TRACTOR	2,400.00	04/08/2025
56231	AMAZON.COM	HM-511 INK FOR TITLE 1 PRINTER AND STORAGE BOXES FOR DATA FOLDERS	200.00	04/09/2025
56232	*** DOUBLETREE BY HILTON DOWNTOWN	541 - HOTEL EXPENSE FOR PLC AT WORK TULSA, OK 5/27-30/2025 EVANS, B	585.00	04/09/2025
56233	EVANS, BROOKE L	541 - TRAVEL EXPENSES TO PLC AT WORK TULSA, OK 5/27-30/2025 MEALS AND PARKING	280.00	04/09/2025
56236	AMAZON.COM	C/O- CASIO DESKTOP PRINTING CALCULATOR FOR C. LEE	36.04	04/09/2025
56237	SOLUTION TREE INC	MT-511 PLC @ WORK INSTITUTE CONF, COX CONVENTION CTR, TULSA, OK MAY 28-30, 2025. HAYS-PARDO	799.00	04/10/2025
56238	HAYS, KIMBERLYN R	MT-511 TRAVEL EXPENSES FOR PLC@ WORK CONF. MAY 27-30, 2025 COX CONV CTR, TULSA, OK. HAYS-PARDO	140.00	04/10/2025
56239	LAWTON COMMUNICATIONS, LLC	TRANS - RADIO INSTALLED ON NEW SPEC ED BUS 102	300.00	04/10/2025
56240	HOUGHTON-MIFFLIN COMPANY	HMH STRUCTURED LITERACY FOR K-2 B.A. APR 08 2025 ITEM# 11.J.	57,355.46	04/10/2025
56241	*** HINES GARAGE AND EQUIPMENT	TRANS - INSPECTION REPAIRS FOR BUS 75	2,500.00	04/10/2025
56242	MATTERHACKERS, INC.	412 - MS(505) - CLASSROOM SUPPLIES TO SUPPORT CTE (CASTLE)	1,800.00	04/10/2025
56243	*** EMBASSY SUITES TULSA	HS-AG-HOTEL FOR JARBOE @ STATE FFA CONVENTION-5/5-8/25	453.00	04/10/2025
56244	*** SOUTHWEST AIRLINES	HS-DECA- PLANE TICKET FOR DECA ADVISOR TO ICDC IN ORLANDO FL-4/25-30/25	605.00	04/10/2025

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**DUNCAN PUBLIC SCHOOLS**

From PO: 56221 to PO: 56319

**Encumbrance For Board Approval**

**GEN FUND-FOR OPERAT**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
56245	*** HAMPTON INN & SUITES DOWNTOWN TULSA	541 - HOTEL EXPENSE PLC AT WORK TULSA, OK 5/27-30/2025 FERGUSON	640.00	04/14/2025
56246	SOLUTION TREE INC	541 - REGISTRATION TO PLC AT WORK 5/27-30/2025 TULSA, OK S FERGUSON	799.00	04/14/2025
56247	FERGUSON, SANDY L	541 - TRAVEL EXPENSES TO PLC AT WORK TULSA, OK 5/27-30/2025 MEALS AND PARKING	250.00	04/14/2025
56248	EVERETT, SARAH M	C/O- REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE- Y2	52.00	04/14/2025
56249	WITT, KAYLA J	C/O- REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE- Y2	52.00	04/14/2025
56250	BLACK, CHELSEA	C/O- REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE- Y2	52.00	04/14/2025
56251	CARRANZA, VIRGINIA	C/O- REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE- Y2	52.00	04/14/2025
56252	FIRE MOUNTAIN GEMS & BEADS INC	HS-ART-LOOMS TO WEAVE CLOTH AND TAPESTRY	648.10	04/14/2025
56253	VEX ROBOTICS, INC	412 - MS(505) - CLASSROOM SUPPLIES TO SUPPORT PLTW (LAWLER)	1,600.00	04/14/2025
56254	TYLER TECHNOLOGIES, INC	TRANS - GPS GEOTABS FOR BUSES AND FLEET	4,827.00	04/15/2025
56255	OKLAHOMA TAX COMMISSION	TRANS - TAG FOR 102	47.40	04/15/2025
56256	PHILLIPS, EMILY	C/O- REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE- Y2	52.00	04/15/2025
56257	MIDWEST MUSIC	HS-BAND-PERCUSSION EQUIPMENT AND ACCESSORIES	2,333.00	04/15/2025
56258	MIDWEST MUSIC	HS-BAND-MARCHING BAND REEDS FOR CLARINETS AND SAXOPHONES	990.00	04/15/2025
56259	TRACTOR SUPPLY COMPANY	HS-BAND-NO FLAT TIRES NEEDED FOR PERCUSSION CARTS	270.00	04/15/2025
56260	P.& K EQUIPMENT, INC	HS-AG-REPLACE BROKEN HOOD , SIDE PIECES AND GRILL ON JOHN DEER TRACTOR AT SCHOOL FARM	1,500.00	04/15/2025
56261	PEARISON INCORPORATED	HS-BAND-COLOR GUARD POLES AND PRACTICE FLAGS	566.00	04/15/2025
56262	ADA MUSIC CENTER	HS-BAND-INSTRUMENT REPAIRS	750.00	04/15/2025
56263	PHILLIPS MUSIC COMPANY	HS-BAND-MICROPHONES, MIC CABLES, SPEAKER CORDS	661.00	04/15/2025
56264	NOAH'S PARK & PLAYGROUND	PL- FUNNEL BALL GAME FOR PLAYGROUND	3,214.00	04/16/2025
56265	CLAYTON, JESSICA N	TRAVEL/PER DIEM - CCOSA SUMMER LEADERSHIP CONFERENCE, OKC, JUNE 11-13, 2025 - J. CLAYTON	180.00	04/16/2025
56266	WALL, STEPHANIE N	HM-511 TRAVEL AND PER DIEM FOR CCOSA 6/10-14, 2025. OKC, OK	400.00	04/16/2025

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**DUNCAN PUBLIC SCHOOLS**

From PO: 56221 to PO: 56319

**Encumbrance For Board Approval  
GEN FUND-FOR OPERAT**

PO	Vendor Name	General Description	Amount	Date
56267	*** HAMPTON INN & SUITES DOWNTOWN TULSA	MS-511-HOTEL ROOMS FOR HAYS, CHANDLER, GRISSOM, AND 1 OTHER STAFF MEMBER PLC CONFERENCE AT TULSA MAY 27-30, 2025	3,200.00	04/16/2025
56268	AMAZON.COM	MT-135 OFFICE AND CLASSROOM SUPPLIES FOR MARK TWAIN. - SCHORNICK-PARDO	2,900.00	04/16/2025
56269	POSITIVE PROMOTIONS	MT-135 TEACHER APPRECIATION AWARDS AND GIFTS FOR MARK TWAIN - SCHORNICK-PARDO	500.00	04/16/2025
56270	SWINSON, RYN F	REIMBURSEMENT OF BACKGROUND CHECK FEE AFTER 25 DAYS WORKED	58.25	04/16/2025
56271	OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION	C/O- REGISTRATION FOR M. STONE TO ATTEND SUPPORT EMPLOYEE DISCIPLINARY PROCESS AND PROCEDURES TRAINING IN OKC 4/22/25	100.00	04/16/2025
56272	P & K EQUIPMENT, INC	TRANS - REPAIR FOR AG JOHN DEERE TRACTOR	800.00	04/16/2025
56273	*** SPEEDTECH LIGHTS, INC.	EMERGENCY WARNING LIGHT BAR FOR SECURITY VEHICLE	550.00	04/16/2025
56274	SOLUTION TREE INC	WW - 511 - REGISTRATION FEE FOR T. SCIFRES FOR PLC AT WORK INSTITUTE, 5/28-30/25 IN TULSA, OK	799.00	04/21/2025
56275	SCIFRES, TAMERA J	WW - 511 - REINBURSEMENT FOR MEALS FOR PLC AT WORK INSTITUTE, 5/27-20/25 IN TULSA, OK FOR T. SCIFRES	180.00	04/21/2025
56276	*** SGAMMO LLC	SECURITY- TRAINING & DUTY AMMUNITION FOR SCHOOL SECURITY OFFICERS	450.00	04/21/2025
56277	HAYS, BROOKLYN M	REIMBURSEMENT OF BACKGROUND CHECK FEE AFTER 25 DAYS WORKED	58.25	04/21/2025
56278	THE BEISTLE COMPANY	SECURITY- JR SAFETY OFFICER BADGE STICKERS	150.00	04/21/2025
56279	SOUTHERN BOX COMPANY	100 - SHIPPING COSTS FOR COGAT ASSESSMENT - 2ND GRADE TESTING.	400.00	04/21/2025
56280	GOPHER SPORT	EM-11-STATE OF OKLA GRANT-EQUIPMENT FOR EMERSON PHYSICAL EDUCATION PROGRAM AND COACH DELYDIA GIVENS	9,656.52	04/21/2025
56281	NATIONAL BUSINESS FURNITURE LLC	CONFERENCE DESK & CHAIRS FOR ASST SUPT ELLIS' OFFICE	3,100.00	04/21/2025
56283	*** HOLIDAY INN & SUITES- STILLWATER	HS-AG-HOTEL FOR JARBOE @ STATE FFA QUIZ BOWL CONTEST--STILLWATER OK-4/24	150.00	04/22/2025
56284	OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION	REGISTRATION TO VIRTUAL MINUTES CLERK ACADEMY 04/29/2025-K HENDERSON	150.00	04/23/2025
56285	AMAZON.COM	WIRELESS KEYBOARD & MOUSE, AND MOUSEPAD FOR FRONT DESK-C LEE	50.00	04/23/2025
56286	AMAZON.COM	COMMERCIAL MEAT SLICER	375.00	04/23/2025
56287	AMAZON.COM	PHONE CASES FOR NEW DISTRICT PHONES	77.90	04/23/2025

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56288	SOLUTION TREE INC	HM-511 REGISTRATION FOR HALE, ALSTON AND SELF TO ATTEND PLC AT WORK (SOLUTION TREE), MARCH 27-29, 2025.	2,500.00	04/28/2025
56289	AGPARTS WORLDWIDE INC	CHROMEBOOK PARTS FOR TICKETS IN THE DISTRICT	3,452.75	04/28/2025
56290	*** WAL MART - VISA CARD CHARGES	TVS FOR USE IN THE DISTRICT FOR TRAININGS AND MEETINGS	1,100.00	04/28/2025
56291	*** DOUBLETREE BY HILTON DOWNTOWN	WW - 511 - LODGING FOR PLC CONF. IN TULSA, OK, 5/27-30, 2025 FOR INSTRUCTIONAL TRNG FOR V.WILSON,K.HISE,A.LYNCH, D.ENGEL, B. BARDEN, I. SCIFRES	2,828.00	04/28/2025
56292	OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION	REGISTRATION TO 5 VIRTUAL WORKSHOPS FOR BOARD MEMBER KRISTA LOLAR	220.00	04/28/2025
56293	ZERO NOW	SECURITY- 1 YEAR MEMBERSHIP FOR NATIONAL COUNCIL OF SCHOOL SAFETY DIRECTORS	100.00	04/29/2025
56294	VOLUME CASES	CHROMEBOOK CASES FOR 6TH GRADE CASE REFRESH.	8,744.76	04/29/2025
56295	CARTER, CHERITY R	REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE- Y2	52.00	04/29/2025
56296	HAMMOND, REAVIS D	REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE- Y2	52.00	04/29/2025
56297	HEARE, RONNIE	REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE- Y2	52.00	04/29/2025
56298	BARDEN, BRITTA A	REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE- Y2	52.00	04/29/2025
56299	*** OKLAHOMA STATE DEPT. OF EDUCATION	EMERGENCY CERTIFICATION FEES	156.00	04/29/2025
56300	ROSS, DARREN S	REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE Y2	52.00	04/30/2025
56301	REID, PAMELA N	REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE Y2	52.00	05/01/2025
56303	GOPHER SPORT	HM-OSDE COMPETITIVE GRANT-PE SUPPLIES- SOCCER GOALS, TENNIS TABLE, PATHWAY TUNNEL, BROOMBALL PACK, BALLS, HOOPS, FRISBIE DISCS	8,700.00	05/01/2025
56304	PEYTON, EMILY	REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE Y2	52.00	05/01/2025
56305	*** WAL MART - VISA CARD CHARGES	IPAD FOR WAREHOUSE AND TV FOR SWIM TEAM & DHS PRINCIPAL	1,016.00	05/01/2025
56306	AMAZON.COM	VARIOUS ITEMS NEEDED TO COMPLETE TECHNOLOGY TICKETS	890.64	05/01/2025
56307	OKLAHOMA TAX COMMISSION	TRANS - EMEGENCY MVRS	225.00	05/05/2025
56308	CLAUSON, KATHERINE S	HS-PER DIEM FOR PLC CONFERENCE IN TULSA OKLAHOMA 5-28-30-25	240.00	05/05/2025

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**DUNCAN PUBLIC SCHOOLS**

From PO: 56221 to PO: 56319

**Encumbrance For Board Approval  
GEN FUND-FOR OPERAT**

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56309	SOLUTION TREE INC	HS-REGISTRATION FEE FOR PLC CONFERENCE IN TULSA OKLAHOMA ON 5/28-30/25	6,392.00	05/05/2025
56310	*** HAMPTON INN & SUITES DOWNTOWN TULSA	HS-HOTEL ROOM FOR KASY CLAUSON FOR PLC CONFERENCE IN TULSA OK ON 5/27-30/25	577.94	05/05/2025
56311	UNIVERSITY OF OKLAHOMA- OK WRITING PROJECT	541 - REGISTRATION TO OK WRITING PROJECT MOORE PUBLIC SCHOOLS 6/9-10/2025 ELEM TEACHERS	2,400.00	05/06/2025
56312	HILAND DAIRY FOODS COMPANY LLC	MILK/JUICE-CAFETERIAS	24,000.00	05/06/2025
56313	PRICE, NOLAN R	HS-PER DIEM FOR AP TRAINING IN TAHLEQUAH OK ON 6/9-12/25	360.00	05/06/2025
56314	*** COLLEGE BOARD	HS-AP SUMMER TRAINING WORKSHOP IN TAHLEQUAH OK -6/9-12/25	200.00	05/06/2025
56315	PROJECT LEAD THE WAY, INC.	541 - HS REGISTRATION TO PLTW CORE TRAINING FOR CYBERSECURITY-ONLINE AUG 4-15/2025, (80HRS OVER 2WEEKS) - B.LEDFORD	2,400.00	05/06/2025
56316	MARTIN AUTO SUPPLY INC	TRANS - FLEET PARTS AND MAINTENANCE	7,000.00	05/07/2025
56317	*** MIDWEST BUS SALES INC.	TRANS - BATTERY TRAY FOR SPEC. ED. MINI BUS 14	1,200.00	05/08/2025
56318	POPE, JACQUELINE	REIMBURSEMENT FOR ELEMENTARY EDUCATION SUB TEST 1	65.00	05/08/2025
56319	SOUTHERN TROPHY MANUFACTURING	C/O-2024-2025 SERVICE AWARDS/RETIREMENT PLAQUES	946.56	05/08/2025
<b>(11) GEN FUND-FOR OPERAT Current Encumbered:</b>			<b>197,913.82</b>	

**DUNCAN PUBLIC SCHOOLS**

From 12 Apr 2025 to 12 May 2025

**CHANGE ORDER REPORT  
GEN FUND-FOR OPERAT**

PO	Vendor Name	General Description	Amount	Date
55008	DUNCAN BANNER, THE	DISTRICT ANNUAL SUBSCRIPTION, EON PUBLICATION & CLASSIFIED ADS FY24-25 BA (06/11/24 #7.K.8)	-948.48	7/1/2024
55021	OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION	ANNUAL SERVICE AGREEMENT FOR UNEMPLOYMENT SVCS & QUARTERLY DEPOSITS FY 24-25 BA (05/14/24 11.J.7)	-46,310.00	7/1/2024
55032	UNITED STATES POSTAL SERVICE/171198	DISTRICT POSTAGE, PO BOX FEE & BULK MAIL RENEWAL FY 24-25 BA (06/11/24 7.K.8)	-300.00	7/1/2024
55042	BENNETT OFFICE EQUIPMNT (INS 01-01-10)(E-VERIFIED)	110 - INK & STAPLES FOR COPY MACHINES FY 24-25	-611.05	7/1/2024
55046	SCHOOL HEALTH CORPORATION	EM - SUPPLIES FOR SCHOOL NURSE	-151.28	7/1/2024
55052	CROSS, REBECCA L	EM - 055 - REIMBURSEMENT FOR NURSE MILEAGE	-500.00	7/1/2024
55053	*** INTERNATIONAL ASBO	CO - DISTRICT MEMBERSHIP DUES FY 24-25 BA (06/11/24 7.K.8)	-499.00	7/1/2024
55054	*** PARALLELS INC	1 YEAR SUBSCRIPTION TO PARALLELS FOR MAC FY 24-25 BA (06/11/24 7.K.8)	-50.02	7/1/2024
55077	VERNON FLORENCE CONSULTING INC	SCHOOL FINANCE NEWSLETTER ANNUAL SUBSCRIPTION RENEWAL FY 24-25	-120.00	7/1/2024
55080	AMAZON.COM	EM NURSE- NURSES OFFICE SUPPLIES	-118.16	7/1/2024
55098	LAKESHORE LEARNING MATERIALS	103- INSTRUCTIONAL MATERIALS TO ASSIST IN IMPLEMENTING CURRICULUM	-726.10	7/1/2024
55102	AMAZON.COM	109 - MATERIALS FOR 9TH ST FY25 SCHOOL YEAR	-119.33	7/1/2024
55156	MIDWEST MUSIC	HS-BAND-REPAIRS NEEDED FOR THE YEAR	-285.00	7/1/2024
55157	ADA MUSIC CENTER	HS-BAND-REPAIRS NEEDED FOR THE YEAR	-470.00	7/1/2024
55185	PHILLIPS MUSIC COMPANY	HS-BAND-SUPPLIES NEEDED FOR THE YEAR	-287.01	7/1/2024
55187	PENDERS MUSIC COMPANY	HS-BAND-SHEET MUSIC FOR BAND	-500.00	7/1/2024
55190	*** WAL MART - VISA CARD CHARGES	HS-BAND-SUPPLIES FOR THE 24-25 YEAR	-300.00	7/1/2024
55208	CEV MULTIMEDIA, LTD.	HS-AG-ACCESS TO ONLINE RESOURCES FOR CLASSES FOR 24-25	-250.00	7/1/2024
55221	*** WAL MART - VISA CARD CHARGES	HS-NURSE-SUPPLIES AND FOOD AND DRINKS FOR DIABETIC STUDENTS	-287.45	7/2/2024

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55222	SCHOOL HEALTH CORPORATION	HS-NURSE-MEDICAL SUPPLIES AND EQUIPMENT FOR NURSE OFFICE	-67.57	7/2/2024
55223	DUNCAN REGIONAL HOSPITAL	HS-NURSE-DISTRICT CPR TRAINING FOR STAFF AND STUDENTS	-530.00	7/2/2024
55270	IVEY, DEWEY M	TRANS - CDL RENEWAL	-60.19	7/3/2024
55278	NUNN, JODY J	TRANS - CDL RENEWAL	-60.19	7/3/2024
55312	CASTILLO, CYNTHIA	000- MILEAGE REIMBURSEMENT FOR IN DISTRICT TRAVEL FY 24-25 ( SPANISH TRANSLATOR)	-300.00	7/8/2024
55335	TOWNSEND, HEIDI	C/O- REIMBURSEMENT FOR BACKGROUND CHECK AND EMERGENCY CERTIFICATION FEE	-58.25	7/11/2024
55349	ELLIS, KIM D	C/O- PER DIEM, MILEAGE & TRAVEL EXPENSES FOR CONFERENCES FOR FY 24-25	-1,500.00	7/15/2024
55361	ALERT SERVICES INC	HS-ATH-ATH TRNR-SCHOOL YEAR SUPPLY ORDER AND EQUIPMENT FOR ATHLETIC TRAINER SERVICES	-2,774.83	7/17/2024
55382	*** WAL MART - VISA CARD CHARGES	056 - STEM REPLACEMENT FOR CONSUMABLE MATERIALS IN SCIENCE MODULES	-266.74	7/24/2024
55383	AMAZON.COM	056 - STEM REPLACEMENT FOR CONSUMABLE MATERIALS IN SCIENCE MODULES	-426.56	7/24/2024
55428	AMAZON.COM	412- MS-505- STEM CLASSROOM SUPPLIES TO SUPPORT PLTW (CASTLE)	-813.96	8/5/2024
55429	AMAZON.COM	412- MS-505- STEM CLASSROOM SUPPLIES TO SUPPORT PLTW (LAWLER)	-477.28	8/5/2024
55431	*** WAL MART - VISA CARD CHARGES	412- MS-505- STEM CLASSROOM SUPPLIES TO SUPPORT PLTW (LAWLER)	-421.19	8/6/2024
55432	*** WAL MART - VISA CARD CHARGES	412- HS-705- STEM CLASSROOM SUPPLIES TO SUPPORT PLTW (LEDFORD)	-67.41	8/6/2024
55434	ACE HARDWARE	412- MS-505- STEM CLASSROOM SUPPLIES TO SUPPORT PLTW (LAWLER)	-362.89	8/6/2024
55435	ACE HARDWARE	412- MS-505- STEM CLASSROOM SUPPLIES TO SUPPORT PLTW (CASTLE)	-162.42	8/6/2024
55472	OKLAHOMA ASBO	C/O- REGISTRATION FOR VIRTUAL MEETINGS FOR FY 24-25; L. MCCANN, L. MILLER, J. MULLINS, A. PIZANA & M. ZINN	-250.00	8/14/2024
55473	DUNCAN, CITY OF (INS 02-28-10)(E-VERIFIED)	C/O- DISTRICT AGREEMENT FOR RESOURCE OFFICERS & EVENT SECURITY FOR FY 24-25 BA 8/13/24 (ITEM # 5.U.)	-1,929.52	8/15/2024
55496	*** WAL MART - VISA CARD CHARGES	WALL-HM SUPPLIES FOR NURSES OFFICE	-600.00	8/21/2024
55497	AMAZON.COM	WALL-HM SUPPLIES FOR NURSES OFFICE	-376.39	8/21/2024

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55569	*** HOLIDAY INN EXPRESS-GUYMON	HOTEL FOR LEADERSHIP OK 04/02-05/2025 GUYMON-BYERLY	-95.03	9/4/2024
55594	EGID (HEALTH)	C/O- REIMBURSEMENT FOR PAID PREMIUM AFTER SPOUSE PASSED AWAY FOR D. SPANGLER	-131.00	9/6/2024
55612	MACGILL CO., WILLIAM V.	PL- MEDICAL SUPPLIES FOR NURSES OFFICE	-98.18	9/10/2024
55647	AMAZON.COM	412 - MS-(505) - STEM CLASSROOM SUPPLIES TO SUPPORT OKCTE (JEFFORDS)	-800.70	9/17/2024
55664	*** WAL MART - VISA CARD CHARGES	SPED -SUPPLIES FOR LIFE SKILLS LESSONS	-260.86	9/19/2024
55665	ACE HARDWARE	056 - STEM REPLACEMENT FOR CONSUMABLE MATERIALS IN SCIENCE MODULES	-1,303.15	9/19/2024
55721	BYERLY, CHANNA D	MEALS, PARKING, & TRAVEL EXPENSES TO GRANTS 4 SCHOOLS CONF 11/13-16/2024 BRANSON, MO	-800.00	10/7/2024
55726	OKLAHOMA ASSISTIVE TECHNOLOGY & EDUCATIONAL ASSO,	SPED - ASSISTIVE TECHNOLOGY EVALUATION FOR STUDENT AT EE	-892.20	10/8/2024
55736	*** WAL MART - VISA CARD CHARGES	056- (705-DHS) - STEM REPLACEMENT FOR CONSUMABLE MATERIALS IN PLTW MODULE	-276.78	10/15/2024
55755	*** COMFORT INN & SUITES - YUKON	C/O- ROOM FOR L. MCCANN & A. PIZANA FOR LEVEL 2 OKASBO ACADEMY PROGRAM IN YUKON ON 3/31-04/02/24	-148.12	10/25/2024
55765	AMAZON.COM	109 - 9TH ST - MONITORS FOR DISTRICT SIS AND TESTING COORDINATORS	-1,201.02	10/29/2024
55767	AMAZON.COM	HS-NURSE-SUPPLIES FOR NURSING OFFICE AND I PAD CASE / PROTECTOR	-117.08	10/30/2024
55777	AMAZON.COM	056 - HS(705) STEM REPLACEMENT FOR CONSUMABLE MATERIALS USED IN CURRICULUM- LEDFORD	-256.02	11/6/2024
55790	*** ULTIMATE 3D PRINTING STORE	056 - HS-705-CLASSROOM SUPPLIES TO SUPPORT STEM CURRICULUM	-326.00	11/11/2024
55836	TRINITY TECHNOLOGIES	FIBER OPTIC INSTALLATION-STADIUM- RECONNECT SOUTH COACHES OFFICE TO PRESSBOX-NETWORK RESTORATION AFTER TRANSPORTAION DEMOLITION	-2,661.69	11/22/2024
55839	*** HOLT TRUCK CENTERS OF OKLAHOMA, LLC	TRANS - PARTS, SPECIFICATIONS, AND REPAIR OF FLEET	-118.94	12/2/2024
55856	AMAZON.COM	056 - DMS(505) - STEM REPLACEMENT FOR CONSUMABLE MATERIALS IN SCIENCE MODULES - DMS	-211.86	12/9/2024

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55861	*** WAL MART - VISA CARD CHARGES	056 - DMS(505) - STEM REPLACEMENT FOR CONSUMABLE MATERIALS IN SCIENCE MODULES -DMS	-399.80	12/9/2024
55901	BRENNEIS, KASEY D	PER DIEM FOR OKASBO SPRING CONFERENCE IN NORMAN OK. APRIL 22-24,2025	-135.00	1/7/2025
55907	OKLAHOMA STATE DEPARTMENT OF EDUCATION	REGISTRATION TO THE 2025 OKMTSS WINTER CONF 01/23-24/2025 TULSA-KIM ELLIS	-350.00	1/8/2025
55951	MARTIN AUTO SUPPLY INC	TRANS - FLEET PARTS AND MAINTENANCE	137.07	1/23/2025
55962	SCHOLASTIC INC.	WW - 511 - BOOKS FOR CLASSROOM LIBRARIES GRADES K-5 FOR '25 SCHOOL YR	60.48	1/27/2025
55965	AMAZON.COM	056-STEM REPLACEMENT FOR CONSUMABLE MATERIALS IN SCIENCE MODULES - ELEMANTARY SITES	-1,500.00	1/27/2025
55968	OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION	041-STRENGTHFINDERS ONSITE PD FOR DISTRICT PRINCIPALS 02/05/2025	-3,750.00	1/27/2025
56022	*** AMERICAN AIRLINES	AIRFARE TO AASA NAT'L SUPT CERT PRGRM 03/02-06/2025 NEW ORLEANS, LA-BYERLY	-37.63	2/10/2025
56056	PERMA-BOUND BOOKS	WW - 103 - LIBRARY BOOKS TO MEET ACCREDITATION FOR '25 SCHOOL YEAR	12.38	2/24/2025
56063	BYERLY, CHANNA D	MEALS, BAGGAGE & TRAVEL EXP'S FOR CASE LAW & LEADERSHIP CONF 04/21-25/2025 ST LOUIS, MO	-915.00	2/25/2025
56065	MCGUIRE, KC L	541-MEALS, BAGGAGE & TRAVEL EXP'S FOR CASE LAW & LEADERSHIP CONF 04/21-25/2025 ST LOUIS, MO	-590.00	2/25/2025
56066	STAFFORD AIR & SPACE MUSEUM	412- DMS(505) ADMISSION FOR EDUCATIONAL CLASSROOM EXTENSION - TOUR & FLIGHT SIMULATOR (LAWLER)	-300.00	2/26/2025
56096	*** WAL MART - VISA CARD CHARGES	412 - MS(505) - STEM CLASSROOM SUPPLIES TO SUPPORT CT (JEFORDS)	-234.06	3/10/2025
56101	WHOLE PHONICS, INC	WW - 511 - DECODABLES AT ALL LEVELS TO BUILD DECODABLE DIBRARY FOR GRADES K-5, SCHOOL YR.25	-9.30	3/10/2025
56103	TRINITY TECHNOLOGIES	376 - ALARM SYSTEM WITH BADGE ACCESS INTEGRATION - DMS	-1,148.81	3/10/2025
56104	PERMA-BOUND BOOKS	WALL/HM BOOKS FOR THE LIBRARY	1,079.75	3/10/2025
56108	AMAZON.COM	WW - 511 - READING AND MATH SUPPLEMENTALS FOR K-5TH, SCH YR. '25	-34.46	3/11/2025
56110	*** SHERATON DOWNTOWN OKC	HOTEL FOR OSDE SCHOOL-BASED MEDICAID WORKSHOP 03/26-27/2025 OKC-CLAYTON & HENDERSON	-75.07	3/11/2025

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56113	*** APPLE, INC	SPEC ED- LAMP APP FOR STUDENT COMMUNICATION TO MEET IEP REQUIREMENTS	-0.01	3/12/2025
56134	AMAZON.COM	056 - STEM REPLACEMENT FOR MATERIALS IN PLTW SCIENCE MODULES (ALL ELEM SITES)	-67.26	3/26/2025
56157	*** HAMPTON INN & SUITES PONCA CITY	C/O- ROOMS FOR K. BRENNEIS, L. MCCANN, L. MILLER, J. MULLINS, A. PIZANA & M. ZINN FOR ADPC WORKSHOP IN PONCA CITY 4/29-30/25	-330.00	3/31/2025
56158	MILLER, LATISHA K	C/O- PER DIEM FOR ADPC WORKSHOP IN PONCA CITY 4/29-30/25	-90.00	3/31/2025
56159	ZINN, MACHELLE D	C/O- PER DIEM FOR ADPC WORKSHOP IN PONCA CITY 4/29-30/25	-90.00	3/31/2025
56160	BRENNEIS, KASEY D	C/O- PER DIEM FOR ADPC WORKSHOP IN PONCA CITY 4/29-30/25	-90.00	3/31/2025
56161	MCCANN, LORI D	C/O- PER DIEM FOR ADPC WORKSHOP IN PONCA CITY 4/29-30/25	-90.00	3/31/2025
56162	MULLINS, JULIE A	C/O- PER DIEM FOR ADPC WORKSHOP IN PONCA CITY 4/29-30/25	-90.00	3/31/2025
56163	PIZANA, ANGELA M	C/O- PER DIEM FOR ADPC WORKSHOP IN PONCA CITY 4/29-30/25	-90.00	3/31/2025
56165	SOLUTION TREE INC	541 - REGISTRATION TO PLC AT WORK TULSA, OK 5/28-30/2025 TANAKA, SWEAT, PETERS, STAFF	-120.00	3/31/2025
56171	AMAZON.COM	HM-511 PRINTER INK FOR TITLE 1 AND TESTING DIVIDERS FOR STUDENT DESKS	-90.36	3/31/2025
56176	*** SOLUTION TREE INC	REGISTRATION TO PLC AT WORK/ADMIN RETREAT 06/02-04/2025 FORT WORTH, TX-3 ADMIN	-90.00	4/1/2025
56180	HAGAR RESTAURANT SERVICE	PARTS FOR DHS STEAMER	-85.67	4/2/2025
56203	AMAZON.COM	HS-NURSE-SUPPLIES / EQUIPMENT FOR NURSES OFFICE	-68.65	4/3/2025
56210	*** HAMPTON INN & SUITES DOWNTOWN TULSA	MS-511-HOTEL ROOMS FOR HAYS, CHANDLER, BRISSOM, AND 1 OTHER STAFF MEMBER PLC CONFERENCE AT TULSA MAY 27-30, 2025	-2,400.00	4/3/2025
56216	NCS PEARSON INCORPORATED	SPED - WRATS TESTING FORMS FOR SPED STUDENTS	-23.34	4/7/2025
56217	HILAND DAIRY FOODS COMPANY LLC	MILK AND JUICE FOR FY 24-25 FOR EACH SITE	-3,643.00	4/7/2025
<b>(11) GEN FUND-FOR OPERAT Total:</b>			<b>-89,684.64</b>	



PO	Vendor Name	General Description	Amount	Date
21232	EASTLAND LAWNMOWER	ATH-BATTERY REPLACEMENT FOR KUBOTA	200.00	04/07/2025
21233	*** WAL MART - VISA CARD CHARGES	EM-21- CLOTHING TUBS TO ORGANIZE CLOTHES CLOSET	125.00	04/09/2025
21234	AMAZON.COM	HM - HORSESHOE TABLE	400.00	04/09/2025
21235	*** CLK SUPPLIES, LLC	MAINT - SUPPLIES FOR DISTRICT DOOR HANDLE / LOCK REPAIRS & REPLACEMENTS	3,000.00	04/14/2025
21236	AMAZON.COM	MS-STORAGE CABINET FOR SCIENCE LAB	150.00	04/15/2025
21237	SCHOOL OUTFITTERS LLC	HM-TABLES FOR THE CAFETERIA	20,000.00	04/15/2025
21238	*** FROMUTH TENNIS	ATH-WINDSCREEN CLIPS FOR BASEBALL FIELDS AND TENNIS COURTS	500.00	04/15/2025
21239	MIDWEST MUSIC	HS-BAND-MALIETECH 2.6 OCTAVE INFINITY GLOCKENSPIEL	2,200.00	04/15/2025
21240	TRAFERA HOLDINGS, LLC	PL- 12 CHROMEBOOKS	4,188.00	04/16/2025
21241	OKLAHOMA SCHOOL PLANT MANAGEMENT ASSOCIATION	MAINT - REGISTRATION FOR DEVERA ALBERTSON - 2025 OSPMA CORE CERTIFICATION CLASS (MODULE 4) - MOORE NORMAN TECH CENTER, NORMAN, OK - MAY 28, 2025	75.00	04/21/2025
21242	SPURLOCK IRRIGATION (INS 12-03-11)(E-VERIFIED)	MAINT - ADDITIONAL PARTS NEEDED FOR RELOCATING PUMP & CONTROLLER FOR SPRINKLERS AT DMS FIELDS	450.00	04/28/2025
21243	DUNCAN JANITORIAL AND INDUSTRIAL SUPPLY INC.	HS-NEW TORNADO SCRUBBER FOR FLOOR CLEANING	6,120.00	04/28/2025
21244	TAMEZ, JESUS	MAINT - REMOVE TREES & GRIND STUMPS/ROOTS ON NORTH SIDE & EAST SIDE OF 8TH ST. TRANSPORTATION OFFICE THAT ARE CAUSING ROOF & FOUNDATION DAMAGE TO THE BUILDING, PLUS TRIM 3 TREES ON SOUTH SIDE OF BUILDING.	12,500.00	04/28/2025
21245	SWEETWATER SOUND INC.	HS-AUDIO CABLES FOR GRADUATION-XLR 4 CHANNEL SNAKE-5/22/25	390.99	04/28/2025
21246	UNITED REFRIGERATION INC	MAINT - PARTS FOR DISTRICT COMMERCIAL APPLIANCES	500.00	04/29/2025
21247	WASTE CONNECTIONS OF OKLAHOMA	MAINT - ROLL OFF DUMPSTER FOR WILL ROGERS - FLOODED BASEMENT CLEAN UP	1,000.00	05/01/2025
21248	DUNCAN TOTAL ROOFING, LLC	MAINT - DISTRICT ROOFING REPAIRS	20,000.00	05/06/2025
21249	TILLEY TRUCKING LLC	MAINT - STORAGE CONTAINER FOR WILL ROGERS TO HOLD ITEMS TAKEN FROM BASEMENT DUE TO FLOODING	3,000.00	05/06/2025
21250	CARL'S COMMERCIAL REFRIGERATION CO, INC	MAINT - EMERGENCY REFRIGERATION SERVICE & PARTS FOR DISTRICT	5,000.00	05/06/2025
21251	CARL'S COMMERCIAL REFRIGERATION CO, INC	WALK-IN COOLER REPLACEMENT	9,573.74	05/06/2025

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PO	Vendor Name	General Description	Amount	Date
		(21) BUILDING FUND Current Encumbered:	89,372.73	

**DUNCAN PUBLIC SCHOOLS**

From 12 Apr 2025 to 12 May 2025

**CHANGE ORDER REPORT  
BUILDING FUND**

PO	Vendor Name	General Description	Amount	Date
21022	GARDENTOWN	130- BUILDING LANDSCAPE FOR ASTHETICS	-222.55	7/1/2024
21103	DUNCAN BUILDERS SUPPLY	HS-ATH-BUILDING A NAIL DRAG FOR THE H.S BASEBALL FIELDS(INFIELD)	-46.41	8/27/2024
21124	AMAZON.COM	HM- MISC ITEMS FOR BUILDING: SHELVES, ROLLING PAPER HOLDER, BUTCHER PAPER, BUTCHER PAPER, BOOK BINDER MACHINE, PARKING SIGNS	-490.74	9/26/2024
21169	AMAZON.COM	HS-ATH-ROUND UP CONCENTRATE HERBICIDE	-426.48	1/22/2025
21176	ACE HARDWARE	EM-21-SAFETY NEEDS FOR SPECIAL EDUCATION SELF CONTAINED CLASSROOM: HOOKS FOR COAT RACK AND SAFETY BAR FOR RESTROOM.	-200.00	1/29/2025
21221	*** WAL MART - VISA CARD CHARGES	ITEMS FOR SECURITY OFFICE	-12.36	3/25/2025
21231	*** PROJECT GRAPHICS, INC.	MAINT - REPLACEMENT POLE BANNERS & HARDWARE FOR DISTRICT	-268.62	4/3/2025
<b>(21) BUILDING FUND Total:</b>			<b>-1,667.16</b>	

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**DUNCAN PUBLIC SCHOOLS**

From PO: 2633 to PO: 2634

**Encumbrance For Board Approval  
BOND- BANCFIRST**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
2633	MIDWEST SPORTING GOODS DISTRIBUTORS INC	013-GREY V-NECK SOFTBALL JERSEYS (31)	1,997.56	04/23/2025
2634	AMAZON.COM	013-SOFTBALL MACHINE BALLS, NETS, BALL BAG, RE-BOUNDER	1,300.00	04/28/2025
<b>(26) BOND- BANCFIRST Current Encumbered:</b>			<b>3,297.56</b>	

**DUNCAN PUBLIC SCHOOLS**

From 12 Apr 2025 to 12 May 2025

**CHANGE ORDER REPORT**  
**BOND- BANCFIRST**

<u>PO</u>	<u>Vendor Name</u>	<u>General Description</u>	<u>Amount</u>	<u>Date</u>
2621	MR. UPHOLSTERY	DOOR GRAPHICS FOR EACH SITE	-5,893.90	8/25/2024
2625	LEXA	021-ELITE HOME & AWAY LONG SLEEVE BOYS SOCCER JERSEYS	-300.00	1/27/2025
<b>(26) BOND- BANCFIRST Total:</b>			<b>-6,193.90</b>	

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**DUNCAN PUBLIC SCHOOLS**

From 12 May 2025 to 12 May 2025

**Encumbrance For Board Approval**

**CHANGE ORDER REPORT**

**2021 BOND**

<u>PO</u>	<u>Vendor Name</u>	<u>General Description</u>	<u>Amount</u>	<u>Date</u>
3402	WALKER STAMP & SEAL	DIGITAL GRAPHICS FOR NEW FIELD HOUSE-ATH	1,527.92	7/8/2024
<b>(34) 2021 BOND Current Encumbered:</b>			<b>1,527.92</b>	
<b>Report Total Encumbered:</b>			<b>1,527.92</b>	

**DUNCAN PUBLIC SCHOOLS**

From PO: 8609 to PO: 8610

**Encumbrance For Board Approval  
CAS/FLOOD INS FUND**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
8609	HOPE EQUIPMENT & CONSTRUCTION	HS- BOILER ROOM RENOVATION B.A. APR 08 2025 ITEM# 7.B.	636,109.40	04/10/2025
8610	DUNCAN TOTAL ROOFING, LLC	MAINT - REMOVE & REPLACE EXISTING ROOF ON OLD BASEBALL CONCESSION BUILDING	11,500.00	04/23/2025
<b>(86) CAS/FLOOD INS FUND Current Encumbered:</b>			<b>647,609.40</b>	

**SCHEDULE A**  
05/13/25

RETIREMENT				
Last Name	First Name	Site/Assignment	Years of Service	Effective

RESIGNATIONS				
Last Name	First Name	Site/Assignment	Years of Service	Effective
Cook	Tara	DHS/Secondary Counselor	7	6/30/2025
Dittner	Judy	Mark Twain/Licensed Professional Counselor	11	5/23/2025
Jones	Laura	DMS/Secondary Counselor	35	6/5/2025
Ross	Alyssa	DHS/ English Teacher	1	5/23/2025
Wall	Stephanie	HM/Elementary Principal	2	6/19/2025
Wattenbarger	Kevin	DHS/Special Education Teacher	2	5/23/2025
Albertson	Devera	Maintenance/Maintenance Director	8	6/30/2025
Greenwood	Candace	Cafeteria-Cashier/Helper	6	5/23/2025
Helton	Gunther	Transportation/Non-CDL Bus Driver	-	5/8/2025
Newman	Kara	WW/SPED Paraprofessional/Teacher Assistant	-	4/15/2015
Stewart	Alexandra	DMS/Attendance Clerk	4	5/30/2025

EMPLOYMENT				
Last Name	First Name	New Position	Pending	Contract
		Teacher	Background	Temporary
		Head HS Girls Wrestling Coach	Background/Emergency Certification	Temporary
		SPED Teacher	Certification	Temporary
		Teacher	Background	Temporary
		SPED Teacher	Background/Certification	Temporary
		Elementary Principal		Admin
Mitchell	Sandra	SPED Teacher (rehire 25-26)		Temporary
Nold	Makayla	Licensed Professional Counselor (rehire 25-26)		Temporary
Robinson	Alexandria	Music Teacher (rehire 25-26)		Temporary
		SPED Teacher	Background/Certification	Temporary
		Teacher		Temporary
		Teacher		Temporary
Albert	Allyson	Licensed Practical Nurse (rehire 25-26)		Support
Bennett	Faith	Personal Care Assistant (rehire 25-26)		Support
Culberson	Edmond	Library/Media Assistant-Paraprofessional (rehire 25-26)		Support
Evans	Steve	Bus Driver w/CDL (rehire 25-26)		Support
Foster	Cristina	Pre-K Teacher Assistant/Paraprofessional (rehire 25-26)		Support
Heullitt	Amy	SPED Paraprofessional/Teacher Assistant (rehire 25-26)		Support
Kaus	Angela	Licensed Practical Nurse (rehire 25-26)		Support
Martin	Damon	Supervisor/Maintenance (rehire 25-26)		Support
Prieto	Erik	SPED Paraprofessional/Teacher Assistant (rehire 25-26)		Support
Sanders	Beverly	Custodian (rehire 25-26)		Support
Smith	Erin	SPED Paraprofessional/Teacher Assistant (rehire 25-26)		Support
		Communication Director	Background	Support
Trivett	Joshua	Bus Driver w/CDL (rehire 25-26)		Support
Vaughn	Marcia	Pre-K Teacher Assistant/Paraprofessional		Support
Jeffords	Kathryn	Head HS Volleyball Coach (25-26)		Extra Duty
Howard	Toni	ESY SPED Teacher		ESY
Dotson	Stacy	ESY SPED Paraprofessional/Teacher Assistant		ESY
Wright	Shayla	ESY SPED Paraprofessional/Teacher Assistant		ESY

ADJUNCT TEACHERS				
Last Name	First Name	Position	Site	

CONTRACT CHANGES				
Last Name	First Name	Site Assignment		Effective
Green	Cortni	from a 9 mo to 10 mo School Based Family Specialist		2025-26
Jeffords	Kathryn	from a 10 mo Teacher to 9 mo Teacher		2025-26
Tarpley	Marcella	from a 9 mo to 10 mo School Based Family Specialist		2025-26
Owens	Jennifer	from 9 mo SPED Paraprofessional/Teacher Assistant to 9 mo SPED Teacher pending Certification		2025-26

EXTRA-DUTY CONTRACT CHANGES				
Last Name	First Name	New Position		

**DUNCAN PUBLIC SCHOOLS**  
**Regular Board Meeting Sign-In Sheet**  
**May 13, 2025**

Please PRINT Your Name	PUBLIC PARTICIPATION Agenda Item You Would Like to Discuss (if previously discussed/approved by Superintendent)
Kim Ellis	
Charlene Hardy	
Cheree Orr	
Jessica Clayton	
Donna McConnell	
Josh Albert	
Lori McCann	
Brooke Alston	
Michael Allie	Michael Allie
Tara Smith	
Jill Garrett	
Josh Harris	
Ashton Cooper	
Merry Stone	
Anthony Fiorillo	
Toni Howard	
Brooke Evans	
Jonathan Jeffrey	

No action, decision, or vote shall be taken while the board is in executive session. The board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

In the interest of maintaining confidentiality of the information discussed during executive sessions, under no circumstances, will audio/video recording or camera photos of executive sessions be permitted. Board members and those persons requested to enter an executive session are required to turn off all cellular telephones prior to the start of the session, unless there is a legitimate reason of personal health or safety involved.

REFERENCE: 25 O.S. §307

70 O.S. §5-118 Atty. Gen. Op. 82-114 (April 12, 1982)

Adoption Date:

Revision Date(s): 6-26-07

## **2018 HEARING OF PUBLIC**

All regular, special and emergency meetings of the Duncan Board of Education shall be open to the public. The Board wishes to hear the viewpoints of citizens and considers responsible presentation of these viewpoints vital to the efficient operation of the school system. The Board also recognizes its responsibility for the proper governance of the schools and the need to conduct its business in an orderly and efficient manner. The Board, therefore, establishes the following procedures to receive input from citizens:

1. In order for the Board to fulfill its responsibility to conduct its business in an orderly and efficient manner, unless otherwise enlarged by a majority vote of the Board public comments under Hearing of the Public of thirty (30) minutes will generally be permitted. Any citizen wishing to address the board must communicate such desire to the Clerk of the Board prior to the commencement of the meeting. Without an agenda item, no discussion between the board and the citizen can occur under Hearing of the Public.
2. Any citizen desiring to include an item on an agenda shall communicate such to the office of the superintendent in writing. Such writing shall state the nature of the matter to be discussed, the name of the citizen and/or group making the request. For placement on an agenda under Hearing of the Public, such writing must be received by the office of the superintendent at least five (5) full working days prior to any meeting which, with respect to any regularly scheduled meeting, shall require receipt on or before 4:00 o'clock p.m. on the Friday one week preceding such meeting.
3. Public comments are generally limited to five (5) minutes and where several people wish to address the same subject a spokesperson must be selected. It will be the decision of the board president if additional citizens are allowed to address the same subject. No official board action can be taken under Hearing of the Public. Speakers will be recognized in order in which they have signed in with the Clerk. Those persons who have not signed in will be permitted to address an item if there is time remaining during the approximate thirty (30) minute period of Hearing of the Public.
4. During the Hearing of the Public period no citizen will be recognized twice. Each citizen who addresses the Board shall give his or her name, and identify his or her topic of discussion.
5. The President of the Board shall be responsible for recognizing speakers, maintaining proper order, and adhering to time limits.
6. The purpose of Hearing of the Public is to allow citizens to present to the Board suggestions concerning items on the agenda. Consistent with this purpose, public participation should not be used for personal attacks upon Board members, district employees, individual students or other persons in attendance or absent unless it is specifically related to an agenda item. The President of the Board will interrupt and terminate any presentation that is not in accordance with this restriction. The Board may, in its discretion, also place other restrictions upon Hearing of the Public when such restrictions are necessary or appropriate to protect the privacy rights of the affected individual(s).

## **2019 CODE OF ETHICS FOR SCHOOL BOARD MEMBERS**

As a member of the School Board:

I will listen.

I will recognize the integrity of my predecessors and associates and the merit of their work.

I will be motivated only by a desire to serve the children of my community.

I will recognize the fact that it is my responsibility, together with that of my fellow Board members, to see that the schools are properly run not to run them myself.

**DUNCAN PUBLIC SCHOOLS**  
**Regular Board Meeting Sign-In Sheet**  
**May 13, 2025**

Please PRINT Your Name	PUBLIC PARTICIPATION Agenda Item You Would Like to Discuss (if previously discussed/approved by Superintendent)
Kim Ellis	
Charlene Hardy	
Cheree Orr	
Jessica Clayton	
Donna McConnell	
Josh Albert	
Lori McCann	
Brooke Alston	
Michael Allie	Michael Allie
Tara Smith	
Jill Garrett	
Josh Harris	
Ashton Cooper	
Merry Stone	
Anthony Fiorillo	
Toni Howard	
Brooke Evans	
Jonathan Jeffrey	

**DUNCAN**  
PUBLIC SCHOOLS

**DUNCAN**  
PUBLIC SCHOOLS

**DUNCA**  
PUBLIC SCHOOLS

**NCAN**  
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PUBLIC

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**DUNCA**  
PUBLIC SCHOOLS

**DUNCA**  
PUBLIC SCHOOLS

**DUNCAN**  
PUBLIC SCHOOLS

THE *teacher appreciation*  
CONTEST



Red River Best  
Chevy Dealers

Pay to  
Order of *Laura Archer*

*One Thousand Dollars Only -*

*\$1,000.00*

*Merit Auto Group*





**DUNCAN**  
PUBLIC SCHOOLS



**DUNCAN**  
PUBLIC SCHOOLS



**DUNCAN**  
PUBLIC SCHOOLS



**DUNCAN**  
PUBLIC SCHOOLS



**DUNCAN**  
PUBLIC SCHOOLS

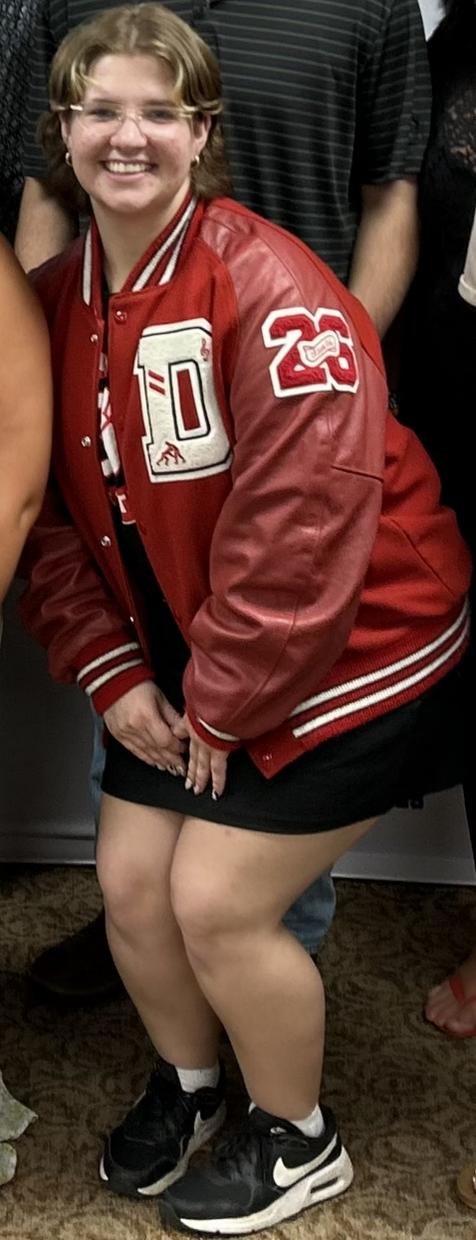
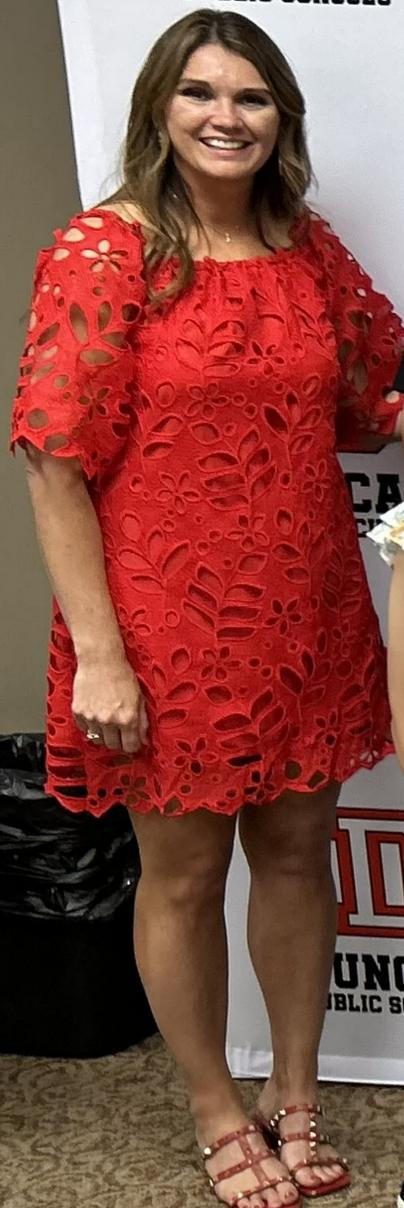


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PUBLIC SCHOOLS



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DUNCAN  
PUBLIC SCHOOLS

**D** Duncan Public Schools  
Teacher of the Year

Year	Teacher
2018	...
2017	...
2016	...
2015	...
2014	...
2013	...
2012	...
2011	...
2010	...
2009	...
2008	...
2007	...
2006	...
2005	...
2004	...
2003	...
2002	...
2001	...
2000	...

**NIKE**  
BASEBALL



DUNCAN  
PUBLIC SCHOOLS



DUNCAN  
PUBLIC SCHOOLS



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Endurance  
Federal Credit Union

Date May 13, 2025

Pay to the  
Order of:

Duncan Public Schools

\$ 7,000

Seven thousand dollars & 00/100 ~

Memo Duncan Demon Debit Card

Chris Bower

DUNCAN  
PUBLIC SCHOOLS

DUNCAN  
PUBLIC SCHOOLS



## End of Year Events 2024-2025

May 5-9	Teacher Appreciation Week
May 8th	Middle School All Sports Assembly, MS Gym, 8:30am
May 8th	High School Vocal Music Spring Concert, HS Auditorium, 7:30pm
May 9th	High School Band Banquet, DHS Commons/Cafeteria, 6:30pm
May 12th	High School & Middle School Evening of Percussion Concert, HS Auditorium, 7:00pm
May 13th	High School Scholarships/Awards Assembly, New Hope Baptist Church, 9:00am & 12:30pm
May 13th	High School & Middle School Spring Band Concert, HS Auditorium, 7:00pm
May 15th	Middle School Vocal Music Spring Concert, Simmons Center, 7:00pm
May 15th	High School FFA Banquet, Stephens County Fairgrounds Banquet Hall, 6:00pm
May 18th	High School Baccalaureate, New Hope Baptist Church, 1:30pm
May 18th	High School Oklahoma Academic Scholar Banquet, HS Cafeteria, 5:30pm
May 20th	Middle School Awards Assembly, MS Gym, 9:00am
May 20th	Middle School NJHS Induction Ceremony, MS Gym, 1:30pm
May 21st	High School Graduation Practice, Stephens County Fairgrounds, 4:00pm
May 22nd	Last Day of School
May 22nd	High School Graduation Practice, Stephens County Fairgrounds, 8:30am
May 22nd	Middle School 8th grade Picnic, 11:00am
May 22nd	High School Graduation, Stephens County Fairgrounds, 7:30pm



*OKLAHOMA PUBLIC SCHOOL INVESTMENT INTERLOCAL*

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2801 North Lincoln Boulevard, Suite 125 • Oklahoma City, OK 73105  
(405) 528-3571 • (405) 528-5695 (FAX) • [www.olaponline.org](http://www.olaponline.org)

April 29, 2025

To: Superintendents of Districts Belonging to the Oklahoma Public School Investment Interlocal [Oklahoma Liquid Asset Pool (OLAP)]

From: Dr. Shawn Hime, Board President

Re: Board of Directors' Nominee

The Oklahoma State School Boards Association (OSSBA) is recommending the following nominee to be presented to the boards of member districts. The nominee and the organization recommending the nominee are as follows:

Position No. 12: Mandy Kincannon, School Board Member of Moore Public Schools (OSSBA)

Agenda item should read as follows:

Consideration and vote to elect or not to elect the following as new member of the board of directors of the Oklahoma Public School Investment Interlocal Cooperative (55K001):

Yes \_\_\_ No \_\_\_ Position No. 12: Mandy Kincannon (OSSBA), School Board Member of Moore Public Schools, to a 2025-2028 term.

School District: \_\_\_\_\_

Board Clerk: \_\_\_\_\_

Please include this item on your May board agenda and notify the Oklahoma Public School Investment Interlocal of the action of your board, by returning the above ballot via facsimile to **Mong Chia, Board Clerk, at 405-528-5695 or email to [mong@ossba.org](mailto:mong@ossba.org) by Friday, May 30, 2025.** Should you have any questions, feel free to contact me or Mong Chia at 405-528-3571. Thank you for your cooperation.



*OKLAHOMA PUBLIC SCHOOL INVESTMENT INTERLOCAL*

---

2801 North Lincoln Boulevard, Suite 125 • Oklahoma City, OK 73105  
(405) 528-3571 • (405) 528-5695 (FAX) • [www.olaponline.org](http://www.olaponline.org)

April 29, 2025

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From: Dr. Shawn Hime, Board President

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Position No. 12: Mandy Kincannon, School Board Member of Moore Public Schools (OSSBA)

Agenda item should read as follows:

Consideration and vote to elect or not to elect the following as new member of the board of directors of the Oklahoma Public School Investment Interlocal Cooperative (55K001):

Yes  No  Position No. 12: Mandy Kincannon (OSSBA), School Board Member of Moore Public Schools, to a 2025-2028 term.

School District: Duncan Public Schools

Board Clerk: Kelly Hendon

Please include this item on your May board agenda and notify the Oklahoma Public School Investment Interlocal of the action of your board, by returning the above ballot via facsimile to **Mong Chia, Board Clerk, at 405-528-5695 or email to [mong@ossba.org](mailto:mong@ossba.org) by Friday, May 30, 2025**. Should you have any questions, feel free to contact me or Mong Chia at 405-528-3571. Thank you for your cooperation.

Regular Meeting of the Board of  
Education  
Tuesday, April 8, 2025 6:00 PM

Administration Building  
1740 W. Spruce  
Duncan, Oklahoma 73533

## Minutes



### 1. **Call to order** and roll call:

Buckholts Davis Lolar Neal Schreckengost  
Attendance Taken at 6:01 PM.

Carl Buckholts: Present

Eric Davis: Absent

Krista Lolar: Present

Greg Neal: Present

Christopher Schreckengost: Present

Also present were the following: Dr. Channa Byerly, Kelly Henderson, Michael Allie, Maria Pardo, Steph Wall, Kim Ellis, Bubba Clark, Lori McCann, Koree Goldsmith, Butch Lawson, Jessica Clayton, Debra Smart, Carol Phipps, Katrina Grissom, Leanne Adams, Devin Adams, Merry Stone, Brooke Alston, and Emily Hornberger.

### 2. **Flag Salute**

The flag salute was led by Mark Twain Elementary student, Christopher Lipich.

### 3. **Congratulations to Greg Neal**, the unopposed, elected, incumbent for Board Seat #4

### 4. Reorganization of the board, **Election of Officers:**

#### 4.A. Nomination for President

Motion to nominate, elect, and approve Carl Buckholts for President. This motion, made by Krista Lolar and seconded by Greg Neal, Passed.

Carl Buckholts: Nay

Eric Davis: Absent

Krista Lolar: Yea

Greg Neal: Yea

Christopher Schreckengost: Yea

Yea: 3, Nay: 1, Absent: 1

#### 4.B. Nomination for Vice President

Motion to nominate, elect, and approve Eric Davis for Vice President. This motion, made by Krista Lolar and seconded by Christopher Schreckengost, Passed.

Carl Buckholts: Yea  
Eric Davis: Absent  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea  
Yea: 4, Nay: 0, Absent: 1

#### 5. **Chicken Express Employees of the Month**

The March recipients were unable to attend last month due to Parent Teacher Conferences and will be celebrated alongside the April recipients.

March: Certified, Teacher of the Month, Leanne Adams, of Horace Mann Elementary and Support Staff Employee of the Month, Katrina Grissom, of Will Rogers Pre-K were celebrated. Both employee's were given a plaque, free meal, and drink card for the month from Chicken Express.

April: Certified, Teacher of the Month, Kasey Vance, of Emerson Elementary and Support Staff Employee of the Month, Debra Smart, of the District Special Services Department were celebrated. Both employee's were given a plaque, free meal, and drink card for the month from Chicken Express.

#### 6. **Public participation** and/or discussion

There was no public participation and/or discussion.

#### 7. **Superintendent's Report**

##### 7.A. Bond Projects Update by Hope Equipment & Construction

There were no updates regarding bond projects.

##### 7.B. Possible motion and action regarding bids for **Renovations to the High School Boiler Room**

Motion to accept the bids and approve renovations to the High School Boiler Room, by Hope Equipment & Construction, in the amount of \$1,062,109.40 paid by Bond Funds and Insurance Funds as presented. This motion, made by Christopher Schreckengost and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Absent  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea  
Yea: 4, Nay: 0, Absent: 1

##### 7.C. Student Celebrations

Mark Twain first grade student, Christopher Lipich, was in attendance and celebrated for receiving 5th place with his art piece. Students within the community were given the opportunity to create a work of art to be entered into the Chisholm Trail Arts

Council's (CTAC) 7th annual youth art show. Students studied about different artists, techniques and mediums while creating these works of art. Christopher used paint samples to create his work of art.

7.D. District Update

Dr. Byerly highlighted several things going on throughout the district. A few of them were: Swim Coach Nolan Price and Tennis Coach Darren Cobble were both selected as Regional Coaches of the Year; this year we've added 8th grade students, not just Juniors, to the Industry Tours to look at local professions to engage students interest in future careers; Frontier Days were enjoyed at the Chisholm Trail Museum this year due to rain and low outdoor temperatures; and student athletes can be cheered for on just about every day of the week as many sports are in full swing.

8. Consider for approval, discuss and take action with respect to a **Resolution fixing the amount of Combined Purpose General Obligation Bonds, Taxable Series 2025** to mature each year; fixing the time and place the Bonds are to be sold; designating a Registrar/Paying Agent for the Bonds; approving the Preliminary Official Statement and distribution thereof; authorizing the Clerk to give notice of said sale as required by law and approving other matters related to the issuance of said Bonds

Motion to approve the Resolution fixing the amount of Combined Purpose General Obligation Bonds, Taxable Series 2025 to mature each year; fixing the time and place the Bonds are to be sold; designating a Registrar/Paying Agent for the Bonds; approving the Preliminary Official Statement and distribution thereof; authorizing the Clerk to give notice of said sale as required by law and approving other matters related to the issuance of said Bonds. This motion, made by Christopher Schreckengost and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Absent  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea

Yea: 4, Nay: 0, Absent: 1

9. Consider for approval, discuss and take action with respect to an **Engagement Letter with BOK Financial Securities, Inc.**, as Financial Advisor to the School District  
Motion to approve the Engagement Letter with BOK Financial Securities, Inc., as Financial Advisor to the School District for FY 25-26. This motion, made by Greg Neal and seconded by Christopher Schreckengost, Passed.

Carl Buckholts: Yea  
Eric Davis: Absent  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea

Yea: 4, Nay: 0, Absent: 1

10. Consider for approval, discuss and take action with respect to an **Agreement for Bond Counsel Services with The Public Finance Law Group PLLC**, as Bond Counsel to the School District

Motion to approve the Agreement for Bond Counsel Services with The Public Finance Law Group PLLC, as Bond Counsel to the School District for FY 25-26. This motion, made by Krista Lolar and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Absent  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea

Yea: 4, Nay: 0, Absent: 1

**11. Consent Agenda**

*All of the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one 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:*

Motion to approve Consent Agenda items # 11.A.-11.K.4. as listed, read aloud and discussed. This motion, made by Greg Neal and seconded by Krista Lolar, Passed.

Carl Buckholts: Yea  
Eric Davis: Absent  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea

Yea: 4, Nay: 0, Absent: 1

11.A. **Minutes** of the March 11, 2025 Regular Meeting

11.B. **Cafeteria Monthly Reports**

11.C. **Financial Reports**

11.D. **Activity Fund Reports**

11.E. **District Fundraisers**

11.F. **Encumbrance Reports**

11.G. **Out-of-State Travel** - High School Wrestling to Folkstyle Wrestling Nationals April 11-13, 2025 in Independence, MO

11.H. **Out-of-State Travel** - High School Band trip March 12-17, 2026 to Orlando, FL

11.I. **Extended School Year for district Special Services** - host and hire staff as needed for ESY, required by student IEP, June 2-19, 2025

11.J. **Houghton-Mifflin Company** - Structured Literacy Curriculum for district grades K-2 instruction in the amount of \$57,355.46 paid by State Funds

11.K. Contracts and/or Encumbrance requests for FY 25-26:

11.K.1. **Duncan Regional Hospital** Athletic Training Agreement for district Athletic Programs for FY 25-26

11.K.2. **Interquest Detection Canine** - Agreement renewal for Substance Awareness and Detection Services for FY 25-26 in the amount of \$6,300.00

11.K.3. **One True Light** Student Mentoring Program Memorandum of Understanding renewal for FY 25-26

11.K.4. **Patten & Odom, CPAs, PLLC** - annual engagement letter and contract for district Auditing Services in the amount of 17,600.00 for FY 25-26

12. Proposed **Executive Session** to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective District employees as outlined on Schedule A, inclusive; **(b)** Pursuant to 25 O.S. § 307 (B)(1) Re-employment of Support Personnel for FY 25-26 as unassigned and listed on Schedule A1, #1-201, inclusive; and **(c)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent.

Vote to convene or not convene into Executive Session

Motion to convene into Executive Session at 6:27 P.M. This motion, made by Greg Neal and seconded by Christopher Schreckengost, Passed.

Carl Buckholts:	Yea
Eric Davis:	Absent
Krista Lolar:	Yea
Greg Neal:	Yea
Christopher Schreckengost:	Yea

Yea: 4, Nay: 0, Absent: 1

13. Vote to acknowledge the Board's **return to Open Session**

Executive Session Minutes Compliance Announcement/Statement: The matters considered, Proposed Executive Session to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Retirements, resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective District employees as outlined on Schedule A, inclusive; **(b)** Pursuant to 25 O.S. § 307 (B)(1) Re-employment of Support Personnel for FY 25-26 as unassigned and listed on Schedule A1, #1-201, inclusive; and **(c)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent. No action was taken in Executive Session.

The following board members were present in Executive Session: Carl Buckholts, Eric Davis, Krista Lolar, Greg Neal and Christopher Schreckengost. In addition the following person(s) were present in Executive Session: Dr. Channa Byerly.

Motion to acknowledge the Board's return to Open Session at 6:34 P.M. This motion, made by Greg Neal and seconded by Krista Lolar, Passed.

Carl Buckholts: Yea  
Eric Davis: Absent  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea  
Yea: 4, Nay: 0, Absent: 1

14. Discussion and possible action regarding retirements, resignations, and employment as listed on **Schedule A** attached  
Motion to approve the retirements, resignations, and employment as listed on Schedule A. This motion, made by Krista Lolar and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Absent  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea  
Yea: 4, Nay: 0, Absent: 1

15. Discussion and possible action regarding the re-employment of Support Personnel for FY 25-26 as unassigned and listed on **Schedule A1, #1-201**  
Motion to approve the re-employment of Support Personnel for FY 25-26 as unassigned and listed on Schedule A1, #1-201. This motion, made by Krista Lolar and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Absent  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea  
Yea: 4, Nay: 0, Absent: 1

16. Discussion and possible motion regarding **Temporary Appropriations** for FY 25-26  
Motion to approve the Temporary Appropriations for FY 25-26. This motion, made by Christopher Schreckengost and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Absent  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea  
Yea: 4, Nay: 0, Absent: 1

17. Discussion and possible action regarding declaration of miscellaneous items as **surplus**

Motion to declare miscellaneous items as surplus. This motion, made by Greg Neal and seconded by Christopher Schreckengost, Passed.

Carl Buckholts: Yea  
Eric Davis: Absent  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea

Yea: 4, Nay: 0, Absent: 1

18. Discussion and possible action regarding **New Business**

There was no New Business.

19. **The next Regular Meeting of the Board of Education will be held on Tuesday, May 13, 2025 at 6:00 P.M. at the Administration Building at 1740 W. Spruce, Duncan, OK**

20. Vote to **Adjourn**

This concludes the business that came before the Board on April 8, 2025 and the motion was made to adjourn at 6:36 P.M. This motion, made by Greg Neal and seconded by Christopher Schreckengost, Passed.

Carl Buckholts: Yea  
Eric Davis: Absent  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea

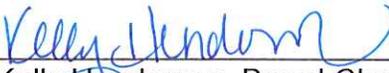
Yea: 4, Nay: 0, Absent: 1

I, the undersigned Clerk of the Duncan Public Schools Board of Education, District I-001, of Stephens County, Oklahoma certify that the agenda for this Regular Meeting of April 8, 2025 was posted on the door of the Administration Building at 4:37 P.M., Monday, April 7, 2025 by Board Clerk, Kelly Henderson. Notice of this meeting was filed with the Stephens County Clerk November 13, 2024.

I also certify that at least 24 hours prior to this meeting the agenda of this meeting was posted on the school district website located at [www.duncanps.org](http://www.duncanps.org).

Respectfully submitted and witness my hand and seal of the Duncan Public School District.

DUNCAN BOARD OF EDUCATION

  
\_\_\_\_\_  
Kelly Henderson, Board Clerk



**SCHEDULE A**  
04/08/25

RETIREMENT				
Last Name	First Name	Site/Assignment	Years of Service	Effective
Carroll	Judy	HM/Title I Teacher	30	5/23/2025
Lawrence	Carolyn	EM/Kindergarten Teacher	7	5/23/2025
Thornton	Ginger	EM/Music Teacher	18	5/23/2025
McLemore	Janet	MT/ SPED Paraprofessional-Teacher Assistant	24	5/23/2025

RESIGNATIONS				
Last Name	First Name	Site/Assignment	Years of Service	Effective
Cagg	Spencer	DMS/Science Teacher	1	5/23/2025
Copeland	Amanda	WW/SPED Teacher	8	5/23/2025
Prucha	Kristen	MT/SPED Teacher	-	3/25/2025
Edwards	Sarah	MT/SPED Paraprofessional-Teacher Assistant	-	4/3/2025
Myers	Kassy	WR/Pre-K Teacher Assistant	3	5/23/2025

EMPLOYMENT				
Last Name	First Name	New Position	Pending	Contract
		SPED Paraprofessional/Teacher Assistant		Support

Erin Smith

ADJUNCT TEACHERS				
Last Name	First Name	Position	Site	

CONTRACT CHANGES				
Last Name	First Name	Site Assignment		Effective

EXTRA-DUTY CONTRACT CHANGES				
Last Name	First Name	New Position		

**Schedule A1 - April 8, 2025**  
**Support Staff Recommended for Re-Hire**  
**2025-26**

- 1 ABEL, KRISTINA L.
- 2 ADAMS, SONIA P.
- 3 ADAMS, WILLIAM G. "BILL"
- 4 ALPERS, TARRANDA K.
- 5 ALTOM, DAVID C.
- 6 ALVES, MICHELLE L.
- 7 ANTHONY, THOMAS M. "TOMMY"
- 8 BAILEY, BEVERLEY J.
- 9 BAKER, LOGAN L.
- 10 BAKER, RAMEY G.
- 11 BARKER, DAINA M.
- 12 BAUGH, BRYAN W.
- 13 BAUGH, SONYA L.
- 14 BEARCE, LENNETTA J.
- 15 BEARCE, MYLEAH C.
- 16 BENSON, TERESA ANNETTE
- 17 BENSON, JR., IRY "BEN"
- 18 BERNARD, H. DAVID
- 19 BEYER, CYNTHIA A.
- 20 BINGHAM, VERONICA M.
- 21 BLALOCK, KARLI M.
- 22 BLANKENSHIP, BRENT D.
- 23 BLEVINS, CHLOE S.
- 24 BOWENS, DELINDA K.
- 25 BOYLES, SHANON L.
- 26 BRENNEIS, KASEY D.
- 27 BREWER, CARLOS O.
- 28 BYERS, KASEY D.
- 29 CALDWELL, MELINDA A.
- 30 CANFIELD, ANNA L.
- 31 CANFIELD, ROBERT S.
- 32 CARROLL, CHRISTINA D.
- 33 CASTILLO, CYNTHIA
- 34 CASTRO, MARIA D.
- 35 CATHEY, TLETTA A.
- 36 CHERRY, BRIAN M.
- 37 CHOATE, GARY L.
- 38 CONG HUYEN, MONG QUYNH T.
- 39 CONN, DESTINY L.

40 COPELAND, RICHARD G.  
41 COULSTON, HEATHER D.  
42 COX, KRISTIE K.  
43 CROSS, REBECCA L.  
44 DAWSON, CYNTHIA A. "CINDY"  
45 DE LOS RIOS, MARY B.  
46 DEYONG, J. RANDY  
47 DISMUKE, EMILY B.  
48 DOBBINS, DANITA B.  
49 DOOLAN, APRIL D.  
50 DOTSON, JORDON C.  
51 EDWARDS, BRITTANY N.  
52 FISH, HAROLD D.  
53 FORD, BRENDA G.  
54 FORD, CRYSTAL D.  
55 FRANKLIN, ASHLEY L.  
56 FRANKLIN, LAURA L.  
57 FUGETT, JO ANN  
58 GARCIA, ROSE M.  
59 GARLAND, BENJAMIN W. "BEN"  
60 GLEGHORN MCDONALD, CHARLOTTE E.  
61 GREENWOOD, CANDACE M.  
62 GREGSTON, GARY R.  
63 GRISSOM, KATRINA G.  
64 HALL, CAYD A.  
65 HANSON, MADISON M.  
66 HARDIN, VIRGINIA W.  
67 HARDIN, JR., JAMES O.  
68 HARPER, MAXENZI R.  
69 HARRIS, R. SHANE  
70 HARRIS, SALEIDI T.  
71 HAVENS, EMILY R.  
72 HELTON, GUNTHER T.  
73 HENDERSON, AUTUMN B.  
74 HENDERSON, KELLY D.  
75 HENRY, AMY M.  
76 HERVEY, STEVE R.  
77 HINES, RONALD E. "RON"  
78 HODGES, ASHLEY N.  
79 HUCKABAA, H. KEITH  
80 HURD, ALEXIS L.  
81 HURD, KELLY G.  
82 JARRETT, TRISHA R.

83 JOHNS, GLYNIS L.  
84 JOHNSON, HOLLY B.  
85 JOHNSON, PAMELA A.  
86 JOHNSON, TINA Y.  
87 JORDAN, SHELLY R.  
88 KASPEREIT, TWYLA K.  
89 KENDRICK, DEBRA K. "DEBBIE"  
90 KINSEY, JESSICA  
91 KNIGHT, L. REBEKAH  
92 LANGWELL, JUSTIN D.  
93 LARD, ROSE M.  
94 LASSLEY, KRISTI N.  
95 LEDERER, SHERI R.  
96 LEE, CHARLOTTE A.  
97 LEHR, DOMINIQUE  
98 LEWIS, VERNA F.  
99 MCBRIDE, GLENDA G.  
100 MCCANN, LORI D.  
101 MCCLARY, ALISON M.  
102 MCCONNELL, LADONNA J. "DONNA"  
103 MCCORD, MEGAN R.  
104 MCFATRIDGE, BETHANY S. "BETH"  
105 MESSERSMITH, GUY N.  
106 MESSERSMITH, PATTY L.  
107 MEYER, JENNIFER J.  
108 MILBURN, JESSE R.  
109 MILLER, AMY L.  
110 MILLER, BONNIE L.  
111 MILLER, LATISHA K.  
112 MITCHELL, DARREL D.  
113 MITCHELL, VONDA F.  
114 MOORE, JOHN W.  
115 MOORE, LYNDA G.  
116 MULLINS, JULIE A.  
117 MUMFORD, H. ROCHELLE  
118 MYERS, AMBER M.  
119 MYERS, EDWINA F.  
120 NICHOLS, KARA M.  
121 NUNN, ELIZABETH J. "JODY"  
122 OLIVAS JIMENEZ, SILVIA  
123 OWENS, JENNIFER L.  
124 OWENS, JUDY M.  
125 PARMENTER, CASIE J.

- 126 PEMBERTON, KENNA R.
- 127 PERRY, JEWELL P.
- 128 PHELPS, TRESA L.
- 129 PHIPPS, BRENDA A.
- 130 PIPKIN, ELIZABETH
- 131 PIZANA, ANGELA M.
- 132 PLUMLEE, C. CHIREE
- 133 POTTER, NICONA L.
- 134 PRICE, HAILEY D.
- 135 RAMIREZ, MARIA D.
- 136 RAMSEY, KEELY R.
- 137 RIDDLES, TIFFANY M.
- 138 RITTER, SHEILA A.
- 139 ROBERTS, RONALD L. "RON"
- 140 ROBINSON, DEBRA A. "DEBBIE"
- 141 RUSSELL, CRYSTAL L.
- 142 SAGE, STACY R.
- 143 SCHORNICK, JOYCE M.
- 144 SCOTT, BRANDI D.
- 145 SEARCY, TERESA G.
- 146 SEPULVEDA, PATRICIA I.
- 147 SESSUMS, SHERRY D.
- 148 SHEPHERD, JANICE D.
- 149 SHILLING, JADYN M.
- 150 SIMMONS, LISA E.
- 151 SIMMS, AIDA A.
- 152 SISSON, STEVEN K.
- 153 SMART, DEBRA K. "DEBBIE"
- 154 SOLOMON, REBECCA A. "BECKY"
- 155 SPANGLER, DAVID
- 156 SPANN, TIFFANY B.
- 157 SPARKS, SAMANTHA L.
- 158 SPENCER, MADALYNN A.
- 159 SPENCER, MELANI T.
- 160 SPOERING, MARIA E.
- 161 STARNES, MALLORY C.
- 162 STEVENS, BETTY R.
- 163 STEWART, ALEXANDRA A.
- 164 STEWART, SHELLEY E.
- 165 STOCKING, MARCI L.
- 166 STOUGH, VIVIAN R.
- 167 STRONGS, BRIDGET E.
- 168 SWEETING, LAUREL H. "LAURIE"

- 169 TEMPLER, APRIL D.
- 170 TETLOW, LEIGH ANN
- 171 THACKER, LISA L.
- 172 THOMAS, DOROTHY M.
- 173 THOMPSON, DOVIE O.
- 174 TRINH, DAN T.
- 175 TURNER, ALLISON M.
- 176 VALDEZ, R. ELENA
- 177 VAN DOOZER, KATHY E.
- 178 VAN OVEN, KARMAN A.
- 179 VARGAS DE IBARRA, MARIA H.
- 180 VAUGHN, TAYLOR B.
- 181 WADE, DEBORAH L.
- 182 WADE, MCKAYLA D.
- 183 WALBRICK, SHEILA D.
- 184 WARD, BARBARA K.
- 185 WARREN, CARLA K.
- 186 WARREN, LIBBY G.
- 187 WELCH, ASHLEY B.
- 188 WHITE, REESE B.
- 189 WHITT, MICHAEL T. "MIKE"
- 190 WILBURN, JENNIFER J.
- 191 WILLIAMS, CALLIE J.
- 192 WILLIAMS, CAROL L.
- 193 WILLIAMS, CINDY J.
- 194 WILSON, SONJA I.
- 195 WINEGARDNER, PATTY A.
- 196 WOODS, MELODY R.
- 197 WRIGHT, SHAYLA M.
- 198 WYLIE, ESTHER R.
- 199 YOUNG, BRENDA G.
- 200 YOUNGBLOOD, CHANDRIA D.
- 201 ZINN, MACHELLE D.

# Oklahoma State Department of Education

## Child Nutrition Programs

DUNCAN

1740 W. Spruce

Duncan OK 73533

County and District: 69I001

## NATIONAL SCHOOL LUNCH DISBURSEMENT

Print Date: 5/12/2025 7:36:01 AM

**Claim Date: 5/12/2025**

Month and Year of Claim: 4/2025

Breakfast: \$38,545.38

Lunch: \$125,112.37

Snack: \$0.00

Milk: \$0.00

Sub Total: \$163,657.75

Balance of Money Due: \$0.00

Payment Plan Amount: \$0.00

Previous Sub Total (Adjusted Claims Only):

**Calculated Reimbursement: \$163,657.75**

### National School Lunch Program - School Food Authority Claim Summary

69-I001 DUNCAN  
Post Office Box 1548  
Duncan, OK 73534-3534

#### General Information

Date Signed	<input type="text" value="5/12/2025"/>	Revision	<input type="text" value="Original"/>
Claim Date	<input type="text" value="5/12/2025"/>	Claim Month	<input type="text" value="April"/>
		Claim Year	<input type="text" value="2025"/>
Number of Days In Operation	<input type="text" value="17"/>	Number of Sites	<input type="text" value="8"/>
		Number of Children Enrolled	<input type="text" value="3202"/>

This district is claiming students who are not enrolled (i.e., visiting students, adult education students, or out-of-home placement students).

This district is claiming preprimary students who are not enrolled (preprimary children under the age of four).

Comments

#### Number of Enrolled Students On Site

Free	<input type="text" value="2594"/>	Reduced	<input type="text" value="0"/>	Paid	<input type="text" value="608"/>
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#### Average Daily Participation

Breakfast	<input type="text" value="808"/>	Lunch	<input type="text" value="1815"/>
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#### Adult and Contract Meals

Adult Lunches	<input type="text" value="605"/>	Contract Lunches	<input type="text" value="554"/>
Adult Snacks	<input type="text" value="0"/>	Contract Snacks	<input type="text" value="0"/>
Adult Breakfast	<input type="text" value="35"/>	Contract Breakfast	<input type="text" value="34"/>
Adult SNB	<input type="text" value="518"/>	Contract SNB	<input type="text" value="524"/>

Provision 2

Provision 3

CEP

Summary of Eligibles

**Free**

2659

**Paid**

619

Lunch

Site	Meals	Free	Paid
WILL ROGERS PRE-K CT (130) Y	1874	87.90% = 1647	12.10% = 227
MARK TWAIN ES (135) Y	2028	87.90% = 1783	12.10% = 245
PLATO ES (145) Y	2659	87.90% = 2337	12.10% = 322
DUNCAN HS (705) Y	3249	87.90% = 2856	12.10% = 393
HORACE MANN ES (125) Y	3968	87.90% = 3488	12.10% = 480
EMERSON ES (110) Y	4325	87.90% = 3802	12.10% = 523
WOODROW WILSON ES (140) Y	4618	87.90% = 4059	12.10% = 559
DUNCAN MS (505) Y	8134	87.90% = 7150	12.10% = 984
		27122	3733

Breakfast

Site	Meals	Free	Paid
WILL ROGERS PRE-K CT (130) Y	1081	87.90% = 950	12.10% = 131
MARK TWAIN ES (135) Y	1683	87.90% = 1479	12.10% = 204
PLATO ES (145) Y	1712	87.90% = 1505	12.10% = 207
DUNCAN HS (705) Y	1078	87.90% = 948	12.10% = 130
HORACE MANN ES (125) Y	1210	87.90% = 1064	12.10% = 146
EMERSON ES (110) Y	3140	87.90% = 2760	12.10% = 380
WOODROW WILSON ES (140) Y	2786	87.90% = 2449	12.10% = 337
DUNCAN MS (505) Y	2742	87.90% = 2410	12.10% = 332
		13565	1867

**Note:** If ALL your sites are participating in CEP (district-wide), the *meal counts* have already been added for you and entered into the correct category for Lunch and Severe Need Breakfast below, as well as Snack, if applicable. If only some of your sites are participating in CEP, add the *meal counts* from the tables above to the *meal counts* from your other sites, and enter the total into the categorical *meal counts* for Lunch and Severe Need Breakfast below, as well as Snacks, if applicable.

If **ALL** your sites are participating in CEP (district-wide), the *eligible numbers* have already been added for you and entered into the General Data information above. If only some of your sites are participating in CEP, add the *eligible numbers* from the table above to the *eligible numbers* from your other sites, and enter the total into the General Data information above.

Breakfast

Type	Meals	Rate	Reimbursement
Free	1505	\$2.37	\$3,566.85
Reduced	0	\$2.07	\$0.00
Paid	207	\$0.39	\$80.73
<b>Total</b>	<b>1712</b>		<b>\$3,647.58</b>

**Note:** Regular breakfast served – do not include severe need breakfast (SNB) sites.

Severe Need Breakfast

Type	Meals	Rate	Reimbursement
Free	12060	\$2.84	\$34,250.40

Reduced	0	\$2.54	\$0.00
Paid	1660	\$0.39	\$647.40
Total	13720		\$34,897.80

**Note:** Severe Need Breakfasts Served - Do not include Regular Breakfast sites.

Breakfast - Sub-Totals

Total Breakfast Reimbursement:	\$38,545.38
Total Adjustments:	\$0.00
Warrant Amount:	\$38,545.38

Lunch

Type	Meals	Rate	Reimbursement
Free	27122	\$4.45	\$120,692.90
Reduced	0	\$4.05	\$0.00
Paid	3733	\$0.44	\$1,642.52
Performance Incentive	30855	0.09	\$2,776.95
Total	30855		\$125,112.37

After School Snack Program (ASSP)

**Over 50%**

**Under 50%**

Type	Meals	Rate	Reimbursement
Free	0	\$1.21	\$0.00
Reduced	0	\$0.60	\$0.00
Paid	0	\$0.11	\$0.00

After School Snack Program Sub-Total

Total Meals	0	Reimbursement	\$0.00
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Lunch / Snack Sub-Totals

Total Lunch/Snack Reimbursement:	\$125,112.37
Total Adjustments:	\$0.00
Warrant Amount:	\$125,112.37

Special Milk - Non Pricing

Special Milk - Option 1

Special Milk - Option 2

Special Milk - Sub-Totals

NSLP SFA Summary Total

<b>\$163,657.75</b>
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Advances and Payments

<table style="width: 100%;"> <tr> <td style="width: 80%;">Advance Amount</td> <td style="border: 1px solid black; text-align: right;">\$0.00</td> </tr> <tr> <td>Payment Plan Amount</td> <td style="border: 1px solid black; text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Paid</td> <td style="border: 1px solid black; text-align: right;">\$163,657.75</td> </tr> </table>	Advance Amount	\$0.00	Payment Plan Amount	\$0.00	Amount Paid	\$163,657.75	<table style="width: 100%;"> <tr> <td style="width: 80%;">Adjusted Amount</td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>Previous Claim Amount</td> <td style="border: 1px solid black; text-align: right;">\$0.00</td> </tr> </table>	Adjusted Amount		Previous Claim Amount	\$0.00
Advance Amount	\$0.00										
Payment Plan Amount	\$0.00										
Amount Paid	\$163,657.75										
Adjusted Amount											
Previous Claim Amount	\$0.00										

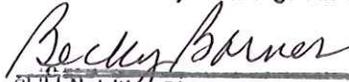
Claim Management

SFA Claim Submitted by: BECKY L BARNES on 5/12/2025

Submit	Print Disbursement	Claims
Print Claim Summary	Use 60 Day Exception	Process Claims
Print Site Summary	Override 60 Day Exception	
Unsubmit SFA Claim		

If you have questions or need assistance, please contact our office at 405-521-3327.

*To the best of my knowledge this report is correct,*


*5-12-25*  
 \_\_\_\_\_  
 Child Nutrition Director Date

# DUNCAN PUBLIC SCHOOLS

## Treasurers Report

4/30/2025

ASSETS:

Composite of Cash on Hand and Investments

Beginning of Month		15,348,970.34
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COLLECTIONS:

Ad Valorem Tax	408,912.93	
Interest, Inv. & Bond Sales	81,431.69	
Intermediate Funds	46,618.56	
State Funds	1,792,539.56	
Federal Funds	491,244.75	
Child Nutrition Funds:	17,579.95	
Other Local Items:	2,353.45	
		2,840,680.89

TOTAL ASSETS		18,189,651.23
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ADJUSTMENTS:		0.00
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LIABILITIES:

Checks Issued	2,789,115.89	
Miscellaneous	6,852.93	
		2,795,968.82

BALANCE AS OF 04/30/2025		15,393,682.41
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COMPOSITION OF BALANCE

Balance of Cash on Hand		
Month End	8,299,666.16	
Investments		
Month End	7,094,016.25	
		15,393,682.41
TOTAL OF COMPOSITE:		15,393,682.41

**DUNCAN PUBLIC SCHOOLS**

**Treasurers Report  
4/30/2025**

CHECKS ISSUED TO DATE:

Fund	Total Issued	Outstanding
YEAR 4 - GENERAL FUND	0.00	447.13
YEAR 5 - GENERAL FUND	26,638,564.80	709,430.45
YEAR 5 - BUILDING FUND	1,296,364.60	20,333.40
YEAR 5 - 2021 BOND FUND	2,698,718.13	7,031.19
YEAR 5 - 2021 TRANSPORTATION	141,502.10	0.00
YEAR 5 - INSURANCE FUND	138,276.47	0.00
	<hr/>	<hr/>
	30,913,426.10	737,242.17

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Treasurer: \_\_\_\_\_

**DUNCAN PUBLIC SCHOOLS**  
**SUMMARY OF FINANCIAL ACTIVITIES**

04/30/2025

All Years Grouped By FUND	GENERAL FUND	BUILDING FUND	2021 BOND FUND	2021 TRANSPORTATIO N	SINKING FUND
CASH ON HAND:					
BEGINNING MONTHLY BALANCE	2,650,736.27	1,594,046.10	451,416.48	152,694.14	2,617,114.78
ADD: MONTHLY RECEIPTS	2,689,732.96	38,163.79	0.00	0.00	109,115.55
MATURING INVESTMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL CASH:	5,340,469.23	1,632,209.89	451,416.48	152,694.14	2,726,230.33
LESS: CHECKS ISSUED	2,681,048.87	78,160.55	29,906.47	0.00	0.00
PURCHASE OF INVESTMENTS	50,168.26	0.00	0.00	0.00	0.00
INTEREST ON NON-PAYABLE	0.00	0.00	0.00	0.00	0.00
BOND INDEBTEDNESS	0.00	0.00	0.00	0.00	0.00
REPAY-MONEY MGMT.	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	6,852.93	0.00	0.00	0.00	0.00
INTEREST ON BONDS	0.00	0.00	0.00	0.00	0.00
TRANSFERS	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00
ENDING MONTHLY BALANCE	2,602,399.17	1,554,049.34	421,510.01	152,694.14	2,726,230.33
INVESTMENTS:					
BEGINNING MONTHLY BALANCE	5,324,275.37	245,000.00	0.00	0.00	36,940.21
ADD: INVESTMENTS	50,168.26	0.00	0.00	0.00	0.00
TOTAL INVESTMENTS:	5,374,443.63	245,000.00	0.00	0.00	36,940.21
LESS: MATURING INVESTMENTS	0.00	0.00	0.00	0.00	0.00
ENDING MONTHLY BALANCE:	5,374,443.63	245,000.00	0.00	0.00	36,940.21
-----					
TOTALS:					
END OF MONTH CASH BALANCE:	2,602,399.17	1,554,049.34	421,510.01	152,694.14	2,726,230.33
END OF MONTH INV. BALANCE:	5,374,443.63	245,000.00	0.00	0.00	36,940.21
TOTAL CASH:	7,976,842.80	1,799,049.34	421,510.01	152,694.14	2,763,170.54
ADD: OUTSTANDING CHECKS	709,877.58	20,333.40	7,031.19	0.00	0.00
TOTAL MONIES:	8,686,720.38	1,819,382.74	428,541.20	152,694.14	2,763,170.54

**DUNCAN PUBLIC SCHOOLS**  
**SUMMARY OF FINANCIAL ACTIVITIES**

04/30/2025

All Years Grouped By FUND	ENDOWMENT FUNDS	INSURANCE FUND	TOTAL ALL FUNDS
CASH ON HAND:			
BEGINNING MONTHLY BALANCE	6,327.78	836,224.00	8,308,559.55
ADD: MONTHLY RECEIPTS	231.39	3,437.20	2,840,680.89
MATURING INVESTMENTS	0.00	0.00	0.00
TOTAL CASH:	6,559.17	839,661.20	11,149,240.44
LESS: CHECKS ISSUED	0.00	0.00	2,789,115.89
PURCHASE OF INVESTMENTS	0.00	3,437.20	53,605.46
INTEREST ON NON-PAYABLE	0.00	0.00	0.00
BOND INDEBTEDNESS	0.00	0.00	0.00
REPAY-MONEY MGMT.	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	6,852.93
INTEREST ON BONDS	0.00	0.00	0.00
TRANSFERS	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00
ENDING MONTHLY BALANCE	6,559.17	836,224.00	8,299,666.16
INVESTMENTS:			
BEGINNING MONTHLY BALANCE	71,128.12	1,363,067.09	7,040,410.79
ADD: INVESTMENTS	0.00	3,437.20	53,605.46
TOTAL INVESTMENTS:	71,128.12	1,366,504.29	7,094,016.25
LESS: MATURING INVESTMENTS	0.00	0.00	0.00
ENDING MONTHLY BALANCE:	71,128.12	1,366,504.29	7,094,016.25
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TOTALS:			
END OF MONTH CASH BALANCE:	6,559.17	836,224.00	8,299,666.16
END OF MONTH INV. BALANCE:	71,128.12	1,366,504.29	7,094,016.25
TOTAL CASH:	77,687.29	2,202,728.29	15,393,682.41
ADD: OUTSTANDING CHECKS	0.00	0.00	737,242.17
TOTAL MONIES:	77,687.29	2,202,728.29	16,130,924.58

**DUNCAN PUBLIC SCHOOLS**

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**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2023 - 2024		BUDGET YEAR 2024 - 2025		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
<b>GENERAL FUND</b>					
<b>LOCAL SOURCES</b>					
5-11-000-1110-000-050	AD VAL TX LV (CUR YR	\$278,414.35	\$5,851,664.87	\$256,605.78	\$6,194,399.45
5-11-000-1120-000-050	AD VAL TX LV (PRIOR)	\$904.08	\$180,698.06	\$5,735.29	\$220,104.47
5-11-000-1130-000-050	REV IN LIEU OF TAXES	\$0.00	\$5,674.87	\$0.00	\$4,630.96
5-11-000-1190-000-050	OTHER TAXES	\$0.00	\$0.00	\$0.00	\$350.69
5-11-000-1310-000-050	INTEREST EARNINGS	\$52,653.74	\$438,390.96	\$76,007.04	\$385,587.48
5-11-100-1310-000-050	CC REWARDS	\$788.90	\$9,802.29	\$1,048.58	\$6,923.54
5-11-000-1410-000-050	RNTL OF SCH FAC	\$2,260.00	\$11,960.00	\$0.00	\$3,320.00
5-11-000-1440-000-050	SALE OF SURPLUS EQUIPMENT	\$12.10	\$105.65	\$187.60	\$4,186.10
5-11-000-1510-000-050	INSURANCE LOSS RECOVERIES	\$0.00	\$15,035.08	\$0.00	\$0.00
5-11-000-1520-000-050	INSURANCE REFUND	\$0.00	\$1,267.74	\$873.02	\$2,707.63
5-11-000-1530-000-050	REIMBURSEMENT FOR	\$0.00	\$20.00	\$0.00	\$0.00
5-11-000-1550-000-050	WORKERS COMPENSATION	\$0.00	\$5,324.12	\$0.00	\$0.00
5-11-000-1590-000-050	MISC REIMBURSEMENTS	\$2,442.90	\$23,398.24	\$1,292.83	\$12,856.03
5-11-000-1590-700-050	CN- REIMBURSEMENT	\$0.00	\$2,330.78	\$0.00	\$8,610.26
5-11-000-1610-000-050	CONTRIBUTIONS & DONATIONS	\$0.00	\$0.00	\$0.00	\$47.60
5-11-000-1650-000-050	DISTRICT CONTRACTS	\$3,562.00	\$14,248.00	\$0.00	\$10,686.00
5-11-000-1710-700-050	STUDENT MEALS	\$26,025.85	\$243,907.69	\$4,035.30	\$40,120.05
5-11-000-1720-700-050	ALACARTE	\$9,994.79	\$94,081.41	\$0.00	\$21.00
5-11-000-1730-700-050	ADULT MEALS	\$773.72	\$9,551.85	\$1,030.90	\$10,027.98
5-11-000-1740-700-050	SUMMER FOOD SVC ADULT	\$0.00	\$0.00	\$0.00	\$63.00
5-11-000-1760-700-050	CONTRACT	\$11,125.65	\$105,273.62	\$12,513.75	\$78,903.00
5-11-000-1790-700-050	STATEMENTS	\$0.00	\$358.44	\$0.00	\$1,678.70
	<b>TOTAL</b>	<b>\$388,958.08</b>	<b>\$7,013,093.67</b>	<b>\$359,330.09</b>	<b>\$6,985,223.94</b>
<b>INTERMEDIATE SOURCES</b>					
5-11-000-2100-000-050	COUNTY 4 MILL AD VAL	\$50,222.69	\$773,238.28	\$43,309.33	\$814,206.12
5-11-000-2200-000-050	COUNTY APPORTN (MTG)	\$2,356.66	\$67,512.50	\$3,309.23	\$75,393.42
5-11-000-2900-000-050	OTHER INTERMEDIATE	\$0.00	\$0.00	\$0.00	\$474.33
	<b>TOTAL</b>	<b>\$52,579.35</b>	<b>\$840,750.78</b>	<b>\$46,618.56</b>	<b>\$890,073.87</b>
<b>STATE SOURCES</b>					
5-11-000-3110-000-050	GROSS PRODUCTION TAX	\$143,478.78	\$1,660,294.21	\$222,846.39	\$1,804,910.93
5-11-000-3120-000-050	MOTOR VEH COLLECTION	\$148,470.50	\$1,151,421.40	\$128,068.85	\$1,088,274.79
5-11-000-3130-000-050	RURAL ELECTRIC COOPERATIVE	\$9,741.72	\$93,823.36	\$10,862.14	\$95,732.02
5-11-000-3140-000-050	ST SCH LAND EARNINGS	\$44,383.74	\$457,833.16	\$51,764.82	\$501,183.40
5-11-000-3150-000-050	VEHICLE TAX STAMP	\$77.79	\$1,113.17	\$188.39	\$819.90
5-11-000-3160-000-050	FARM IMPLEMENTS	\$95.47	\$2,352.70	\$0.00	\$1,667.19
5-11-000-3210-000-050	FNDTN & SAL INC AID	\$960,165.72	\$8,642,572.71	\$1,084,041.74	\$9,756,375.63
5-11-331-3250-000-050	FBA IN LIEU - CERT EMPL	\$1,668.86	\$15,019.72	\$1,983.93	\$17,855.39

**DUNCAN PUBLIC SCHOOLS**

**TREASURER'S REVENUE SUMMARY COMPARISON**

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REVENUE SOURCE	BUDGET YEAR 2023 - 2024		BUDGET YEAR 2024 - 2025		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
5-11-332-3250-000-050	FBA IN LIEU - SUPP PER HEALTH	\$11,352.95	\$102,176.52	\$11,955.59	\$107,600.32
5-11-332-3250-700-050	CN-FBA IN LIEU SUPPORT	\$0.00	\$0.00	\$0.00	\$0.00
5-11-334-3250-000-050	CERTIFIED EMP HEALTH	\$163,850.65	\$1,474,655.85	\$163,796.22	\$1,474,166.02
5-11-335-3250-000-050	SUPP PERSONNEL HEALTH	\$116,156.61	\$1,045,409.46	\$117,031.49	\$1,053,283.40
5-11-335-3250-700-050	CN-SUPPORT PER HEALTH	\$0.00	\$0.00	\$0.00	\$0.00
5-11-388-3310-000-050	ALTN/HIGH CHLG EDU	\$0.00	\$49,574.50	\$0.00	\$46,073.75
5-11-312-3412-000-050	NATL BOARD CERT BONUS	\$0.00	\$5,000.00	\$0.00	\$5,000.00
5-11-305-3413-000-050	INSPIRED TO TEACH INCENTIVE	\$0.00	\$0.00	\$0.00	\$8,000.00
5-11-367-3415-000-050	READING SUFFICIENCY	\$0.00	\$54,771.20	\$0.00	\$70,289.38
5-11-333-3420-000-050	TEXTBOOK	\$0.00	\$221,004.63	\$0.00	\$208,907.95
5-11-376-3436-000-050	SCHOOL RESOURCE OFFICER	\$0.00	\$0.00	\$0.00	\$175,618.51
5-11-799-3436-000-050	SCHOOL RESOURCE OFFICER	\$0.00	\$0.00	\$0.00	\$8,211.11
5-11-000-3620-000-050	STATE LAND REIMBURSE	\$0.00	\$16.36	\$0.00	\$16.32
5-11-000-3690-000-050	OTHER MISC SOURCES STATE	\$0.00	\$2,870.33	\$0.00	\$0.00
5-11-352-3690-000-050	TEACHER INDUCT/MENT	\$0.00	\$1,200.00	\$0.00	\$0.00
5-11-361-3690-000-050	ACE TECHNOLOGY	\$0.00	\$0.00	\$0.00	\$0.00
5-11-385-3720-700-050	STATE MATCHING	\$0.00	\$6,857.91	\$0.00	\$6,802.28
5-11-411-3811-000-050	COMPR HS VO SAL REIM	\$0.00	\$3,960.00	\$0.00	\$12,190.00
5-11-412-3812-000-050	VOCATIONAL PROG ASSIST	\$0.00	\$47,305.00	\$0.00	\$40,686.00
<b>TOTAL</b>		<b>\$1,599,442.79</b>	<b>\$15,039,232.19</b>	<b>\$1,792,539.56</b>	<b>\$16,483,664.29</b>
<b>FEDERAL SOURCES</b>					
5-11-511-4210-000-050	TITLE I ACT,BASIC PG	\$131,463.29	\$719,243.86	\$184,732.44	\$867,927.00
5-11-799-4210-000-050	TITLE I-PART A	\$0.00	\$427,844.74	\$0.00	\$278,695.10
5-11-541-4271-000-050	TITLE II - PART A	\$28,974.96	\$127,602.63	\$75,843.29	\$130,748.30
5-11-799-4271-000-050	T2-PART A, RECRUIT	\$0.00	\$39,322.10	\$0.00	\$23,917.19
5-11-571-4281-000-050	TITLE III EMERGENCY	\$0.00	\$33,659.82	\$0.00	\$0.00
5-11-572-4281-000-050	TITLE III A ENGLISH LANGUAGE	\$1,594.95	\$13,153.16	\$310.65	\$24,526.30
5-11-799-4281-000-050	EMERGENCY IMMIGRANT	\$0.00	\$5,302.94	\$0.00	\$0.00
5-11-613-4310-000-050	INDIVIDUALS W/DISABILITIES (B)	\$0.00	\$0.00	\$0.00	\$318.68
5-11-615-4310-000-050	INDIVIDUALS W/DISABILITIES (B)	\$0.00	\$2,399.05	\$0.00	\$3,012.00
5-11-621-4310-000-050	IDEA-B FLOW THROUGH	\$64,182.84	\$359,242.81	\$56,900.57	\$563,254.09
5-11-628-4310-000-050	INDIVIDUALS W/DISABILITIES (B)	\$0.00	\$2,465.48	\$0.00	\$0.00
5-11-799-4310-000-050	CARRYFORWARD IDEA-B FLOW	\$0.00	\$253,233.75	\$0.00	\$57,314.54
5-11-641-4340-000-050	PRE-SCHOOL AGED 3-5	\$0.00	\$13,343.45	\$1,587.17	\$15,534.15
5-11-799-4340-000-050	PRESCHOOL	\$0.00	\$10,093.57	\$0.00	\$1,055.94
5-11-552-4442-000-050		\$6,353.17	\$15,882.92	\$5,600.81	\$44,788.20
5-11-799-4442-000-050	TITLE IV LEAS FORMULA	\$0.00	\$0.00	\$0.00	\$10,631.29
5-11-587-4470-000-050	TITLEV-SUB2 RURAL &	\$12,216.76	\$77,692.20	\$21,004.54	\$138,986.07
5-11-799-4470-000-050	TITLE VI PT B1 LEA	\$0.00	\$5,433.93	\$0.00	\$12,216.76
5-11-725-4689-000-050	OTHER MISC SOURCES OF FED	\$1,749.00	\$1,749.00	\$0.00	\$0.00

**DUNCAN PUBLIC SCHOOLS**

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**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2023 - 2024		BUDGET YEAR 2024 - 2025		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
5-11-726-4689-000-050	OTHER MISC SOURCES OF FED	\$646.00	\$4,522.00	\$0.00	\$5,814.00
5-11-772-4689-000-050	GEAR UP SECOND GRANT	\$0.00	\$4,023.00	\$0.00	\$0.00
5-11-795-4689-000-050	ESSER III	\$14,986.56	\$840,033.44	\$0.00	\$772,905.95
5-11-795-4689-700-050	CN-	\$0.00	\$0.00	\$0.00	\$0.00
5-11-799-4689-000-050	ESSER II FUNDS	\$0.00	\$498,509.50	\$0.00	\$483,078.36
5-11-759-4705-700-050	USDA ASSISTANCE	\$0.00	\$83,069.72	\$0.00	\$0.00
5-11-763-4710-700-050	NATL SCHOOL LUNCH -FED	\$83,523.50	\$727,906.35	\$111,743.98	\$963,107.45
5-11-764-4720-700-050	NATL SCHOOL BREAKFAST -FED	\$27,192.66	\$244,403.41	\$33,521.30	\$292,504.25
5-11-766-4740-700-050	SUMMER FOOD PROGRAM	\$0.00	\$45,802.35	\$0.00	\$53,046.08
5-11-421-4821-000-050	CARL PERKINS	\$0.00	\$16,610.75	\$0.00	\$29,985.73
<b>TOTAL</b>		<b>\$372,883.69</b>	<b>\$4,572,545.93</b>	<b>\$491,244.75</b>	<b>\$4,773,367.43</b>
<b>REVENUE SOURCE TOTAL</b>		<b>\$2,413,863.91</b>	<b>\$27,465,622.57</b>	<b>\$2,689,732.96</b>	<b>\$29,132,329.53</b>
<b>NON-REVENUE RECEIPTS</b>					
5-11-000-5120-700-050	RETURN CASH OR CHANGE	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>BALANCE SHEET</b>					
5-11-000-6110-000-050	CASH FORWARD	\$0.00	\$8,367,410.65	\$0.00	\$5,485,116.50
5-11-333-6110-000-050	333 CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00
5-11-361-6110-000-050	361 CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00
5-11-367-6110-000-050	367 CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00
5-11-759-6110-700-050	CASH FORWARD	\$0.00	\$0.00	\$0.00	\$0.00
5-11-760-6110-700-050	CASH FORWARD	\$0.00	\$0.00	\$0.00	\$0.00
5-11-000-6130-000-050	LAPSED	\$0.00	\$0.00	\$0.00	\$0.00
5-11-000-6140-000-050	ESTOP	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$8,367,410.65</b>	<b>\$0.00</b>	<b>\$5,485,116.50</b>
<b>NON-REVENUE SOURCE</b>		<b>\$0.00</b>	<b>\$8,367,410.65</b>	<b>\$0.00</b>	<b>\$5,485,116.50</b>
<b>FUND TOTAL</b>		<b>\$2,413,863.91</b>	<b>\$35,833,033.22</b>	<b>\$2,689,732.96</b>	<b>\$34,617,446.03</b>

**DUNCAN PUBLIC SCHOOLS**

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**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2023 - 2024		BUDGET YEAR 2024 - 2025		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
<b>BUILDING FUND</b>					
<b>LOCAL SOURCES</b>					
5-21-000-1110-000-050	AD VAL TX LV (CUR YR)	\$39,751.21	\$835,365.06	\$36,637.44	\$889,836.94
5-21-000-1120-000-050	AD VAL TX LV (PRIOR)	\$129.08	\$25,799.51	\$818.87	\$26,007.67
5-21-000-1130-000-050	REV IN LIEU OF TAXES	\$0.00	\$28.79	\$0.00	\$28.59
5-21-000-1310-000-050	INTEREST EARNINGS	\$0.00	\$0.00	\$707.48	\$7,784.45
5-21-000-1590-000-050	MISC REIMBURSEMENTS	\$0.00	\$154.30	\$0.00	\$3,168.00
	<b>TOTAL</b>	<b>\$39,880.29</b>	<b>\$861,347.66</b>	<b>\$38,163.79</b>	<b>\$926,825.65</b>
<b>INTERMEDIATE SOURCES</b>					
5-21-000-2900-000-050	OTHER INTERMEDIATE	\$0.00	\$0.00	\$0.00	\$1.25
	<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1.25</b>
<b>STATE SOURCES</b>					
5-21-000-3160-000-050	FARM IMPLEMENTS	\$12.96	\$319.33	\$0.00	\$226.36
5-21-318-3435-000-050	REDBUD	\$0.00	\$402,135.82	\$0.00	\$455,580.54
	<b>TOTAL</b>	<b>\$12.96</b>	<b>\$402,455.15</b>	<b>\$0.00</b>	<b>\$455,806.90</b>
	<b>REVENUE SOURCE TOTAL</b>	<b>\$39,893.25</b>	<b>\$1,263,802.81</b>	<b>\$38,163.79</b>	<b>\$1,382,633.80</b>
<b>BALANCE SHEET</b>					
5-21-000-6110-000-050	CASH FORWARD	\$0.00	\$1,003,473.09	\$0.00	\$1,712,780.14
5-21-000-6130-000-050	LAPSED	\$0.00	\$0.00	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$0.00</b>	<b>\$1,003,473.09</b>	<b>\$0.00</b>	<b>\$1,712,780.14</b>
	<b>NON-REVENUE SOURCE</b>	<b>\$0.00</b>	<b>\$1,003,473.09</b>	<b>\$0.00</b>	<b>\$1,712,780.14</b>
	<b>FUND TOTAL</b>	<b>\$39,893.25</b>	<b>\$2,267,275.90</b>	<b>\$38,163.79</b>	<b>\$3,095,413.94</b>

**DUNCAN PUBLIC SCHOOLS**

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**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2023 - 2024		BUDGET YEAR 2024 - 2025	
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED
<b>2021 BOND FUND</b>				
<b>LOCAL SOURCES</b>				
5-34-000-1590-000-050	\$0.00	\$1,500.00	\$0.00	\$0.00
<b>TOTAL</b>	\$0.00	\$1,500.00	\$0.00	\$0.00
<b>REVENUE SOURCE TOTAL</b>				
	\$0.00	\$1,500.00	\$0.00	\$0.00
<b>NON-REVENUE RECEIPTS</b>				
5-34-000-5112-000-050      BOND SALES	\$0.00	\$2,253,040.78	\$0.00	\$2,259,401.01
<b>TOTAL</b>	\$0.00	\$2,253,040.78	\$0.00	\$2,259,401.01
<b>BALANCE SHEET</b>				
5-34-000-6110-000-050      Cash Forward	\$0.00	\$1,941,335.89	\$0.00	\$958,005.95
<b>TOTAL</b>	\$0.00	\$1,941,335.89	\$0.00	\$958,005.95
<b>NON-REVENUE SOURCE</b>				
	\$0.00	\$4,194,376.67	\$0.00	\$3,217,406.96
=====				
<b>FUND TOTAL</b>	\$0.00	\$4,195,876.67	\$0.00	\$3,217,406.96

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REVENUE SOURCE	BUDGET YEAR 2023 - 2024		BUDGET YEAR 2024 - 2025	
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED
<b>2021 TRANSPORTATION</b>				
<b>NON-REVENUE RECEIPTS</b>				
5-35-000-5112-000-050      BOND SALES	\$0.00	\$181,818.00	\$0.00	\$181,818.00
<b>TOTAL</b>	\$0.00	\$181,818.00	\$0.00	\$181,818.00
<b>BALANCE SHEET</b>				
5-35-000-6110-000-050      Cash Forward	\$0.00	\$389,984.24	\$0.00	\$112,378.24
<b>TOTAL</b>	\$0.00	\$389,984.24	\$0.00	\$112,378.24
<b>NON-REVENUE SOURCE</b>	\$0.00	\$571,802.24	\$0.00	\$294,196.24
<b>FUND TOTAL</b>	\$0.00	\$571,802.24	\$0.00	\$294,196.24

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**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2023 - 2024		BUDGET YEAR 2024 - 2025		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
<b>SINKING FUND</b>					
<b>LOCAL SOURCES</b>					
5-41-000-1110-000-050	AD VAL TX LV (CUR YR)	\$119,097.74	\$2,502,781.19	\$106,679.61	\$2,576,159.88
5-41-000-1120-000-050	AD VAL TX LV (PRIOR)	\$387.50	\$77,047.77	\$2,435.94	\$94,047.57
5-41-000-1130-000-050	REV IN LIEU OF TAXES	\$0.00	\$85.08	\$0.00	\$85.66
5-41-000-1310-000-050	INTEREST EARNINGS	\$0.00	\$0.00	\$0.00	\$745.24
<b>TOTAL</b>		<b>\$119,485.24</b>	<b>\$2,579,914.04</b>	<b>\$109,115.55</b>	<b>\$2,671,038.35</b>
<b>INTERMEDIATE SOURCES</b>					
5-41-000-2900-000-050	OTHER INTERMEDIATE	\$0.00	\$0.00	\$0.00	\$3.75
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3.75</b>
<b>STATE SOURCES</b>					
5-41-000-3160-000-050	FARM IMPLEMENTS	\$38.83	\$949.07	\$0.00	\$670.85
<b>TOTAL</b>		<b>\$38.83</b>	<b>\$949.07</b>	<b>\$0.00</b>	<b>\$670.85</b>
<b>REVENUE SOURCE TOTAL</b>		<b>\$119,524.07</b>	<b>\$2,580,863.11</b>	<b>\$109,115.55</b>	<b>\$2,671,712.95</b>
<b>BALANCE SHEET</b>					
5-41-000-6110-000-050	CASH FORWARD	\$0.00	\$80,423.78	\$0.00	\$91,457.59
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$80,423.78</b>	<b>\$0.00</b>	<b>\$91,457.59</b>
<b>NON-REVENUE SOURCE</b>		<b>\$0.00</b>	<b>\$80,423.78</b>	<b>\$0.00</b>	<b>\$91,457.59</b>
<b>FUND TOTAL</b>		<b>\$119,524.07</b>	<b>\$2,661,286.89</b>	<b>\$109,115.55</b>	<b>\$2,763,170.54</b>

**DUNCAN PUBLIC SCHOOLS**

04/30/2025

**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2023 - 2024		BUDGET YEAR 2024 - 2025		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
<b>ENDOWMENT FUNDS</b>					
<b>LOCAL SOURCES</b>					
5-50-000-1310-000-050	INTEREST EARNINGS	\$0.00	\$0.00	\$231.39	\$2,265.30
<b>TOTAL</b>		\$0.00	\$0.00	\$231.39	\$2,265.30
<b>REVENUE SOURCE TOTAL</b>		\$0.00	\$0.00	\$231.39	\$2,265.30
<b>BALANCE SHEET</b>					
5-50-000-6110-000-050	CASH FORWARD	\$0.00	\$73,774.84	\$0.00	\$75,421.99
<b>TOTAL</b>		\$0.00	\$73,774.84	\$0.00	\$75,421.99
<b>NON-REVENUE SOURCE</b>		\$0.00	\$73,774.84	\$0.00	\$75,421.99
<b>FUND TOTAL</b>		\$0.00	\$73,774.84	\$231.39	\$77,687.29

**DUNCAN PUBLIC SCHOOLS**

04/30/2025

**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2023 - 2024		BUDGET YEAR 2024 - 2025		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
<b>INSURANCE FUND</b>					
<b>LOCAL SOURCES</b>					
5-86-000-1310-000-050	INTEREST EARNINGS	\$0.00	\$0.00	\$3,437.20	\$17,178.71
5-86-000-1510-000-050		\$0.00	\$16,023.14	\$0.00	\$0.00
<b>TOTAL</b>		\$0.00	\$16,023.14	\$3,437.20	\$17,178.71
<b>REVENUE SOURCE TOTAL</b>		\$0.00	\$16,023.14	\$3,437.20	\$17,178.71
<b>BALANCE SHEET</b>					
5-86-000-6110-000-050	CASH FORWARD	\$0.00	\$2,334,734.71	\$0.00	\$2,323,826.05
<b>TOTAL</b>		\$0.00	\$2,334,734.71	\$0.00	\$2,323,826.05
<b>NON-REVENUE SOURCE</b>		\$0.00	\$2,334,734.71	\$0.00	\$2,323,826.05
<b>FUND TOTAL</b>		\$0.00	\$2,350,757.85	\$3,437.20	\$2,341,004.76

<b>DUNCAN PUBLIC SCHOOLS</b>									
<b>BALANCE SHEET</b>									
<b>4/30/2025</b>									
		11 General Fund	21 Building Fund	Bond 34 Fund	Bond 35 Transportation	Bond 50 Fund	86 Insurance Fund	41 Sinking Fund	All Funds
Cash		\$ 2,602,399.17	\$ 1,554,049.34	\$ 421,510.01	\$ 152,694.14	\$ 6,559.17	\$ 836,224.00	\$ 2,726,230.33	\$ 8,299,666.16
Investments		5,374,443.63	245,000.00	-	-	71,128.12	1,366,504.29	36,940.21	\$ 7,094,016.25
	Total Assets	<u>\$ 7,976,842.80</u>	<u>\$ 1,799,049.34</u>	<u>\$ 421,510.01</u>	<u>\$ 152,694.14</u>	<u>\$ 77,687.29</u>	<u>\$ 2,202,728.29</u>	<u>\$ 2,763,170.54</u>	<u>\$ 15,393,682.41</u>
Warrants outstanding		\$ (709,877.58)	\$ (20,333.40)	\$ (7,031.19)	\$ -	\$ -	\$ -	\$ -	\$ (737,242.17)
Reserves									
Fund Balance		<u>\$ 8,686,720.38</u>	<u>\$ 1,819,382.74</u>	<u>\$ 428,541.20</u>	<u>\$ 152,694.14</u>	<u>\$ 77,687.29</u>	<u>\$ 2,202,728.29</u>	<u>\$ 2,763,170.54</u>	<u>\$ 16,130,924.58</u>

**DUNCAN PUBLIC SCHOOLS**  
**STATEMENT OF CHANGES IN FUND BALANCE**  
**MONTH ENDED APRIL 30, 2025**

Fund Balance - Beginning of Month		\$ 2,650,736.27	\$ 1,594,046.10	\$ 451,416.48	\$ 152,694.14	\$ 6,327.78	\$ 836,224.00	\$ 2,617,114.78	\$ 8,308,559.55
District		359,330.09	38,163.79	-	-	231.39	3,437.20	109,115.55	\$ 510,278.02
Intermediate		46,618.56	-	-	-	-	-	-	\$ 46,618.56
State		1,792,539.56	-	-	-	-	-	-	\$ 1,792,539.56
Federal		491,244.75	-	-	-	-	-	-	\$ 491,244.75
Other		-	-	-	-	-	-	-	\$ -
	Total revenue	<u>2,689,732.96</u>	<u>38,163.79</u>	<u>-</u>	<u>-</u>	<u>231.39</u>	<u>3,437.20</u>	<u>109,115.55</u>	<u>\$ 2,840,680.89</u>
Salaries		(1,753,058.04)	-	-	-	-	-	-	\$ (1,753,058.04)
Benefits		(658,810.98)	-	-	-	-	-	-	\$ (658,810.98)
Professional services		(91,983.90)	(3,988.33)	(1,739.84)	-	-	-	-	\$ (97,712.07)
Property services		(8,922.59)	(61,524.19)	(1,503.84)	-	-	-	-	\$ (71,950.62)
Other services		(23,066.23)	-	-	-	-	-	-	\$ (23,066.23)
Supplies & materials		(123,027.70)	(10,728.51)	(26,662.79)	-	-	-	-	\$ (160,419.00)
Other		(36,679.60)	(1,919.52)	-	-	-	-	-	\$ (38,599.12)
Purchase of Investments		(50,168.26)					(3,437.20)		\$ (53,605.46)
	Total expenditures	<u>(2,745,717.30)</u>	<u>(78,160.55)</u>	<u>(29,906.47)</u>	<u>-</u>	<u>-</u>	<u>(3,437.20)</u>	<u>-</u>	<u>\$ (2,857,221.52)</u>
	Investments	<u>5,374,443.63</u>	<u>245,000.00</u>	<u>-</u>	<u>-</u>	<u>71,128.12</u>	<u>1,366,504.29</u>	<u>36,940.21</u>	<u>\$ 7,094,016.25</u>
Fund Balance - End of Month		<u>\$ 7,969,195.56</u>	<u>\$ 1,799,049.34</u>	<u>\$ 421,510.01</u>	<u>\$ 152,694.14</u>	<u>\$ 77,687.29</u>	<u>\$ 2,202,728.29</u>	<u>\$ 2,763,170.54</u>	<u>\$ 15,386,035.17</u>

*Note: These financial statements are unaudited and intended for internal review and analysis.*

# DUNCAN PUBLIC SCHOOLS

## Open Investment Ledger

Invest #	CHECK #	DATE	BANK NAME	AMOUNT	RATE	MATURITY DATE
1372607-1	0	1/7/2025	CORNERSTONE BANK	242,300.00	4.311	09/30/2025
4	0	5/18/2007	BANK OF COMMERCE	100,000.00	5.100	07/16/2025
5	0	9/9/2024	OLAP-LIQUID POOL	2,837,263.56	4.125	01/25/2026
FZFX	0	9/4/2024	FIDELITY TREASURY MM FUND	2,194,880.07	4.540	09/04/2025
TOTAL OPEN INVESTMENTS FOR 5 - 11 GENERAL FUND				5,374,443.63		
3-2283	0	1/7/2022	IBC BANK	245,000.00	3.400	01/07/2025
TOTAL OPEN INVESTMENTS FOR 5 - 21 BUILDING FUND				245,000.00		
11076951	0	5/26/2020	LEGACY BANK	36,940.21	4.550	11/29/2024
TOTAL OPEN INVESTMENTS FOR 5 - 41 SINKING FUND				36,940.21		
1107	0	11/26/2021	LEGACY BANK	71,128.12	0.180	11/26/2024
TOTAL OPEN INVESTMENTS FOR 5 - 50 ENDOWMENT FUNDS				71,128.12		
22324	0	11/22/2024	FIRST BANK & TRUST COMPANY	249,000.00	4.650	05/22/2025
5	0	11/6/2024	OLAP LIQUID POOL	1,017,178.71	4.125	01/25/2026
QTSAQ	0	2/18/2021	DISCOVER BANK	100,325.58	4.000	02/15/2025
TOTAL OPEN INVESTMENTS FOR 5 - 86 INSURANCE FUND				1,366,504.29		
TOTAL OF ALL INVESTMENTS				7,094,016.25		

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

**Reconciliation**

May 01, 2025

Bank account:  
\*\*\*\*\*9935

Reconciliation date:  
5/1/2025

Prepared by:  
MILLER, LATISHA

For applied period:  
**April, 2025**

General ledger account balance	\$1,125,715.33	Balance per bank statement as of reconciliation date	\$100,000.00
Add debits	\$131,197.49	Add receipts in transit	\$0.00
Less credits	\$148,541.54	Less outstanding checks	\$32,721.79
Add adjustments	\$11,287.39	Interest not yet posted	\$0.00
		Charges not yet posted	\$0.00
		Investments	\$1,052,380.46
<b>Bank Balance Per General Ledger (Activity Fund)</b>	<b>\$1,119,658.67</b>	<b>Bank Balance Per Statement Reconciliation</b>	<b>\$1,119,658.67</b>

**Variance: \$0.00 \*\*\***

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
 DUNCAN, OK 73534

**Reconciliation**

May 01, 2025

**Outstanding Receipts**

No Transactions

**Outstanding Checks**

<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
00104086	2.50	00104301	38.75	00105026	672.56
00105124	264.00	00105245	20.11	00105879	100.00
00105891	425.00	00106746	214.00	00107900	20.00
00108042	69.90	00108452	60.93	00108562	662.73
00108720	556.50	00108743	405.81	00108774	101.50
00109362	200.00	00109621	2993.00	00109768	500.00
00109993	41.95	00110065	792.00	00110114	390.00
00110128	97.00	00110133	357.00	00110142	50.00
00110192	540.00	00110201	308.00	00110203	260.00
00110217	903.00	00110218	600.00	00110219	100.00
00110222	800.00	00110223	1045.69	00110230	300.00
00110231	300.00	00110232	600.00	00110234	392.60
00110235	596.68	00110236	251.87	00110237	110.77
00110238	257.82	00110239	24.00	00110240	200.00
00110242	870.00	00110243	112.00	00110244	1000.00
00110245	160.00	00110246	5808.00	00110247	450.00
00110248	141.00	00110249	152.00	00110250	130.00
00110251	288.00	00110252	614.00	00110253	1007.04
00110254	1439.56	00110255	1658.66	00110256	128.93
00110257	75.00	00110258	527.00	00110259	666.73
00110260	818.20	00110261	50.00		

**Total Outstanding Checks:**  
**\$32,721.79**

**Items:**  
**62**

**Receipts Cleared This Month**

<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
05000096	346.10	05000097	714.18	05000098	733.37
05000099	1079.40	05000100	300.00	05000101	1505.00
05000102	3000.00	05000103	2.50	05000104	500.00
05000105	271.00	05000106	400.09	05000107	200.00
05000108	84.00	05000109	7.62	05000110	500.00
05000111	400.00	05000112	400.00	05000113	160.23
05000114	420.00	05000115	7.62	11005631	2.00
11005632	5.00	11005633	7.00	11005634	13.50
11005635	4.00	11005636	3.00	11005637	6.00
11005638	17.00	11005639	4.00	11005640	0.50
11005641	5.00	11005642	1.00	11005643	1.00
11005644	2.00	11005645	14.00	11005646	2.00

**DUNCAN PUBLIC SCHOOLS**PO BOX 1548  
DUNCAN, OK 73534**Reconciliation**

May 01, 2025

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11005647	5.00	11005648	3.00	11005649	1.50
11005650	1.00	11005651	1.00	11005652	1.00
11005654	1.00	11005655	15.50	11005656	0.50
11005657	0.50	11005658	5.75	11005659	1.00
11005660	2.00	11005661	7.00	11005662	3.00
11005663	7.00	11005664	16.00	11005665	2.00
11005666	3.00	11005667	23.00	11005668	13.00
11005669	5.00	11005670	2.00	11005671	2.00
11005672	0.50	11005673	3.75	11005674	0.50
11005675	0.50	11005676	6.00	11005677	6.00
11005678	4.00	11005679	7.00	11005680	4.00
11005681	19.00	11005682	4.00	11005683	4.00
11005684	2.00	11005685	8.00	11005686	20.00
11005687	10.00	11005688	5.00	11005689	1.00
11005690	0.50	11005691	12.00	11005692	6.00
11005693	1.00	11005694	5.00	11005695	1.00
11005696	10.50	11005697	2.00	11005698	4.00
11005699	6.00	11005700	10.00	11005701	9.00
11005702	8.00	11005703	11.00	11005704	9.00
11005705	7.00	11005706	6.00	11005707	7.00
11005708	11.00	11005709	27.00	11005710	12.00
11005711	9.00	11005712	2.50	11005713	8.00
11005714	4.50	11005715	3.00	11005716	2.00
11005717	1.00	11005718	6.00	11005719	18.00
11005720	5.00	11005721	10.00	11005722	15.00
11005723	17.00	11005724	4.00	11005725	2.00
11005726	7.00	11005727	8.00	11005728	22.00
11005729	2.00	11005730	2.00	11005731	7.00
11005732	5.00	11005733	9.00	11005734	14.00
11005735	2.00	11005736	3.00	11005737	4.00
11005738	5.00	11005739	0.50	11005740	2.00
11005741	2.00	11005742	9.50	11005743	3.50
11005744	2.00	11005745	0.50	11005746	1.00
11005747	2.50	11005748	6.00	11005749	6.00
11005750	2.00	11005751	12.00	11005752	10.00
11005753	6.00	11005754	0.50	11005755	7.00
11005756	2.00	11005757	2.00	11005758	0.50
11005759	3.00	11005760	3.00	11005761	2.00
11005762	10.00	11005763	13.00	11005764	7.00
11005765	0.50	11005766	11.00	11005767	1.00
11005768	5.00	11005769	1.00	11005770	0.50
11005771	1.00	11005772	0.50	11005773	2.00
11005774	3.00	11005775	7.00	11005776	10.00
11005777	7.00	11005778	2.00	11005779	4.00

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
 DUNCAN, OK 73534

**Reconciliation**

May 01, 2025

11005780	0.50	11005781	1.00	11005782	11.50
11005783	7.00	11005784	5.00	11005785	0.50
11005786	5.00	11005787	2.00	11005788	10.00
11005789	3.00	11005790	1.50	11005791	5.00
11005792	2.00	11005793	0.50	11005794	2.00
11005795	0.50	11005796	3.00	11005797	9.00
11005798	9.00	11005799	14.00	11005800	14.00
11005801	3.00	11005802	11.00	11005803	2.50
11005804	14.00	11005805	7.00	11005806	9.00
11005807	1.00	11005808	1.00	11005809	10.50
11005810	0.50	11005811	6.00	11005812	11.25
11005813	1.00	11005814	5.00	11005815	1.00
11005816	1.00	11005817	2.50	11005818	7.00
11005819	5.90	11005820	1.00	11005821	1.00
11005822	2.50	11005823	2.00	11005824	3.50
11005825	3.00	11005826	0.60	11005827	1.00
11005828	0.50	11005829	1.50	11005830	6.00
11005831	12.00	11005832	3.50	11005833	2.00
11005834	2.00	11005835	3.50	11005836	6.00
11005837	1.00	11005838	10.00	11005839	7.50
11005840	1.00	11005841	10.00	11005842	8.00
11005843	7.00	11005844	5.00	11005845	2.00
11005846	0.50	11005847	0.50	11005848	0.50
11005849	5.00	12507940	0.50	12507941	5.00
12507942	15.00	12507943	5.50	12507944	1.00
12507945	15.00	12507946	11.00	12507947	10.00
12507948	5.00	12507949	10.00	12507950	0.50
12507951	10.00	12507952	7.00	12507953	2.00
12507954	10.00	12507955	3.00	12507956	16.00
12507957	5.00	12507958	20.00	12507959	20.00
12507960	0.50	12507961	20.00	12507962	2.50
12507963	0.50	12507964	5.00	12507965	5.00
12507966	5.00	12507967	0.50	12507968	10.00
12507969	3.00	12507970	10.00	12507971	0.50
12507972	15.00	12507973	2.00	12507974	15.00
12507975	15.00	12507976	3.00	12507977	20.00
12507978	17.00	12507979	15.00	12507980	10.00
12507981	4.00	12507982	1.50	12507983	1.50
12507984	2.50	12507985	10.00	12507986	7.00
12507987	12.50	12507988	2.00	12507989	1.00
12507990	9714.60	12507991	20.50	12507992	9.00
12507993	9.00	12507994	27.50	12507995	6.00
12507996	1.00	12507997	2.00	12507998	16.00
12507999	1.00	12508000	25.00	12508001	6.00

**DUNCAN PUBLIC SCHOOLS**

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**Reconciliation**

May 01, 2025

12508002	5.00	12508003	10.00	12508004	3.00
12508005	2.50	12508006	3.00	12508007	5.00
12508008	10.00	12508009	2.50	12508010	5.00
12508011	10.00	12508012	2.00	12508013	10.00
12508014	10.00	12508015	10.00	12508016	1.00
12508017	7.50	13005176	18.50	13005177	20.00
13005178	2.00	13005179	25.00	13005180	24.00
13005181	9.00	13005182	35.00	13005183	32.00
13005184	16.00	13005185	8.00	13005186	8.00
13005187	8.00	13005188	16.00	13005189	8.00
13005190	24.00	13005191	8.00	13005192	24.00
13005193	52.00	13005194	40.00	13005195	8.00
13005196	8.00	13005197	8.00	13005198	20.00
13005199	4.00	13005200	10.00	13005201	2.00
13005202	60.00	13005203	40.00	13005204	8.00
13005205	8.00	13005206	8.00	13005207	8.00
13005208	40.00	13005209	8.00	13005210	16.00
13005211	8.00	13005212	8.00	13005213	8.00
13005214	32.00	13005215	16.00	13005216	24.00
13005217	8.00	13005218	8.00	13005219	8.00
13005220	8.00	13005221	28.00	13005222	8.00
13005223	8.00	13005224	28.00	13005225	8.00
13005226	46.00	13005227	8.00	13005228	16.00
13005229	8.00	13005230	8.00	13005231	17.00
13005232	13.00	13005233	1.00	13005234	58.00
13005235	8.00	13005236	16.00	13005237	16.00
13005238	32.00	13005239	50.00	13005240	18.00
13005241	8.00	13005242	34.00	13005243	24.00
13005244	8.00	13005245	8.00	13005246	8.00
13005247	8.00	13005248	8.00	13005249	32.00
13005250	8.00	13005251	8.00	13005252	8.00
13005253	26.00	13005254	8.00	13005255	24.00
13005256	8.00	13005257	16.00	13005258	8.00
13005259	8.00	13005260	8.00	13005261	8.00
13005262	7.00	13005263	43.50	13005264	5.00
13005265	15.00	13005266	8.00	13005267	8.00
13005268	24.00	13005269	24.00	13005270	8.00
13005271	8.00	13005272	8.00	13005273	8.00
13005274	8.00	13005275	32.00	13005276	8.00
13005277	16.00	13005278	8.00	13005279	8.00
13005280	5.00	13005281	15.00	13005282	2.50
13005283	28.00	13005284	10.00	13005285	5.00
13005286	10.00	13005287	4.00	13005288	16.00
13005289	2.00	13005290	23.00	13005291	15.00

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
 DUNCAN, OK 73534

**Reconciliation**

May 01, 2025

13005292	5.00	13005293	9.50	13005294	4.00
13005295	5.00	13005296	2.00	13005297	281.68
13005298	2.00	13005299	25.50	13005300	2.00
13005301	20.00	13005302	8.00	13005303	2.00
13005304	1.00	13005305	2.00	13005306	16.00
13005307	5.00	13005308	19.00	13005309	1.00
13005310	1.00	13005311	4.00	13005312	6.00
13005313	5.00	13005314	10.00	13005315	3.00
13005316	8.00	13005317	8.00	13507012	14.00
13507013	26.00	13507014	10.00	13507015	10.00
13507016	26.00	13507017	1.00	13507018	0.90
13507019	5.00	13507020	0.50	13507021	0.50
13507022	5.00	13507023	5.00	13507024	9.00
13507025	4.00	13507026	5.00	13507027	1.00
13507028	1.00	13507029	1.00	13507030	4.00
13507031	1.00	13507032	18.00	13507033	15.00
13507034	10.00	13507035	18.00	13507036	150.00
13507037	1.00	13507038	14.50	13507039	1.51
13507040	0.50	13507041	0.50	13507042	59.00
13507043	22.00	13507044	66.00	13507045	15.00
13507046	7.00	13507047	19.00	13507048	40.00
13507049	7.00	13507050	4.00	13507051	2.00
13507052	2.35	13507053	3.00	13507054	0.50
13507055	11.00	13507056	6.00	13507057	18.00
13507058	6.00	13507059	4.00	13507060	11.72
13507061	5.00	13507062	250.00	13507063	2.00
13507064	10.75	13507065	0.50	13507066	21.00
13507067	10.00	13507068	4.50	13507069	3.00
13507070	3.00	13507071	500.00	13507072	32.00
13507073	0.50	13507074	0.50	13507075	2.00
13507076	1.00	13507077	20.50	13507078	7.00
13507079	0.50	13507080	1.00	13507081	10.00
13507082	8.00	13507083	1.00	13507084	1.00
13507085	2.50	13507086	2.00	13507087	1.50
14006939	26.00	14006940	2.25	14006941	10.00
14006942	43.61	14006943	3.00	14006944	8.60
14006945	2.00	14006946	4.50	14006947	13.00
14006948	23.00	14006949	5.00	14006950	1.00
14006951	9.00	14006952	11.00	14006953	14.50
14006954	60.00	14006955	60.00	14006956	60.00
14006957	60.00	14006958	332.39	14006959	7.75
14006960	26.25	14006961	10.00	14006962	7.50
14006963	5.75	14006964	1.00	14006965	14.25
14006966	9.50	14006967	11.50	14006968	7.50

**DUNCAN PUBLIC SCHOOLS**PO BOX 1548  
DUNCAN, OK 73534**Reconciliation**

May 01, 2025

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14006969	12.50	14006970	24.75	14006971	51.00
14006972	15.00	14006973	11.79	14006974	28.00
14006975	2.75	14006976	10.00	14006977	133.00
14006978	435.00	14006979	159.86	14006980	6.00
14006981	37.50	14006982	34.00	14006983	2.00
14006984	22.50	14006985	22.55	14006986	10.00
14006987	9.00	14006988	13.50	14006989	8.50
14006990	11.75	14006991	10.00	14006992	1.50
14006993	10.00	14006994	9.10	14006995	3.00
14006996	6.00	14006997	9.00	14006998	1.00
14006999	7.00	14007000	1.00	14007001	1.00
14007002	24.00	14007003	20.50	14007004	5.00
14007005	15.50	14007006	1.50	14007007	1.50
14007008	20.00	14007009	12.00	14007010	1.00
14007011	5.00	14007012	2.50	14007013	0.50
14007014	10.85	14007015	10.00	14007016	3.00
14007017	11.00	14007018	1.45	14007019	3.00
14007020	5.25	14007021	1.00	14007022	2.00
14007023	126.00	14007024	167.72	14007025	2.00
14007026	3.30	14007027	6.50	14007028	5.00
14007029	3.00	14007030	9.00	14007031	7.00
14007032	2.00	14007033	2.20	14007034	2.00
14007035	6.00	14502036	5.00	14502037	5.00
14502038	5.00	14502039	15.00	14502040	15.00
14502041	15.00	14502042	15.00	14502043	15.00
14502044	15.00	14502045	15.00	14502046	7.00
14502047	7.00	14502048	13.25	14502049	1.00
14502050	1.00	14502051	1.00	14502052	5.00
14502053	3.00	14502054	5.00	14502055	13.00
14502056	12.00	14502057	12.00	14502058	7.00
14502059	7.00	14502060	7.00	14502061	7.00
14502062	12.00	14502063	5.00	14502064	10.00
14502065	2.00	14502066	21.00	14502067	0.50
14502068	15.00	14502069	7.00	14502070	7.00
14502071	7.00	14502072	7.00	14502073	12.00
14502074	12.00	14502075	12.00	14502076	12.00
14502077	4.00	14502078	0.50	14502079	12.00
14502080	7.00	14502081	7.00	14502082	7.00
14502083	7.00	14502084	7.00	14502085	10.00
14502086	7.00	14502087	7.00	14502088	7.00
14502089	7.00	14502090	2.00	14502091	10.00
14502092	11.50	14502093	24.25	14502094	0.50
14502095	5.00	14502096	12.00	14502097	17.00
14502098	8.25	14502099	5.25	14502100	10.00

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
 DUNCAN, OK 73534

**Reconciliation**

May 01, 2025

14502101	5.00	14502102	12.50	14502103	2.00
14502104	12.00	14502105	12.00	14502106	7.00
14502107	7.00	14502108	7.00	14502109	4.00
14502110	8.00	14502111	12.00	14502112	12.00
14502113	12.00	14502114	30.00	14502115	14.00
14502116	2.00	14502117	10.00	14502118	30.00
14502119	20.00	14502120	5.00	14502121	0.50
14502122	4.00	14502123	5.00	14502124	15.00
14502125	7.00	14502126	10.00	14502127	5.00
14502128	0.50	14502129	10.00	14502130	10.00
14502131	12.00	14502132	20.00	14502133	70.00
14502134	7.75	14502135	8.00	14502136	0.50
14502137	2.50	14502138	1.75	14502139	250.00
14502140	60.00	14502141	30.00	14502142	30.00
14502143	20.00	14502144	20.00	14502145	1.00
14502146	10.00	14502147	1.00	14502148	40.00
14502149	40.00	14502150	20.00	14502151	40.00
14502152	150.00	14502153	21.00	14502154	5.00
14502155	1.00	14502156	2.00	14502157	3.00
14502158	20.00	14502159	1.00	14502160	1.00
14502161	10.00	14502162	32.50	14502163	4.00
14502164	5.00	14502165	5.00	14502166	8.00
14502167	0.50	14502168	8.00	14502169	20.00
14502170	40.00	14502171	50.00	14502172	30.00
14502173	40.00	14502174	30.00	14502175	50.00
14502176	26.00	14502177	5.00	14502178	18.00
14502179	9.00	14502180	9.00	14502181	30.00
14502182	7.00	14502183	5.00	14502184	5.00
14502185	5.00	14502186	3.00	14502187	2.00
14502188	36.00	14502189	18.00	14502190	9.00
14502191	9.00	14502192	10.00	14502193	9.00
14502194	20.00	14502195	20.00	14502196	15.00
14502197	5.00	14502198	12.50	14502199	5.00
14502200	10.00	14502201	18.00	14502202	20.00
14502203	18.00	14502204	9.00	14502205	18.00
14502206	9.00	14502207	18.00	14502208	9.00
14502209	20.00	50500418	117.00	50500419	240.00
50500420	585.00	50500421	315.00	50500422	700.00
50500423	88.00	50500424	120.00	50500425	300.00
50500426	207.00	50500427	60.00	50500428	140.30
50500429	150.00	50500430	445.00	50500431	300.00
50500432	1110.00	50500433	100.00	50500434	93.00
50500435	150.00	50500436	358.00	50500437	150.00
50500438	218.00	50500439	1140.00	50500440	40.00

**DUNCAN PUBLIC SCHOOLS**PO BOX 1548  
DUNCAN, OK 73534**Reconciliation**

May 01, 2025

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50500441	150.00	50500442	351.00	50500443	400.00
50500444	30.00	50500445	150.00	50500446	147.00
50500447	403.00	70500733	500.00	70500734	360.00
70500735	180.00	70500736	180.00	70500737	250.00
70500738	411.00	70500739	2711.25	70500740	124.00
70500741	70.00	70500742	1100.00	70500743	1000.00
70500744	200.00	70500745	500.00	70500746	200.00
70500747	200.00	70500748	600.00	70500749	485.00
70500750	143.00	70500751	124.20	70500752	1258.51
70500753	3200.00	70500754	2000.00	70500755	2000.00
70500756	200.00	70500757	360.00	70500758	350.00
70500759	650.00	70500760	170.00	70500762	240.00
70500764	837.00	70500765	686.00	70500766	1852.90
70500767	576.00	70500768	400.00	70500769	1325.00
70500770	700.00	70500771	270.00	70500772	1360.00
70500773	1575.00	70500774	400.00	70500775	175.00
70500776	200.00	70500777	180.00	70500778	350.00
70500779	350.00	70500780	100.00	70500781	210.00
70500783	1231.00	70500784	1215.00	70500785	1046.00
70500786	1383.50	70500787	2451.90	70500788	180.00
70500789	450.00	70500790	200.00	70500791	250.00
70500792	150.00	70500793	360.00	70500794	900.00
70500795	507.00	70500796	150.00	70500797	250.00
70500799	562.00	70500800	449.00	70500801	1648.00
70500802	862.00	70500803	950.00	70500804	210.00
70500805	195.00	70500806	758.97	70500807	910.13
70500808	1566.00	70500810	17052.75	70500811	1255.00
70500812	125.00	70500813	100.00	70500814	50.00
70500815	100.00	70500816	180.00	70500817	200.00
70500818	350.00	70500819	420.00	70500820	550.00
70500821	200.00	70500822	350.00	70500823	300.00
70500824	963.30	70500825	744.37	70500826	915.00
70500827	200.00	70500828	350.00	70500829	200.00
70500830	200.00	70500831	1305.00	70500832	885.00
70500833	1755.50	70500834	329.00	70500835	781.00
70500836	495.00	70500837	44.00	70500838	1475.00
70500839	210.00	70500840	190.00	70500841	2190.00
70500842	350.00	70500843	350.00	70500844	175.00
70500845	200.00	70500846	350.00	70500847	180.00
70500848	1165.00	70500849	1520.00	70500850	40.00
70500851	600.00	70500852	110.00	70500853	560.00
70500854	110.00	70500855	200.00	70500856	550.00
70500857	30.37				

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
 DUNCAN, OK 73534

**Reconciliation**

May 01, 2025

**Total Receipts Cleared:**  
**\$131,197.49**

**Items:**  
**955**

**Checks Cleared This Month**

<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
00109488	30.00	00109891	607.03	00109899	200.00
00109920	405.81	00109928	600.00	00109970	200.00
00109981	275.00	00109989	96.96	00109991	400.00
00110001	429.65	00110002	2552.50	00110003	100.00
00110004	35.95	00110006	48.39	00110008	275.00
00110009	990.26	00110010	199.00	00110011	300.00
00110012	340.00	00110013	260.00	00110014	269.41
00110015	300.00	00110016	230.00	00110017	106.28
00110019	479.00	00110021	930.55	00110022	1729.95
00110024	32.65	00110025	1367.65	00110027	1438.00
00110028	175.00	00110031	100.00	00110032	3124.94
00110033	57.75	00110034	320.00	00110035	310.82
00110036	437.96	00110037	100.00	00110038	100.00
00110039	300.00	00110042	1387.19	00110043	300.00
00110044	275.00	00110045	180.00	00110046	175.00
00110047	400.00	00110048	714.18	00110049	59.35
00110050	424.83	00110051	733.37	00110052	100.00
00110053	100.00	00110054	100.00	00110055	450.00
00110056	56.98	00110057	175.08	00110058	1258.51
00110059	101.98	00110060	450.00	00110061	931.33
00110062	220.00	00110063	629.30	00110064	312.53
00110066	200.00	00110067	593.31	00110068	410.85
00110069	280.00	00110070	100.00	00110071	3200.00
00110072	2000.00	00110073	2000.00	00110074	1079.40
00110075	1999.85	00110076	3767.28	00110077	300.00
00110078	750.00	00110079	175.00	00110080	133.99
00110081	1505.00	00110082	3000.00	00110083	2.50
00110084	500.00	00110085	305.12	00110086	425.73
00110087	150.00	00110088	400.00	00110089	400.00
00110090	400.00	00110091	600.00	00110092	600.00
00110093	600.00	00110094	600.00	00110095	150.00
00110096	300.00	00110098	100.00	00110099	300.00
00110100	600.00	00110101	600.00	00110102	300.00
00110103	604.10	00110104	113.61	00110105	1607.97
00110106	565.29	00110107	1435.81	00110108	1150.09
00110109	1078.18	00110110	534.53	00110111	420.00
00110112	7.62	00110113	976.23	00110115	758.97
00110116	910.13	00110117	5044.28	00110118	864.62
00110119	612.00	00110120	12970.00	00110121	65.25

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

**Reconciliation**

May 01, 2025

00110122	3108.20	00110123	77.00	00110124	534.00
00110125	438.13	00110126	152.00	00110127	80.00
00110129	2162.37	00110130	1077.30	00110131	102.66
00110132	180.00	00110134	2543.15	00110135	225.00
00110136	48.00	00110137	12.00	00110138	9714.60
00110139	1566.00	00110140	281.68	00110141	202.98
00110143	695.00	00110144	70.60	00110146	314.12
00110147	344.00	00110148	110.00	00110149	264.12
00110150	391.94	00110151	38.94	00110152	1900.00
00110153	170.37	00110154	951.00	00110155	385.00
00110156	519.62	00110158	76.71	00110159	541.67
00110160	56.22	00110161	295.00	00110162	391.60
00110163	84.50	00110164	45.04	00110165	362.80
00110166	579.00	00110167	224.00	00110169	195.92
00110170	432.22	00110171	151.53	00110173	283.63
00110174	1510.61	00110175	213.50	00110176	510.95
00110177	1931.05	00110178	148.23	00110179	420.00
00110180	316.00	00110181	498.50	00110182	3429.16
00110183	400.56	00110184	63.60	00110185	224.60
00110186	152.00	00110187	963.30	00110188	744.37
00110189	334.37	00110190	275.00	00110191	400.00
00110193	200.00	00110194	200.00	00110195	175.00
00110196	144.00	00110197	600.00	00110198	250.00
00110199	330.00	00110200	230.00	00110202	87.50
00110204	25.00	00110205	778.00	00110207	1276.21
00110208	845.21	00110209	150.00	00110210	150.00
00110211	600.00	00110212	600.00	00110213	600.00
00110214	600.00	00110215	378.59	00110216	680.08
00110220	140.00	00110221	56.00	00110224	275.00
00110225	44.44	00110226	175.00	00110227	300.00
00110228	200.00	00110229	2100.00	00110233	350.00
00110241	7.62				

**Total Cleared Checks:**  
**\$145,799.92**

**Items:**  
**211**

**Adjustments This Month**

<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
00009600	300.00	00009601	206.00	00009602	498.50
00009603	206.00	00009604	110.00	00009605	400.46
00009606	63.00	00009607	300.00	00009608	695.54
00009609	565.60	00009610	94.80	00009611	17.80
00009612	140.00	00009613	-0.50	00009614	250.00
00009616	250.00	00009617	2673.33	00009618	995.00

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

**Reconciliation**

May 01, 2025

00009619	210.00	00009620	233.05	00009621	3389.41
00009623	155.50				

<b>Total Adjustments:</b>				<b>Items:</b>	
	<b>\$11,287.39</b>				<b>22</b>

**Receipts Voided This Month**

No Transactions

**Checks Voided This Month**

<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
00109790	818.20	00109897	206.00	00110018	300.00
00110097	300.00	00110145	316.00	00110157	400.46
00110168	63.00	00110172	498.50	00110206	695.54

<b>Total Void Checks:</b>				<b>Items:</b>	
	<b>\$3,597.70</b>				<b>9</b>

**Legacy Checks Outstanding**

No Transactions

**Legacy Receipts Outstanding**

No Transactions

**Legacy Checks Cleared**

No Transactions

**Legacy Receipts Cleared**

No Transactions

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

April, FY2025  
MTD Summary

**Summary Of Accounts**

May 01, 2025

**For Bank Account:**      **This Report Is True And Correct**  
 \* \* \* \* \* 9935      **To The Best Of My Knowledge.**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Beginning:**      **1,125,715.33**  
**Receipts:**      **131,197.49**  
**Checks:**      **(148,541.54)**  
**Adjustments:**      **11,287.39**  
**Ending:**      **\$1,119,658.67**

Acct. Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0101 LOSS/DAMAGE:BKS,EQUIP,PROPERTY	0.00	0.00	0.00	0.00	0.00
001 LOSS/DAMAGE:BKS,EQUIP,PROPERTY	0.00	0.00	0.00	0.00	0.00
0104 SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00
001 SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00
0201 ATHLETIC REVENUE FUND	11955.55	7653.00	7200.00	0.00	12408.55
001 ATHLETIC REVENUE FUND	11955.55	7653.00	7200.00	0.00	12408.55
0202 ATHLETIC ADMINISTRATION	-619.00	4500.00	6066.00	0.00	-2185.00
001 ATHLETIC ADMINISTRATION	-619.00	4500.00	6066.00	0.00	-2185.00
0203 FOOTBALL FUND	22021.17	0.00	0.00	0.00	22021.17
001 FOOTBALL FUND - \$23,540	22021.17	0.00	0.00	0.00	22021.17
002 SW DAIRY MUSEUM GRANT-CH MILK	0.00	0.00	0.00	0.00	0.00
0204 BOYS BASKETBALL	8228.50	0.00	997.00	498.50	7730.00
001 BOYS BASKETBALL - \$5,942.50	8228.50	0.00	997.00	498.50	7730.00
0205 GIRLS BASKETBALL	5477.40	0.00	0.00	0.00	5477.40
001 GIRLS BASKETBALL - \$5,942.50	5477.40	0.00	0.00	0.00	5477.40
0206 BOYS WRESTLING	7763.65	200.00	654.68	0.00	7308.97
001 BOYS WRESTLING - \$5,600	7763.65	200.00	654.68	0.00	7308.97
0207 BASEBALL	773.24	450.00	1125.00	0.00	98.24
001 BASEBALL - \$4,100	773.24	450.00	1125.00	0.00	98.24
0208 BOYS & GIRLS TRACK	11656.92	2555.00	4127.37	0.00	10084.55
001 BOYS - \$3,400, GIRLS - \$3,400	11656.92	2555.00	4127.37	0.00	10084.55
0209 ACCT CLOSED-BA 12/14/21	0.00	0.00	0.00	0.00	0.00
001 GIRLS TRACK - \$3,400	0.00	0.00	0.00	0.00	0.00
0210 TENNIS	662.25	5700.00	719.62	0.00	5642.63
001 TENNIS - B-\$1,600, G-\$1,600	662.25	5700.00	719.62	0.00	5642.63
0211 GIRLS WRESTLING	9935.76	0.00	475.00	0.00	9460.76
001 GIRLS WRESTLING - \$5,600	9935.76	0.00	475.00	0.00	9460.76

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
 DUNCAN, OK 73534

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<b>Acct. Name</b>	<b>Beg.Month</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjust.</b>	<b>Ending</b>
0212 BOYS GOLF	12642.88	6020.00	2129.00	0.00	16533.88
001 BOYS GOLF - \$1,500	12642.88	6020.00	2129.00	0.00	16533.88
0213 GIRLS SOFTBALL	1472.35	0.00	0.00	0.00	1472.35
001 GIRLS SOFTBALL - \$4,100	1472.35	0.00	0.00	0.00	1472.35
0214 CROSS-COUNTRY	552.83	0.00	0.00	0.00	552.83
001 CROSS COUNTRY - \$1,000	552.83	0.00	0.00	0.00	552.83
0215 LETTERMEN'S CLUB	10627.17	1600.00	2032.93	0.00	10194.24
001 LETTERMEN'S CLUB	10627.17	1600.00	2032.93	0.00	10194.24
0218 CHEERLEADING	12458.65	2660.00	0.00	0.00	15118.65
001 CHEERLEADING - \$1,000	12458.65	2660.00	0.00	0.00	15118.65
0219 QUARTERBACK BOOSTER CLUB	197.37	0.00	0.00	0.00	197.37
001 QUARTERBACK BOOSTER CLUB	197.37	0.00	0.00	0.00	197.37
0222 BASEBALL BOOSTER CLUB	9864.91	0.00	4883.10	0.00	4981.81
001 BASEBALL BOOSTER CLUB	9864.91	0.00	4883.10	0.00	4981.81
0225 BOYS SOCCER	-401.55	2000.00	50.00	0.00	1548.45
001 BOYS SOCCER - \$2,000	-401.55	2000.00	50.00	0.00	1548.45
0226 GIRLS SOCCER	148.46	2000.00	50.00	0.00	2098.46
001 GIRLS SOCCER - \$2,000	148.46	2000.00	50.00	0.00	2098.46
0227 SOCCER BOOSTER CLUB	9027.44	2980.78	1485.44	0.00	10522.78
001 SOCCER BOOSTER CLUB	9027.44	2980.78	1485.44	0.00	10522.78
0228 GIRLS GOLF	7958.23	2000.00	1210.00	0.00	8748.23
001 GIRLS GOLF - \$1,500	7958.23	2000.00	1210.00	0.00	8748.23
0229 DHS GOLF BOOSTER CLUB	0.00	0.00	0.00	0.00	0.00
001 DHS GOLF BOOSTER CLUB	0.00	0.00	0.00	0.00	0.00
0230 LEGACY BK CD: DONNIE CHRISTIAN	541.04	0.00	0.00	0.00	541.04
001 LEGACY BK CD: DONNIE CHRISTIAN	341.04	0.00	0.00	0.00	341.04
002 2020 - CAITLYNN STEPHENS /ARMY	200.00	0.00	0.00	0.00	200.00
0231 ATHLETIC DEPT. CONCESSION	51046.70	11833.42	13876.60	2673.33	51676.85
001 ATHLETIC DEPT. CONCESSION	51046.70	11833.42	13876.60	2673.33	51676.85

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0235	TRACK/X-COUNTRY BOOSTER CLUB	54.17	0.00	0.00	0.00	54.17
001	TRACK/X-COUNTRY BOOSTER CLUB	54.17	0.00	0.00	0.00	54.17
0240	ACCT CLOSED-BA 07/18/23	0.00	0.00	0.00	0.00	0.00
001	HALL OF FAME	0.00	0.00	0.00	0.00	0.00
0249	TENNIS DONATION ACCOUNT	143.01	0.00	0.00	0.00	143.01
001	TENNIS DONATION ACCOUNT	143.01	0.00	0.00	0.00	143.01
0251	VOLLEYBALL	17403.72	0.00	0.00	0.00	17403.72
001	VOLLEYBALL - \$1,000	17403.72	0.00	0.00	0.00	17403.72
002	VOLLEYBALL BOOSTERS	0.00	0.00	0.00	0.00	0.00
0255	PHIL BARNES MEM SCHOLARSHIP	1775.00	0.00	0.00	0.00	1775.00
001	PHIL BARNES MEM SCHOLARSHIP	1775.00	0.00	0.00	0.00	1775.00
0256	TENNIS BOOSTER CLUB	1117.40	0.00	616.20	0.00	501.20
001	TENNIS BOOSTER CLUB	1117.40	0.00	616.20	0.00	501.20
0257	TIP-IN BASKETBALL BOOSTER CLUB	3819.55	0.00	0.00	0.00	3819.55
001	TIP-IN BASKETBALL BOOSTER CLUB	3819.55	0.00	0.00	0.00	3819.55
0261	POM PON	5484.23	2190.00	890.00	140.00	6924.23
001	POM PON - \$1,000	5484.23	2190.00	890.00	140.00	6924.23
0263	SWIMMING	2970.92	0.00	1342.69	400.46	2028.69
001	SWIMMING - \$1,000	2970.92	0.00	1342.69	400.46	2028.69
0264	SWIMMING BOOSTER CLUB	171.28	0.00	0.00	0.00	171.28
001	SWIMMING BOOSTER CLUB	171.28	0.00	0.00	0.00	171.28
0285	ATHLETIC TRAINER	3780.59	0.00	0.00	0.00	3780.59
001	ATHLETIC TRAINER	3780.59	0.00	0.00	0.00	3780.59
0290	OSSAA SPORTS SPECTACULAR	5841.25	650.00	0.00	0.00	6491.25
001	OSSAA SPORTS SPECTACULAR	5841.25	650.00	0.00	0.00	6491.25
0301	SPECIAL EDUCATION	107.64	0.00	0.00	0.00	107.64
001	SPECIAL EDUCATION	107.64	0.00	0.00	0.00	107.64
0302	NAHS - NATL ART HONOR SOCIETY	417.81	0.00	0.00	0.00	417.81
001	NAHS - NATL ART HONOR SOCIETY	417.81	0.00	0.00	0.00	417.81

**DUNCAN PUBLIC SCHOOLS**PO BOX 1548  
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Acct. Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0303 PFC INTERNSHIP PROGRAM	594.67	0.00	0.00	0.00	594.67
001 PFC INTERNSHIP PROGRAM	594.67	0.00	0.00	0.00	594.67
0304 MULTI-CULTURAL CLUB	308.50	0.00	0.00	0.00	308.50
001 MULTI-CULTURAL CLUB	308.50	0.00	0.00	0.00	308.50
0305 PSAT/AP TESTS ACCOUNT	4080.97	0.00	0.00	0.00	4080.97
001 PSAT/AP TESTS ACCOUNT	4080.97	0.00	0.00	0.00	4080.97
0306 JOURNALISM	3276.57	0.00	0.00	0.00	3276.57
001 JOURNALISM	3276.57	0.00	0.00	0.00	3276.57
0307 SENIOR CLASS	7359.95	0.00	588.48	0.00	6771.47
001 SENIOR CLASS	7359.95	0.00	588.48	0.00	6771.47
0308 JUNIOR CLASS	14213.76	4115.00	1434.97	995.00	17888.79
001 JUNIOR CLASS	14213.76	4115.00	1434.97	995.00	17888.79
0309 SOPHOMORE CLASS	0.00	0.00	0.00	0.00	0.00
001 SOPHOMORE CLASS	0.00	0.00	0.00	0.00	0.00
0310 FRESHMAN CLASS	0.00	0.00	0.00	0.00	0.00
001 FRESHMAN CLASS	0.00	0.00	0.00	0.00	0.00
0311 KEY CLUB	140.68	240.00	23.67	0.00	357.01
001 KEY CLUB	140.68	240.00	23.67	0.00	357.01
0312 BAND BOOSTERS	36289.38	1305.00	2204.71	522.00	35911.67
001 BAND BOOSTERS	36289.38	1305.00	2204.71	522.00	35911.67
0313 DEHYDRATOR RACE	18815.09	2050.00	242.28	0.00	20622.81
001 DEHYDRATOR RACE	18815.09	2050.00	242.28	0.00	20622.81
0314 NATIONAL HONOR SOCIETY	2043.79	0.00	1336.00	0.00	707.79
001 NATIONAL HONOR SOCIETY	2043.79	0.00	1336.00	0.00	707.79
0315 FACULTY FLOWER FUND	393.72	0.00	0.00	0.00	393.72
001 FACULTY FLOWER FUND	393.72	0.00	0.00	0.00	393.72
0316 SENIOR CLASS BACK YEARS	981.61	0.00	0.00	0.00	981.61
001 SENIOR CLASS BACK YEARS	981.61	0.00	0.00	0.00	981.61
0317 SMOKE RINGS YEARBOOK	3294.69	510.00	4039.53	0.00	-234.84
001 SMOKE RINGS YEARBOOK	3294.69	510.00	4039.53	0.00	-234.84

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0319 STUDENT COUNCIL	58457.52	4069.50	7059.42	0.00	55467.60
001 STUDENT COUNCIL	58457.52	4069.50	7059.42	0.00	55467.60
0320 LIBRARY	0.00	0.00	0.00	0.00	0.00
001 LIBRARY	0.00	0.00	0.00	0.00	0.00
0321 HS LIBRARY WOODWARD ENDOWMNT.	28.73	0.00	0.00	0.00	28.73
001 HS LIBRARY WOODWARD ENDOWMNT.	28.73	0.00	0.00	0.00	28.73
0322 SCHOLARSHIP ACCOUNT	6124.85	0.00	0.00	0.00	6124.85
001 SCHOLARSHIP ACCOUNT	930.10	0.00	0.00	0.00	930.10
002 COMMUNITIES FOUNDATION OF OK	0.90	0.00	0.00	0.00	0.90
003 AAUW - AM ASSOC OF UNIV WOMEN	5193.85	0.00	0.00	0.00	5193.85
0323 BAND	1163.89	187.00	0.00	0.00	1350.89
001 BAND	1163.89	187.00	0.00	0.00	1350.89
0324 BAND TRIP ACCOUNT	10762.83	495.00	0.00	0.00	11257.83
001 BAND TRIP ACCOUNT	10762.83	495.00	0.00	0.00	11257.83
0325 RONNIE BISHOP SCHOLARSHIP	408.55	0.00	0.00	0.00	408.55
001 RONNIE BISHOP SCHOLARSHIP	408.55	0.00	0.00	0.00	408.55
0327 S.A.D.D. CLUB	429.03	0.00	0.00	0.00	429.03
001 S.A.D.D. CLUB	429.03	0.00	0.00	0.00	429.03
0328 HORTICULTURE	19592.53	18627.75	6980.18	0.00	31240.10
001 HORTICULTURE	19592.53	18627.75	6980.18	0.00	31240.10
0329 MARKETING	1335.82	280.00	604.06	0.00	1011.76
001 MARKETING	1335.82	280.00	604.06	0.00	1011.76
0330 OFFICE ACCOUNT	6679.11	500.00	3260.34	0.00	3918.77
001 OFFICE ACCOUNT	2635.19	0.00	247.00	0.00	2388.19
002 DEMON DEN CLOSET & PANTRY	543.92	500.00	425.75	0.00	618.17
003 MATH & SCIENCE - OERB DONATION	3500.00	0.00	2587.59	0.00	912.41
004 DHS DIGITAL SIGN	0.00	0.00	0.00	0.00	0.00
0333 ACADEMIC TEAM ACCOUNT	226.67	0.00	0.00	0.00	226.67
001 ACADEMIC TEAM ACCOUNT	226.67	0.00	0.00	0.00	226.67
0334 GREEN CLUB	347.03	0.00	0.00	0.00	347.03
001 GREEN CLUB	347.03	0.00	0.00	0.00	347.03

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<b>Acct. Name</b>	<b>Beg.Month</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjust.</b>	<b>Ending</b>
0335 DRAMA	732.22	373.20	0.00	0.00	1105.42
001 DRAMA	732.22	373.20	0.00	0.00	1105.42
0337 VOCATIONAL AGRICULTURE	38233.88	1630.00	14003.62	0.00	25860.26
001 VOCATIONAL AGRICULTURE	38233.88	1630.00	14003.62	0.00	25860.26
0338 VOCAL MUSIC	2555.85	210.00	641.83	0.00	2124.02
001 VOCAL MUSIC	2555.85	210.00	641.83	0.00	2124.02
0339 VOCAL MUSIC BOOSTER CLUB	190.80	0.00	0.00	0.00	190.80
001 VOCAL MUSIC BOOSTER CLUB	190.80	0.00	0.00	0.00	190.80
0340 VENDING	13088.01	692.69	0.00	0.00	13780.70
001 VENDING	13088.01	692.69	0.00	0.00	13780.70
0343 FELOWSHP OF CHRISTIAN ATHLETES	285.00	0.00	0.00	0.00	285.00
001 FELOWSHP OF CHRISTIAN ATHLETES	285.00	0.00	0.00	0.00	285.00
0346 MUSIC TRIP ACCOUNT	2563.48	0.00	0.00	0.00	2563.48
001 MUSIC TRIP ACCOUNT	2563.48	0.00	0.00	0.00	2563.48
0347 WINNER'S CIRCLE: AG BOOSTERS	12462.12	0.00	0.00	0.00	12462.12
001 WINNER'S CIRCLE: AG BOOSTERS	12462.12	0.00	0.00	0.00	12462.12
0348 LEADERSHIP	1317.71	0.00	811.48	0.00	506.23
001 LEADERSHIP	1317.71	0.00	811.48	0.00	506.23
002 CLOSED-BA MOVED TO 330.002	0.00	0.00	0.00	0.00	0.00
0349 SENIOR CAP & GOWN	8440.00	0.00	0.00	250.00	8690.00
001 SENIOR CAP & GOWN	8440.00	0.00	0.00	250.00	8690.00
0350 DHS TSA CLUB	0.00	0.00	0.00	0.00	0.00
001 DHS TSA CLUB	0.00	0.00	0.00	0.00	0.00
0352 AMERICAN SIGN LANGUAGE	209.58	0.00	0.00	0.00	209.58
001 AMERICAN SIGN LANGUAGE	209.58	0.00	0.00	0.00	209.58
0360 EDGE: VENDING	2649.40	53.50	0.00	0.00	2702.90
001 EDGE: VENDING	2649.40	53.50	0.00	0.00	2702.90
0500 MAINTENANCE DEPARTMENT	271.19	271.00	0.00	0.00	542.19
001 MAINTENANCE DEPARTMENT	271.19	271.00	0.00	0.00	542.19

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0550 TRANSPORTATION DEPARTMENT	270.88	0.00	0.00	0.00	270.88
001 TRANSPORTATION DEPARTMENT	270.88	0.00	0.00	0.00	270.88
1011 CO: TECHNOLOGY DEPARTMENT	112893.92	200.30	0.00	0.00	113094.22
001 CO: CHROMEBOOKS	108651.20	200.30	0.00	0.00	108851.50
002 CO: DONATIONS	4242.72	0.00	0.00	0.00	4242.72
1021 ATTENDANCE AWARDS	1500.00	0.00	0.00	0.00	1500.00
001 CO: ATTENDANCE AWARDS	1500.00	0.00	0.00	0.00	1500.00
1030 CLOSED	0.00	0.00	0.00	0.00	0.00
001 CO: SPECIAL EDUCATION	0.00	0.00	0.00	0.00	0.00
1031 CO: SPEC ED/SPECIAL OLYMPICS	3821.93	1720.00	678.20	678.20	5541.93
001 CO: SPEC ED/SPECIAL OLYMPICS	3821.93	1720.00	678.20	678.20	5541.93
1032 CLOSED-BA: 06/20/23	0.00	0.00	0.00	0.00	0.00
001 CO: BEST BUDDIES	0.00	0.00	0.00	0.00	0.00
1051 CO: ASSISTANT SUPERINTENDENTS	3000.00	0.00	83.50	0.00	2916.50
001 CO: ASSISTANT SUPERINTENDENTS	3000.00	0.00	83.50	0.00	2916.50
002 LITTLE DRIBBLERS	0.00	0.00	0.00	0.00	0.00
1061 CO: TEACHER OF THE YEAR ACCT.	1181.95	0.00	0.00	0.00	1181.95
001 CO: TEACHER OF THE YEAR ACCT.	1181.95	0.00	0.00	0.00	1181.95
1062 CLOSED-BA: 06/20/23	0.00	0.00	0.00	0.00	0.00
001 CO: 772 GEAR UP FUNDS	0.00	0.00	0.00	0.00	0.00
1063 CO: GIFTED AND TALENTED	2379.86	820.00	0.00	0.00	3199.86
001 CO: GIFTED AND TALENTED	2079.86	820.00	0.00	0.00	2899.86
002 CO: MATHCOUNTS	300.00	0.00	0.00	0.00	300.00
1064 CO: EL CORDINATOR	0.00	0.00	0.00	0.00	0.00
001 CO: EL CORDINATOR	0.00	0.00	0.00	0.00	0.00
1071 CO: ADMINISTRATIVE ACCOUNT	40198.24	908.84	1272.39	3156.36	42991.05
001 CO: ADMINISTRATION ACCOUNT	40931.61	175.47	1272.39	3156.36	42991.05
002 ASBOI - EAGLE SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00
003 CO: EMPLOYEE OF THE MONTH	-733.37	733.37	0.00	0.00	0.00
1081 COUSINS EVERYWHERE	4023.00	0.00	0.00	0.00	4023.00
001 MILK & JUICE, AND LUNCHES	523.00	0.00	0.00	0.00	523.00

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002 TILLEY-STUDENT NEEDS	3500.00	0.00	0.00	0.00	3500.00
1091 MCCASLAND FOUNDATION	0.00	0.00	0.00	0.00	0.00
001 MCCASLAND FOUNDATION	0.00	0.00	0.00	0.00	0.00
1098 CO: ONE DUNCAN	4070.95	984.00	2452.16	0.00	2602.79
001 CO: ONE DUNCAN	4070.95	984.00	2452.16	0.00	2602.79
1099 CO: EMPLOYEE BENEVOLENCE FUND	499.66	0.00	0.00	0.00	499.66
001 CO: EMPLOYEE BENEVOLENCE FUND	499.66	0.00	0.00	0.00	499.66
1101 MS:LOSS/DAMAGE:BKS,EQUIP,PROP.	101.00	0.00	0.00	0.00	101.00
001 MS:LOSS/DAMAGE:BKS,EQUIP,PROP.	101.00	0.00	0.00	0.00	101.00
1213 MS: BAND	8511.39	1420.00	600.00	0.00	9331.39
001 MS: BAND	8511.39	1420.00	600.00	0.00	9331.39
1214 MS: STEM	2158.05	0.00	0.00	0.00	2158.05
001 MS: STEM	2158.05	0.00	0.00	0.00	2158.05
1216 MS: LIBRARY	394.67	0.00	0.00	0.00	394.67
001 MS: LIBRARY	394.67	0.00	0.00	0.00	394.67
1218 MS: OFFICE	10354.21	0.00	973.31	0.00	9380.90
001 MS: OFFICE	10354.21	0.00	973.31	0.00	9380.90
1219 MS: ATHLETICS	17428.19	3667.00	1595.00	300.00	19800.19
001 MS: ATHLETICS	16015.93	2629.00	1595.00	300.00	17349.93
002 MS: FOOTBALL	0.00	0.00	0.00	0.00	0.00
003 MS: CHEERLEADING	1412.26	1038.00	0.00	0.00	2450.26
1220 CLOSED-BA: 01/10/23	0.00	0.00	0.00	0.00	0.00
001 MS: DMS FCA	0.00	0.00	0.00	0.00	0.00
1221 MS: VOCAL MUSIC	1771.04	3155.00	1443.00	550.00	4033.04
001 MS: VOCAL MUSIC	1486.54	2570.00	1443.00	550.00	3163.54
002 MS: PITCHFORKS	284.50	585.00	0.00	0.00	869.50
1222 MS: ROBOTICS CLUB	583.77	0.00	0.00	0.00	583.77
001 MS: ROBOTICS CLUB	583.77	0.00	0.00	0.00	583.77
1225 MS: CLOTHES CLOSET	5503.59	0.00	0.00	0.00	5503.59
001 MS: CLOTHES CLOSET	4513.11	0.00	0.00	0.00	4513.11

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002 MS: DONATIONS FOR CHROMEBOOKS	990.48	0.00	0.00	0.00	990.48
003 MS: CREATING HOPE	0.00	0.00	0.00	0.00	0.00
1301 MS: TSA (TECH STUDENT ASSOC)	3382.51	0.00	0.00	0.00	3382.51
001 MS: TSA (TECH STUDENT ASSOC)	3382.51	0.00	0.00	0.00	3382.51
1302 MS: NJHS	13624.30	0.00	870.00	0.00	12754.30
001 MS: NJHS	13624.30	0.00	870.00	0.00	12754.30
1303 ACCT CLOSED-BA:12/14/21	0.00	0.00	0.00	0.00	0.00
001 MS: 7TH/8TH GRADE CHEERLEADERS	0.00	0.00	0.00	0.00	0.00
1305 MS: MIDDLE SCHOOL ART	10.15	0.00	0.00	0.00	10.15
001 MS: MIDDLE SCHOOL ART	10.15	0.00	0.00	0.00	10.15
002 MS: Natl Jr Art Honor Society	0.00	0.00	0.00	0.00	0.00
1306 MS: COMPUTER CLUB	65.68	0.00	0.00	0.00	65.68
001 MS: COMPUTER CLUB	65.68	0.00	0.00	0.00	65.68
1308 MS: STUDENT COUNCIL	7783.14	0.00	0.00	0.00	7783.14
001 MS: STUDENT COUNCIL	7783.14	0.00	0.00	0.00	7783.14
1310 MS: YEARBOOK	12938.51	315.00	24.00	210.00	13439.51
001 MS: JOURNALISM	12938.51	315.00	24.00	210.00	13439.51
1312 MS: ACADEMIC CLUB	910.26	0.00	0.00	0.00	910.26
001 MS: ACADEMIC CLUB	910.26	0.00	0.00	0.00	910.26
1315 CLOSE: BA: 11/08/22	0.00	0.00	0.00	0.00	0.00
001 DMS/DHS BASS CLUB	0.00	0.00	0.00	0.00	0.00
1350 MS: SUNSHINE ACCOUNT	289.39	0.00	0.00	0.00	289.39
001 MS: SUNSHINE ACCOUNT	289.39	0.00	0.00	0.00	289.39
2201 EM: MILK FUND	7233.82	763.75	1109.78	-0.50	6887.29
001 EM: MILK FUND	7233.82	763.75	1109.78	-0.50	6887.29
2203 EM: STUDENT STORE	58.06	0.00	0.00	0.00	58.06
001 EM: STUDENT STORE	58.06	0.00	0.00	0.00	58.06
2204 EM: MISCELLANEOUS	4070.09	0.00	57.73	0.00	4012.36
001 EM: MISCELLANEOUS	2672.69	0.00	57.73	0.00	2614.96

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
 DUNCAN, OK 73534

April, FY2025  
 MTD Summary

**Summary Of Accounts**

May 01, 2025

<b>Acct. Name</b>	<b>Beg.Month</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjust.</b>	<b>Ending</b>
002 EM: CLOTHES CLOSE	776.00	0.00	0.00	0.00	776.00
003 EM: ARCHERY	621.40	0.00	0.00	0.00	621.40
2205 EM: INTEREST & DONATIONS	1310.24	0.00	0.00	0.00	1310.24
001 EM: INTEREST & DONATIONS	1310.24	0.00	0.00	0.00	1310.24
2206 EM: PICTURE FUND	2637.66	0.00	0.00	0.00	2637.66
001 EM: PICTURE FUND	2637.66	0.00	0.00	0.00	2637.66
2207 EM: LIBRARY FUND	3492.73	5.00	0.00	0.00	3497.73
001 EM: LIBRARY FUND	3492.73	5.00	0.00	0.00	3497.73
2208 EM: PTO FUND	14639.86	394.00	1282.88	0.00	13750.98
001 EM: PTO FUND	14639.86	394.00	1282.88	0.00	13750.98
5201 HM: MILK FUND	5914.30	607.50	695.65	155.50	5981.65
001 HM: MILK FUND	5914.30	607.50	695.65	155.50	5981.65
5203 HM: STUDENT STORE	306.30	0.00	0.00	0.00	306.30
001 HM: STUDENT STORE	306.30	0.00	0.00	0.00	306.30
5204 HM: MISCELLANEOUS	11394.75	1079.40	2898.34	0.00	9575.81
001 HM: MISCELLANEOUS	6243.82	1079.40	2672.56	0.00	4650.66
002 DONATIONS FOR MARQUEE	0.00	0.00	0.00	0.00	0.00
003 HM: ARCHERY	4335.85	0.00	160.90	0.00	4174.95
004 HM: CLOTHES CLOSET	815.08	0.00	64.88	0.00	750.20
5206 HM: PICTURE FUND	0.00	0.00	0.00	0.00	0.00
001 HM: PICTURE FUND	0.00	0.00	0.00	0.00	0.00
5207 HM: LIBRARY FUND	4028.48	714.18	0.00	0.00	4742.66
001 HM: LIBRARY FUND	4028.48	714.18	0.00	0.00	4742.66
5208 HM: PTO FUND	42700.14	9714.60	15515.39	695.54	37594.89
001 HM: PTO FUND	22553.66	9714.60	2998.77	0.00	29269.49
002 BIG KAHUNA	0.00	0.00	0.00	0.00	0.00
003 SPIRITWEAR	0.00	0.00	0.00	0.00	0.00
004 SPIRIT WAGON	1534.50	0.00	0.00	0.00	1534.50
005 FALCON FRIDAY	6955.44	0.00	1722.62	695.54	5928.36
006 DONATION DRIVE	16.00	0.00	0.00	0.00	16.00
007 HOSPITALITY	846.54	0.00	0.00	0.00	846.54
008 KIND WEEK	0.00	0.00	0.00	0.00	0.00

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
 DUNCAN, OK 73534

April, FY2025  
 MTD Summary

**Summary Of Accounts**

May 01, 2025

Acct. Name	Beg.Month	Receipts	Checks	Adjust.	Ending
009 WORLD'S FINEST CHOCOLATE	10794.00	0.00	10794.00	0.00	0.00
6201 WR: MILK FUND	14766.08	479.50	2318.35	0.00	12927.23
001 WR: MILK FUND	14766.08	479.50	2318.35	0.00	12927.23
6203 WR: SPECIAL EDUCATION	11.24	0.00	0.00	0.00	11.24
001 WR: SPECIAL EDUCATION	11.24	0.00	0.00	0.00	11.24
6204 WR: STEM	1873.79	0.00	0.00	0.00	1873.79
001 WR: WILL ROGERS STEM	1744.31	0.00	0.00	0.00	1744.31
002 WR: ELK CROSSING STEM	129.48	0.00	0.00	0.00	129.48
6205 WR: INTEREST & DONATIONS	1587.50	0.00	29.20	0.00	1558.30
001 WR: INTEREST & DONATIONS	485.87	0.00	0.00	0.00	485.87
003 WR: EME SANDERS' CLASS	14.20	0.00	0.00	0.00	14.20
004 WR: PHYSICAL EDUCATION	200.00	0.00	0.00	0.00	200.00
005 WR: J. DITTNER, COUNSELOR	130.72	0.00	0.00	0.00	130.72
006 WR: LORI MITCHELL'S CLASS	246.71	0.00	29.20	0.00	217.51
007 WR: CLOTHES CLOSET	510.00	0.00	0.00	0.00	510.00
6206 WR: PICTURE FUND	5762.33	50.00	0.00	0.00	5812.33
001 WR: PICTURE FUND	5762.33	50.00	0.00	0.00	5812.33
6207 WR: LIBRARY FUND	-281.68	281.68	0.00	0.00	0.00
001 WR: LIBRARY FUND	-281.68	281.68	0.00	0.00	0.00
6208 WR: PRE-K OPERATIONS	32895.10	1459.00	1864.20	0.00	32489.90
001 WR: PRE-K OPERATIONS	32895.10	1459.00	1864.20	0.00	32489.90
7201 MT: MILK FUND	4230.63	332.23	346.41	0.00	4216.45
001 MT: MILK FUND	4230.63	332.23	346.41	0.00	4216.45
7204 MT: MISCELLANEOUS	458.28	1.00	0.00	0.00	459.28
001 MT: MISCELLANEOUS	206.03	1.00	0.00	0.00	207.03
002 MT: CLOTHES CLOSET	252.25	0.00	0.00	0.00	252.25
7205 MT: INTEREST & DONATIONS	11486.27	900.00	241.32	0.00	12144.95
001 MT: INTEREST & DONATIONS	6486.27	150.00	241.32	0.00	6394.95
002 MT: MARQUEE	5000.00	750.00	0.00	0.00	5750.00
7206 MT: PICTURE FUND	1657.10	0.00	0.00	0.00	1657.10
001 MT: PICTURE FUND	1657.10	0.00	0.00	0.00	1657.10

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
 DUNCAN, OK 73534

April, FY2025  
 MTD Summary

**Summary Of Accounts**

May 01, 2025

<b>Acct. Name</b>	<b>Beg. Month</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjust.</b>	<b>Ending</b>
7207 MT: LIBRARY FUND	1365.69	0.00	0.00	0.00	1365.69
001 MT: LIBRARY FUND	1365.69	0.00	0.00	0.00	1365.69
7208 MT: PTO FUND	11716.89	330.00	456.48	0.00	11590.41
001 MT: PTO FUND	11716.89	330.00	456.48	0.00	11590.41
8201 WW: MILK FUND	20105.37	841.70	872.92	0.00	20074.15
001 WW: MILK FUND	20105.37	841.70	872.92	0.00	20074.15
8203 WW: STUDENT STORE	104.97	0.00	0.00	0.00	104.97
001 WW: STUDENT STORE	104.97	0.00	0.00	0.00	104.97
8204 WW: MISCELLANEOUS	14835.00	240.00	738.15	0.00	14336.85
001 WW: MISCELLANEOUS	14107.21	240.00	615.50	0.00	13731.71
002 WW: CLOTHES CLOSET	727.79	0.00	122.65	0.00	605.14
8205 WW: INTEREST & DONATIONS	5457.97	0.00	91.68	0.00	5366.29
001 WW: INTEREST & DONATIONS	5126.38	0.00	91.68	0.00	5034.70
002 WW: PRE-K CLASS	52.99	0.00	0.00	0.00	52.99
004 WW: MRS. ZUPPER'S 4TH GR CLASS	102.85	0.00	0.00	0.00	102.85
005 WW: MS. ETHERIDGE'S CLASSROOM	175.75	0.00	0.00	0.00	175.75
8206 WW: PICTURE FUND	1693.54	0.00	0.00	0.00	1693.54
001 WW: PICTURE FUND	1693.54	0.00	0.00	0.00	1693.54
8207 WW: LIBRARY FUND	7803.60	291.00	1590.23	0.00	6504.37
001 WW: LIBRARY FUND	7803.60	291.00	1590.23	0.00	6504.37
8208 WW: PTO FUND	14882.19	1094.97	607.36	0.00	15369.80
001 WW: PTO FUND	4411.39	1094.97	137.96	0.00	5368.40
002 WW: MARQUEE	2565.00	0.00	0.00	0.00	2565.00
011 WW: 1ST GRADE	258.04	0.00	0.00	0.00	258.04
012 WW: 2ND GRADE	487.59	0.00	0.00	0.00	487.59
013 WW: 3RD GRADE	601.25	0.00	0.00	0.00	601.25
014 WW: 4TH GRADE	546.89	0.00	350.00	0.00	196.89
015 WW: 5TH GRADE	295.41	0.00	119.40	0.00	176.01
016 WW: KINDERGARTEN	863.89	0.00	0.00	0.00	863.89
017 WW: ART	4352.73	0.00	0.00	0.00	4352.73
018 WW: KARON HISE (WE LOVE)	500.00	0.00	0.00	0.00	500.00
8209 WW: SUNSHINE FUND	385.65	0.00	0.00	0.00	385.65
001 WW: SUNSHINE FUND	385.65	0.00	0.00	0.00	385.65

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

April, FY2025  
MTD Summary

**Summary Of Accounts**

May 01, 2025

Acct. Name	Beg.Month	Receipts	Checks	Adjust.	Ending
9201 PL: MILK FUND	6111.27	429.25	769.12	0.00	5771.40
001 PL: MILK FUND	6111.27	429.25	769.12	0.00	5771.40
9204 PL: MISCELLANEOUS	14772.14	3175.00	2715.45	563.00	15794.69
001 PL: 1ST GRADE	363.30	424.00	0.00	0.00	787.30
002 PL: 2ND GRADE	219.24	215.00	308.00	0.00	126.24
003 PL: 3RD GRADE	310.20	0.00	0.00	0.00	310.20
004 PL: 4TH GRADE	1106.96	0.00	357.00	0.00	749.96
005 PL: 5TH GRADE	3816.22	2095.00	1706.60	0.00	4204.62
006 PL: KINDERGARTEN	949.93	135.00	0.00	0.00	1084.93
007 PL: PE - PHYSICAL EDUCATION	2872.25	26.00	152.00	0.00	2746.25
008 PL: MUSIC	2995.11	280.00	126.60	563.00	3711.51
009 PL: SPECIAL EDUCATION	1.97	0.00	0.00	0.00	1.97
020 PL: GRADE LEVEL SHIRTS	634.75	0.00	65.25	0.00	569.50
021 PL: DUNCAN DEMON SHIRTS	393.21	0.00	0.00	0.00	393.21
022 PL: YEARBOOKS	449.00	0.00	0.00	0.00	449.00
023 PL: SQUARE 1 ART	0.00	0.00	0.00	0.00	0.00
024 PL: CLOTHES CLOSET	660.00	0.00	0.00	0.00	660.00
9205 PL: INTEREST & DONATIONS	10583.85	0.00	0.00	0.00	10583.85
001 PL: INTEREST & DONATIONS	9984.06	0.00	0.00	0.00	9984.06
002 AIMEE GREENING MEMORIAL	598.08	0.00	0.00	0.00	598.08
003 M. TARPLEY RESOURCE-OECU GRANT	1.71	0.00	0.00	0.00	1.71
9206 PL: PICTURE FUND	12216.76	0.00	0.00	0.00	12216.76
001 PL: PICTURE FUND	12216.76	0.00	0.00	0.00	12216.76
9207 PL: LIBRARY FUND	542.61	0.00	0.00	0.00	542.61
001 PL: LIBRARY FUND	542.61	0.00	0.00	0.00	542.61
9208 PL: PTO FUND	32555.68	4221.75	7559.44	-500.00	28717.99
001 PL: PTO OPERATING FUND	183.25	3000.00	304.23	0.00	2879.02
002 PL: POP AND POPCORN	7789.63	121.75	217.78	0.00	7693.60
003 PL: SHIRTS	7348.72	0.00	0.00	0.00	7348.72
004 PL: DONATION DRIVE	5970.41	0.00	1824.59	0.00	4145.82
005 PL: YEARBOOKS to be 9204.022	3241.34	0.00	3000.00	0.00	241.34
006 PL: SPIRIT STORE	7542.13	0.00	1805.00	0.00	5737.13
007 ACCT MOVED FROM PTO TO OFFICE	0.00	0.00	0.00	0.00	0.00
008 PL: BOX TOPS	180.20	500.00	0.00	-500.00	180.20
009 PL: STAFF MEALS	300.00	600.00	407.84	0.00	492.16
9209 PL: SUNSHINE FUND	260.77	0.00	0.00	0.00	260.77
001 PL: SUNSHINE FUND	260.77	0.00	0.00	0.00	260.77

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
 DUNCAN, OK 73534

April, FY2025  
 MTD Summary

**Summary Of Accounts**

May 01, 2025

<b>Acct. Name</b>	<b>Beg.Month</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjust.</b>	<b>Ending</b>
9990 DPSF OPERATING ACCOUNT	21010.40	0.00	3628.70	0.00	17381.70
001 DEX AWARDS	12466.91	0.00	3208.70	0.00	9258.21
002 ESPORTS	3301.06	0.00	420.00	0.00	2881.06
004 SPEC ED - OPAL LOWRY TRUST	893.43	0.00	0.00	0.00	893.43
007 PEER MENTORING - GEAR UP	3099.40	0.00	0.00	0.00	3099.40
008 DMS PROJECT BASED LEARNING	0.00	0.00	0.00	0.00	0.00
009 STEM	1249.60	0.00	0.00	0.00	1249.60
<b>MTD TOTALS: (161 Accounts)</b>	<b>1,125,715.33</b>	<b>131,197.49</b>	<b>(148,541.54)</b>	<b>11,287.39</b>	<b>1,119,658.67</b>

**Beginning MTD Account Balance: \$1,125,715.33**

Bank Charges: (233.05)

Interest: 3,389.41

NSF Adjustments: 0.00

Expense: 0.00

Revenue: 4,533.33

**Total Adjustments: \$7,689.69**

Total Adjustments: 7,689.69

Add Voids: 3,597.70

**Adjustment with Voids: \$11,287.39**

Receipts Issued: 131,197.49

Voided Receipts: 0.00

**Total Receipts: \$131,197.49**

Checks Issued: 148,541.54

Voided Checks: (3,597.70)

**Total Checks: \$146,268.04**

**Current Balance: \$1,119,658.67**

YTD Outstanding Checks: 29,107.50

Prior Year Outstanding Checks: 3,614.29

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

FY-2025  
YTD Summary

**Summary Of Accounts**

May 01, 2025

<p><b>For Bank Account:</b> * * * * * 9935</p> <p><b>Date:</b> ____/____/____</p>	<p><b>This Report Is True And Correct To The Best Of My Knowledge.</b></p>
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<b>Beginning:</b>	<b>1,055,752.32</b>
<b>Receipts:</b>	<b>1,306,154.21</b>
<b>Checks:</b>	<b>(1,363,591.05)</b>
<b>Adjustments:</b>	<b>121,343.19</b>
<b>Ending:</b>	<b>\$1,119,658.67</b>

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
0101	LOSS/DAMAGE:BKS,EQUIP,PROPERTY	0.00	0.00	0.00	0.00	0.00
001	LOSS/DAMAGE:BKS,EQUIP,PROPERTY	0.00	0.00	0.00	0.00	0.00
0104	SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00
001	SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00
0201	ATHLETIC REVENUE FUND	14309.55	66534.00	70775.00	2340.00	12408.55
001	ATHLETIC REVENUE FUND	14309.55	66534.00	70775.00	2340.00	12408.55
0202	ATHLETIC ADMINISTRATION	0.00	49116.00	51916.00	615.00	-2185.00
001	ATHLETIC ADMINISTRATION	0.00	49116.00	51916.00	615.00	-2185.00
0203	FOOTBALL FUND	37876.97	48105.65	63961.45	0.00	22021.17
001	FOOTBALL FUND - \$23,540	37876.97	48105.65	63961.45	0.00	22021.17
002	SW DAIRY MUSEUM GRANT-CH MILK	0.00	0.00	0.00	0.00	0.00
0204	BOYS BASKETBALL	7632.43	12032.50	12433.43	498.50	7730.00
001	BOYS BASKETBALL - \$5,942.50	7632.43	12032.50	12433.43	498.50	7730.00
0205	GIRLS BASKETBALL	3501.55	19038.50	16252.65	-810.00	5477.40
001	GIRLS BASKETBALL - \$5,942.50	3501.55	19038.50	16252.65	-810.00	5477.40
0206	BOYS WRESTLING	5536.49	11632.94	9860.46	0.00	7308.97
001	BOYS WRESTLING - \$5,600	5536.49	11632.94	9860.46	0.00	7308.97
0207	BASEBALL	759.57	5052.00	6890.33	1177.00	98.24
001	BASEBALL - \$4,100	759.57	5052.00	6890.33	1177.00	98.24
0208	BOYS & GIRLS TRACK	16712.34	2555.00	10243.54	1060.75	10084.55
001	BOYS - \$3,400, GIRLS - \$3,400	16712.34	2555.00	10243.54	1060.75	10084.55
0209	ACCT CLOSED-BA 12/14/21	0.00	0.00	0.00	0.00	0.00
001	GIRLS TRACK - \$3,400	0.00	0.00	0.00	0.00	0.00
0210	TENNIS	3112.98	9964.68	10537.16	3102.13	5642.63
001	TENNIS - B-\$1,600, G-\$1,600	3112.98	9964.68	10537.16	3102.13	5642.63
0211	GIRLS WRESTLING	6804.66	5889.99	3233.89	0.00	9460.76
001	GIRLS WRESTLING - \$5,600	6804.66	5889.99	3233.89	0.00	9460.76

**DUNCAN PUBLIC SCHOOLS**PO BOX 1548  
DUNCAN, OK 73534FY-2025  
YTD Summary**Summary Of Accounts**

May 01, 2025

<b>Acct. Name</b>	<b>Beg. Year</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjust.</b>	<b>Ending</b>
0212 BOYS GOLF	16773.86	10325.00	10564.98	0.00	16533.88
001 BOYS GOLF - \$1,500	16773.86	10325.00	10564.98	0.00	16533.88
0213 GIRLS SOFTBALL	422.21	6061.56	5311.42	300.00	1472.35
001 GIRLS SOFTBALL - \$4,100	422.21	6061.56	5311.42	300.00	1472.35
0214 CROSS-COUNTRY	770.34	1420.00	1637.51	0.00	552.83
001 CROSS COUNTRY - \$1,000	770.34	1420.00	1637.51	0.00	552.83
0215 LETTERMEN'S CLUB	526.92	35280.37	26622.14	1009.09	10194.24
001 LETTERMEN'S CLUB	526.92	35280.37	26622.14	1009.09	10194.24
0218 CHEERLEADING	22474.74	13187.00	23332.67	2789.58	15118.65
001 CHEERLEADING - \$1,000	22474.74	13187.00	23332.67	2789.58	15118.65
0219 QUARTERBACK BOOSTER CLUB	197.37	0.00	0.00	0.00	197.37
001 QUARTERBACK BOOSTER CLUB	197.37	0.00	0.00	0.00	197.37
0222 BASEBALL BOOSTER CLUB	4025.18	17606.00	16649.37	0.00	4981.81
001 BASEBALL BOOSTER CLUB	4025.18	17606.00	16649.37	0.00	4981.81
0225 BOYS SOCCER	673.45	2000.00	1125.00	0.00	1548.45
001 BOYS SOCCER - \$2,000	673.45	2000.00	1125.00	0.00	1548.45
0226 GIRLS SOCCER	5460.96	2000.00	5362.50	0.00	2098.46
001 GIRLS SOCCER - \$2,000	5460.96	2000.00	5362.50	0.00	2098.46
0227 SOCCER BOOSTER CLUB	8930.50	5817.72	4225.44	0.00	10522.78
001 SOCCER BOOSTER CLUB	8930.50	5817.72	4225.44	0.00	10522.78
0228 GIRLS GOLF	9549.91	4675.00	5476.68	0.00	8748.23
001 GIRLS GOLF - \$1,500	9549.91	4675.00	5476.68	0.00	8748.23
0229 DHS GOLF BOOSTER CLUB	0.00	0.00	0.00	0.00	0.00
001 DHS GOLF BOOSTER CLUB	0.00	0.00	0.00	0.00	0.00
0230 LEGACY BK CD: DONNIE CHRISTIAN	541.04	0.00	0.00	0.00	541.04
001 LEGACY BK CD: DONNIE CHRISTIAN	341.04	0.00	0.00	0.00	341.04
002 2020 - CAITLYNN STEPHENS /ARMY	200.00	0.00	0.00	0.00	200.00
0231 ATHLETIC DEPT. CONCESSION	48231.82	108587.95	122433.62	17290.70	51676.85
001 ATHLETIC DEPT. CONCESSION	48231.82	108587.95	122433.62	17290.70	51676.85

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**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
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Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
0235	TRACK/X-COUNTRY BOOSTER CLUB	335.80	1000.00	1281.63	0.00	54.17
001	TRACK/X-COUNTRY BOOSTER CLUB	335.80	1000.00	1281.63	0.00	54.17
0240	ACCT CLOSED-BA 07/18/23	0.00	0.00	0.00	0.00	0.00
001	HALL OF FAME	0.00	0.00	0.00	0.00	0.00
0249	TENNIS DONATION ACCOUNT	143.01	0.00	0.00	0.00	143.01
001	TENNIS DONATION ACCOUNT	143.01	0.00	0.00	0.00	143.01
0251	VOLLEYBALL	18014.56	17386.06	17941.90	-55.00	17403.72
001	VOLLEYBALL - \$1,000	18014.56	17386.06	17941.90	-55.00	17403.72
002	VOLLEYBALL BOOSTERS	0.00	0.00	0.00	0.00	0.00
0255	PHIL BARNES MEM SCHOLARSHIP	1250.00	525.00	0.00	0.00	1775.00
001	PHIL BARNES MEM SCHOLARSHIP	1250.00	525.00	0.00	0.00	1775.00
0256	TENNIS BOOSTER CLUB	621.84	1583.66	1704.30	0.00	501.20
001	TENNIS BOOSTER CLUB	621.84	1583.66	1704.30	0.00	501.20
0257	TIP-IN BASKETBALL BOOSTER CLUB	3787.30	1000.00	967.75	0.00	3819.55
001	TIP-IN BASKETBALL BOOSTER CLUB	3787.30	1000.00	967.75	0.00	3819.55
0261	POM PON	11320.81	10025.63	14562.21	140.00	6924.23
001	POM PON - \$1,000	11320.81	10025.63	14562.21	140.00	6924.23
0263	SWIMMING	1496.65	19203.00	19275.62	604.66	2028.69
001	SWIMMING - \$1,000	1496.65	19203.00	19275.62	604.66	2028.69
0264	SWIMMING BOOSTER CLUB	171.28	0.00	0.00	0.00	171.28
001	SWIMMING BOOSTER CLUB	171.28	0.00	0.00	0.00	171.28
0285	ATHLETIC TRAINER	5006.19	2000.00	3225.60	0.00	3780.59
001	ATHLETIC TRAINER	5006.19	2000.00	3225.60	0.00	3780.59
0290	OSSAA SPORTS SPECTACULAR	3390.50	4280.00	1179.25	0.00	6491.25
001	OSSAA SPORTS SPECTACULAR	3390.50	4280.00	1179.25	0.00	6491.25
0301	SPECIAL EDUCATION	107.64	0.00	0.00	0.00	107.64
001	SPECIAL EDUCATION	107.64	0.00	0.00	0.00	107.64
0302	NAHS - NATL ART HONOR SOCIETY	221.66	2279.00	2470.46	387.61	417.81
001	NAHS - NATL ART HONOR SOCIETY	221.66	2279.00	2470.46	387.61	417.81

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0303	PFC INTERNSHIP PROGRAM	594.67	0.00	0.00	0.00	594.67
001	PFC INTERNSHIP PROGRAM	594.67	0.00	0.00	0.00	594.67
0304	MULTI-CULTURAL CLUB	308.50	0.00	0.00	0.00	308.50
001	MULTI-CULTURAL CLUB	308.50	0.00	0.00	0.00	308.50
0305	PSAT/AP TESTS ACCOUNT	3604.57	1296.00	819.60	0.00	4080.97
001	PSAT/AP TESTS ACCOUNT	3604.57	1296.00	819.60	0.00	4080.97
0306	JOURNALISM	3276.57	0.00	0.00	0.00	3276.57
001	JOURNALISM	3276.57	0.00	0.00	0.00	3276.57
0307	SENIOR CLASS	0.00	10556.86	3785.39	0.00	6771.47
001	SENIOR CLASS	0.00	10556.86	3785.39	0.00	6771.47
0308	JUNIOR CLASS	7851.86	15885.00	9678.07	3830.00	17888.79
001	JUNIOR CLASS	7851.86	15885.00	9678.07	3830.00	17888.79
0309	SOPHOMORE CLASS	0.00	0.00	0.00	0.00	0.00
001	SOPHOMORE CLASS	0.00	0.00	0.00	0.00	0.00
0310	FRESHMAN CLASS	0.00	0.00	0.00	0.00	0.00
001	FRESHMAN CLASS	0.00	0.00	0.00	0.00	0.00
0311	KEY CLUB	245.44	240.00	128.43	0.00	357.01
001	KEY CLUB	245.44	240.00	128.43	0.00	357.01
0312	BAND BOOSTERS	23117.77	26986.00	14714.10	522.00	35911.67
001	BAND BOOSTERS	23117.77	26986.00	14714.10	522.00	35911.67
0313	DEHYDRATOR RACE	21902.94	27163.00	30180.38	1737.25	20622.81
001	DEHYDRATOR RACE	21902.94	27163.00	30180.38	1737.25	20622.81
0314	NATIONAL HONOR SOCIETY	1256.64	2220.00	2768.85	0.00	707.79
001	NATIONAL HONOR SOCIETY	1256.64	2220.00	2768.85	0.00	707.79
0315	FACULTY FLOWER FUND	393.72	0.00	0.00	0.00	393.72
001	FACULTY FLOWER FUND	393.72	0.00	0.00	0.00	393.72
0316	SENIOR CLASS BACK YEARS	171.61	810.00	0.00	0.00	981.61
001	SENIOR CLASS BACK YEARS	171.61	810.00	0.00	0.00	981.61
0317	SMOKE RINGS YEARBOOK	8247.87	2975.35	12968.06	1510.00	-234.84
001	SMOKE RINGS YEARBOOK	8247.87	2975.35	12968.06	1510.00	-234.84

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<b>Acct. Name</b>	<b>Beg.Year</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjust.</b>	<b>Ending</b>
0319 STUDENT COUNCIL	3701.91	69378.51	22569.01	4956.19	55467.60
001 STUDENT COUNCIL	3701.91	69378.51	22569.01	4956.19	55467.60
0320 LIBRARY	0.00	0.00	0.00	0.00	0.00
001 LIBRARY	0.00	0.00	0.00	0.00	0.00
0321 HS LIBRARY WOODWARD ENDOWMNT.	564.82	9434.06	9970.15	0.00	28.73
001 HS LIBRARY WOODWARD ENDOWMNT.	564.82	9434.06	9970.15	0.00	28.73
0322 SCHOLARSHIP ACCOUNT	8124.85	4000.00	6000.00	0.00	6124.85
001 SCHOLARSHIP ACCOUNT	2930.10	0.00	2000.00	0.00	930.10
002 COMMUNITIES FOUNDATION OF OK	0.90	4000.00	4000.00	0.00	0.90
003 AAUW - AM ASSOC OF UNIV WOMEN	5193.85	0.00	0.00	0.00	5193.85
0323 BAND	1138.89	2510.00	2588.00	290.00	1350.89
001 BAND	1138.89	2510.00	2588.00	290.00	1350.89
0324 BAND TRIP ACCOUNT	6587.03	6050.00	1379.20	0.00	11257.83
001 BAND TRIP ACCOUNT	6587.03	6050.00	1379.20	0.00	11257.83
0325 RONNIE BISHOP SCHOLARSHIP	408.55	0.00	0.00	0.00	408.55
001 RONNIE BISHOP SCHOLARSHIP	408.55	0.00	0.00	0.00	408.55
0327 S.A.D.D. CLUB	429.03	0.00	0.00	0.00	429.03
001 S.A.D.D. CLUB	429.03	0.00	0.00	0.00	429.03
0328 HORTICULTURE	34027.19	19120.75	22691.43	783.59	31240.10
001 HORTICULTURE	34027.19	19120.75	22691.43	783.59	31240.10
0329 MARKETING	1473.74	4836.00	5425.37	127.39	1011.76
001 MARKETING	1473.74	4836.00	5425.37	127.39	1011.76
0330 OFFICE ACCOUNT	8916.85	6665.00	11663.08	0.00	3918.77
001 OFFICE ACCOUNT	4369.08	2165.00	4145.89	0.00	2388.19
002 DEMON DEN CLOSET & PANTRY	3547.77	2000.00	4929.60	0.00	618.17
003 MATH & SCIENCE - OERB DONATION	1000.00	2500.00	2587.59	0.00	912.41
004 DHS DIGITAL SIGN	0.00	0.00	0.00	0.00	0.00
0333 ACADEMIC TEAM ACCOUNT	226.67	75.00	75.00	0.00	226.67
001 ACADEMIC TEAM ACCOUNT	226.67	75.00	75.00	0.00	226.67
0334 GREEN CLUB	347.03	0.00	0.00	0.00	347.03
001 GREEN CLUB	347.03	0.00	0.00	0.00	347.03

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<b>Acct. Name</b>	<b>Beg. Year</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjust.</b>	<b>Ending</b>
0335 DRAMA	442.79	3183.38	2700.75	180.00	1105.42
001 DRAMA	442.79	3183.38	2700.75	180.00	1105.42
0337 VOCATIONAL AGRICULTURE	21478.72	54710.20	50308.66	-20.00	25860.26
001 VOCATIONAL AGRICULTURE	21478.72	54710.20	50308.66	-20.00	25860.26
0338 VOCAL MUSIC	5690.76	4062.00	8840.44	1211.70	2124.02
001 VOCAL MUSIC	5690.76	4062.00	8840.44	1211.70	2124.02
0339 VOCAL MUSIC BOOSTER CLUB	190.80	0.00	0.00	0.00	190.80
001 VOCAL MUSIC BOOSTER CLUB	190.80	0.00	0.00	0.00	190.80
0340 VENDING	10848.62	5217.79	2285.71	0.00	13780.70
001 VENDING	10848.62	5217.79	2285.71	0.00	13780.70
0343 FELOWSHP OF CHRISTIAN ATHLETES	0.00	285.00	0.00	0.00	285.00
001 FELOWSHP OF CHRISTIAN ATHLETES	0.00	285.00	0.00	0.00	285.00
0346 MUSIC TRIP ACCOUNT	19820.25	44552.35	67804.12	5995.00	2563.48
001 MUSIC TRIP ACCOUNT	19820.25	44552.35	67804.12	5995.00	2563.48
0347 WINNER'S CIRCLE: AG BOOSTERS	7962.12	5500.00	1000.00	0.00	12462.12
001 WINNER'S CIRCLE: AG BOOSTERS	7962.12	5500.00	1000.00	0.00	12462.12
0348 LEADERSHIP	25.31	3899.00	3418.08	0.00	506.23
001 LEADERSHIP	25.31	3899.00	3418.08	0.00	506.23
002 CLOSED-BA MOVED TO 330.002	0.00	0.00	0.00	0.00	0.00
0349 SENIOR CAP & GOWN	0.00	5100.00	220.00	3810.00	8690.00
001 SENIOR CAP & GOWN	0.00	5100.00	220.00	3810.00	8690.00
0350 DHS TSA CLUB	0.00	0.00	0.00	0.00	0.00
001 DHS TSA CLUB	0.00	0.00	0.00	0.00	0.00
0352 AMERICAN SIGN LANGUAGE	209.58	0.00	0.00	0.00	209.58
001 AMERICAN SIGN LANGUAGE	209.58	0.00	0.00	0.00	209.58
0360 EDGE: VENDING	3002.12	466.79	766.01	0.00	2702.90
001 EDGE: VENDING	3002.12	466.79	766.01	0.00	2702.90
0500 MAINTENANCE DEPARTMENT	265.99	276.20	0.00	0.00	542.19
001 MAINTENANCE DEPARTMENT	265.99	276.20	0.00	0.00	542.19

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0550 TRANSPORTATION DEPARTMENT	134.76	519.12	383.00	0.00	270.88
001 TRANSPORTATION DEPARTMENT	134.76	519.12	383.00	0.00	270.88
1011 CO: TECHNOLOGY DEPARTMENT	102630.22	25958.05	25407.50	9913.45	113094.22
001 CO: CHROMEBOOKS	98387.50	25958.05	25407.50	9913.45	108851.50
002 CO: DONATIONS	4242.72	0.00	0.00	0.00	4242.72
1021 ATTENDANCE AWARDS	0.00	1500.00	0.00	0.00	1500.00
001 CO: ATTENDANCE AWARDS	0.00	1500.00	0.00	0.00	1500.00
1030 CLOSED	0.00	0.00	0.00	0.00	0.00
001 CO: SPECIAL EDUCATION	0.00	0.00	0.00	0.00	0.00
1031 CO: SPEC ED/SPECIAL OLYMPICS	5316.16	2720.00	3172.43	678.20	5541.93
001 CO: SPEC ED/SPECIAL OLYMPICS	5316.16	2720.00	3172.43	678.20	5541.93
1032 CLOSED-BA: 06/20/23	0.00	0.00	0.00	0.00	0.00
001 CO: BEST BUDDIES	0.00	0.00	0.00	0.00	0.00
1051 CO: ASSISTANT SUPERINTENDENTS	3000.00	1320.00	7753.67	6350.17	2916.50
001 CO: ASSISTANT SUPERINTENDENTS	3000.00	0.00	5593.67	5510.17	2916.50
002 LITTLE DRIBBLERS	0.00	1320.00	2160.00	840.00	0.00
1061 CO: TEACHER OF THE YEAR ACCT.	1081.95	100.00	0.00	0.00	1181.95
001 CO: TEACHER OF THE YEAR ACCT.	1081.95	100.00	0.00	0.00	1181.95
1062 CLOSED-BA: 06/20/23	0.00	0.00	0.00	0.00	0.00
001 CO: 772 GEAR UP FUNDS	0.00	0.00	0.00	0.00	0.00
1063 CO: GIFTED AND TALENTED	2375.73	1020.00	195.87	0.00	3199.86
001 CO: GIFTED AND TALENTED	2075.73	1020.00	195.87	0.00	2899.86
002 CO: MATHCOUNTS	300.00	0.00	0.00	0.00	300.00
1064 CO: EL CORDINATOR	0.00	0.00	0.00	0.00	0.00
001 CO: EL CORDINATOR	0.00	0.00	0.00	0.00	0.00
1071 CO: ADMINISTRATIVE ACCOUNT	38094.76	1502.80	26997.53	30391.02	42991.05
001 CO: ADMINISTRATION ACCOUNT	38094.76	769.43	26264.16	30391.02	42991.05
002 ASBOI - EAGLE SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00
003 CO: EMPLOYEE OF THE MONTH	0.00	733.37	733.37	0.00	0.00
1081 COUSINS EVERYWHERE	4023.00	0.00	0.00	0.00	4023.00
001 MILK & JUICE, AND LUNCHES	523.00	0.00	0.00	0.00	523.00

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002 TILLEY-STUDENT NEEDS	3500.00	0.00	0.00	0.00	3500.00
1091 MCCASLAND FOUNDATION	0.00	0.00	0.00	0.00	0.00
001 MCCASLAND FOUNDATION	0.00	0.00	0.00	0.00	0.00
1098 CO: ONE DUNCAN	2094.33	3145.65	2637.19	0.00	2602.79
001 CO: ONE DUNCAN	2094.33	3145.65	2637.19	0.00	2602.79
1099 CO: EMPLOYEE BENEVOLENCE FUND	457.01	220.00	237.35	60.00	499.66
001 CO: EMPLOYEE BENEVOLENCE FUND	457.01	220.00	237.35	60.00	499.66
1101 MS:LOSS/DAMAGE:BKS,EQUIP,PROP.	40.00	60.00	0.00	1.00	101.00
001 MS:LOSS/DAMAGE:BKS,EQUIP,PROP.	40.00	60.00	0.00	1.00	101.00
1213 MS: BAND	7861.17	5509.75	4059.93	20.40	9331.39
001 MS: BAND	7861.17	5509.75	4059.93	20.40	9331.39
1214 MS: STEM	74.05	2084.00	0.00	0.00	2158.05
001 MS: STEM	74.05	2084.00	0.00	0.00	2158.05
1216 MS: LIBRARY	364.22	30.45	0.00	0.00	394.67
001 MS: LIBRARY	364.22	30.45	0.00	0.00	394.67
1218 MS: OFFICE	4010.91	27447.39	22077.40	0.00	9380.90
001 MS: OFFICE	4010.91	27447.39	22077.40	0.00	9380.90
1219 MS: ATHLETICS	9076.45	42206.13	35218.85	3736.46	19800.19
001 MS: ATHLETICS	8609.04	29979.75	24713.86	3475.00	17349.93
002 MS: FOOTBALL	0.00	7963.00	7963.00	0.00	0.00
003 MS: CHEERLEADING	467.41	4263.38	2541.99	261.46	2450.26
1220 CLOSED-BA: 01/10/23	0.00	0.00	0.00	0.00	0.00
001 MS: DMS FCA	0.00	0.00	0.00	0.00	0.00
1221 MS: VOCAL MUSIC	3359.19	9552.00	9829.15	951.00	4033.04
001 MS: VOCAL MUSIC	2173.97	7978.00	7939.43	951.00	3163.54
002 MS: PITCHFORKS	1185.22	1574.00	1889.72	0.00	869.50
1222 MS: ROBOTICS CLUB	583.77	0.00	0.00	0.00	583.77
001 MS: ROBOTICS CLUB	583.77	0.00	0.00	0.00	583.77
1225 MS: CLOTHES CLOSET	4847.79	2518.96	1863.16	0.00	5503.59
001 MS: CLOTHES CLOSET	3347.83	1609.48	444.20	0.00	4513.11

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002	MS: DONATIONS FOR	81.00	909.48	0.00	0.00	990.48
003	CHROMEBOOKS MS: CREATING HOPE	1418.96	0.00	1418.96	0.00	0.00
1301	MS: TSA (TECH STUDENT ASSOC)	3580.21	0.00	197.70	0.00	3382.51
001	MS: TSA (TECH STUDENT ASSOC)	3580.21	0.00	197.70	0.00	3382.51
1302	MS: NJHS	9950.17	7752.81	4978.68	30.00	12754.30
001	MS: NJHS	9950.17	7752.81	4978.68	30.00	12754.30
1303	ACCT CLOSED-BA:12/14/21	0.00	0.00	0.00	0.00	0.00
001	MS: 7TH/8TH GRADE CHEERLEADERS	0.00	0.00	0.00	0.00	0.00
1305	MS: MIDDLE SCHOOL ART	10.15	0.00	0.00	0.00	10.15
001	MS: MIDDLE SCHOOL ART	10.15	0.00	0.00	0.00	10.15
002	MS: Natl Jr Art Honor Society	0.00	0.00	0.00	0.00	0.00
1306	MS: COMPUTER CLUB	65.68	0.00	0.00	0.00	65.68
001	MS: COMPUTER CLUB	65.68	0.00	0.00	0.00	65.68
1308	MS: STUDENT COUNCIL	10607.77	0.00	2824.63	0.00	7783.14
001	MS: STUDENT COUNCIL	10607.77	0.00	2824.63	0.00	7783.14
1310	MS: YEARBOOK	14275.51	1700.50	3491.50	955.00	13439.51
001	MS: JOURNALISM	14275.51	1700.50	3491.50	955.00	13439.51
1312	MS: ACADEMIC CLUB	1295.98	360.00	745.72	0.00	910.26
001	MS: ACADEMIC CLUB	1295.98	360.00	745.72	0.00	910.26
1315	CLOSE: BA: 11/08/22	0.00	0.00	0.00	0.00	0.00
001	DMS/DHS BASS CLUB	0.00	0.00	0.00	0.00	0.00
1350	MS: SUNSHINE ACCOUNT	605.97	0.00	316.58	0.00	289.39
001	MS: SUNSHINE ACCOUNT	605.97	0.00	316.58	0.00	289.39
2201	EM: MILK FUND	4138.84	10229.72	7481.77	0.50	6887.29
001	EM: MILK FUND	4138.84	10229.72	7481.77	0.50	6887.29
2203	EM: STUDENT STORE	58.06	0.00	0.00	0.00	58.06
001	EM: STUDENT STORE	58.06	0.00	0.00	0.00	58.06
2204	EM: MISCELLANEOUS	2745.47	2051.50	784.61	0.00	4012.36
001	EM: MISCELLANEOUS	2420.47	638.50	444.01	0.00	2614.96

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002	EM: CLOTHES CLOSE	325.00	560.00	109.00	0.00	776.00
003	EM: ARCHERY	0.00	853.00	231.60	0.00	621.40
2205	EM: INTEREST & DONATIONS	1060.24	250.00	0.00	0.00	1310.24
001	EM: INTEREST & DONATIONS	1060.24	250.00	0.00	0.00	1310.24
2206	EM: PICTURE FUND	1957.96	679.70	0.00	0.00	2637.66
001	EM: PICTURE FUND	1957.96	679.70	0.00	0.00	2637.66
2207	EM: LIBRARY FUND	1497.27	4054.09	2053.63	0.00	3497.73
001	EM: LIBRARY FUND	1497.27	4054.09	2053.63	0.00	3497.73
2208	EM: PTO FUND	20114.77	20058.62	26476.31	53.90	13750.98
001	EM: PTO FUND	20114.77	20058.62	26476.31	53.90	13750.98
5201	HM: MILK FUND	3066.25	7741.47	6567.57	1741.50	5981.65
001	HM: MILK FUND	3066.25	7741.47	6567.57	1741.50	5981.65
5203	HM: STUDENT STORE	306.30	0.00	0.00	0.00	306.30
001	HM: STUDENT STORE	306.30	0.00	0.00	0.00	306.30
5204	HM: MISCELLANEOUS	13812.23	10243.90	16364.32	1884.00	9575.81
001	HM: MISCELLANEOUS	3769.04	9671.90	8790.28	0.00	4650.66
002	DONATIONS FOR MARQUEE	0.00	0.00	0.00	0.00	0.00
003	HM: ARCHERY	9718.19	12.00	7439.24	1884.00	4174.95
004	HM: CLOTHES CLOSET	325.00	560.00	134.80	0.00	750.20
5206	HM: PICTURE FUND	0.00	0.00	0.00	0.00	0.00
001	HM: PICTURE FUND	0.00	0.00	0.00	0.00	0.00
5207	HM: LIBRARY FUND	5380.63	7078.76	7716.73	0.00	4742.66
001	HM: LIBRARY FUND	5380.63	7078.76	7716.73	0.00	4742.66
5208	HM: PTO FUND	23142.98	76731.83	63885.37	1605.45	37594.89
001	HM: PTO FUND	19361.09	19805.69	10677.29	780.00	29269.49
002	BIG KAHUNA	0.00	0.00	0.00	0.00	0.00
003	SPIRITWEAR	0.00	5532.46	5687.46	155.00	0.00
004	SPIRIT WAGON	1527.00	27.50	0.00	-20.00	1534.50
005	FALCON FRIDAY	1425.00	7848.00	3247.09	-97.55	5928.36
006	DONATION DRIVE	0.00	13463.00	14235.00	788.00	16.00
007	HOSPITALITY	829.89	825.00	808.35	0.00	846.54
008	KIND WEEK	0.00	0.00	0.00	0.00	0.00

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

FY-2025  
YTD Summary

**Summary Of Accounts**

May 01, 2025

Acct. Name	Beg. Year	Receipts	Checks	Adjust.	Ending
009 WORLD'S FINEST CHOCOLATE	0.00	29230.18	29230.18	0.00	0.00
6201 WR: MILK FUND	13280.32	6311.90	6654.99	-10.00	12927.23
001 WR: MILK FUND	13280.32	6311.90	6654.99	-10.00	12927.23
6203 WR: SPECIAL EDUCATION	11.24	0.00	0.00	0.00	11.24
001 WR: SPECIAL EDUCATION	11.24	0.00	0.00	0.00	11.24
6204 WR: STEM	1873.79	0.00	0.00	0.00	1873.79
001 WR: WILL ROGERS STEM	1744.31	0.00	0.00	0.00	1744.31
002 WR: ELK CROSSING STEM	129.48	0.00	0.00	0.00	129.48
6205 WR: INTEREST & DONATIONS	1007.70	769.00	218.40	0.00	1558.30
001 WR: INTEREST & DONATIONS	46.87	439.00	0.00	0.00	485.87
003 WR: EME SANDERS' CLASS	14.20	0.00	0.00	0.00	14.20
004 WR: PHYSICAL EDUCATION	200.00	0.00	0.00	0.00	200.00
005 WR: J. DITTNER, COUNSELOR	270.72	20.00	160.00	0.00	130.72
006 WR: LORI MITCHELL'S CLASS	275.91	0.00	58.40	0.00	217.51
007 WR: CLOTHES CLOSET	200.00	310.00	0.00	0.00	510.00
6206 WR: PICTURE FUND	5530.26	1212.62	930.55	0.00	5812.33
001 WR: PICTURE FUND	5530.26	1212.62	930.55	0.00	5812.33
6207 WR: LIBRARY FUND	809.64	355.66	1165.30	0.00	0.00
001 WR: LIBRARY FUND	809.64	355.66	1165.30	0.00	0.00
6208 WR: PRE-K OPERATIONS	24974.89	28143.00	20627.99	0.00	32489.90
001 WR: PRE-K OPERATIONS	24974.89	28143.00	20627.99	0.00	32489.90
7201 MT: MILK FUND	2906.90	4867.90	3558.35	0.00	4216.45
001 MT: MILK FUND	2906.90	4867.90	3558.35	0.00	4216.45
7204 MT: MISCELLANEOUS	263.52	1034.37	838.61	0.00	459.28
001 MT: MISCELLANEOUS	46.66	624.37	464.00	0.00	207.03
002 MT: CLOTHES CLOSET	216.86	410.00	374.61	0.00	252.25
7205 MT: INTEREST & DONATIONS	7697.65	6730.00	7282.70	5000.00	12144.95
001 MT: INTEREST & DONATIONS	7697.65	980.00	7282.70	5000.00	6394.95
002 MT: MARQUEE	0.00	5750.00	0.00	0.00	5750.00
7206 MT: PICTURE FUND	1259.27	397.83	0.00	0.00	1657.10
001 MT: PICTURE FUND	1259.27	397.83	0.00	0.00	1657.10

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

FY-2025  
YTD Summary

**Summary Of Accounts**

May 01, 2025

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
7207	MT: LIBRARY FUND	287.99	1966.53	888.83	0.00	1365.69
001	MT: LIBRARY FUND	287.99	1966.53	888.83	0.00	1365.69
7208	MT: PTO FUND	10170.13	15734.97	14314.69	0.00	11590.41
001	MT: PTO FUND	10170.13	15734.97	14314.69	0.00	11590.41
8201	WW: MILK FUND	18581.24	8450.15	6957.24	0.00	20074.15
001	WW: MILK FUND	18581.24	8450.15	6957.24	0.00	20074.15
8203	WW: STUDENT STORE	104.97	0.00	0.00	0.00	104.97
001	WW: STUDENT STORE	104.97	0.00	0.00	0.00	104.97
8204	WW: MISCELLANEOUS	12084.25	20200.47	17947.87	0.00	14336.85
001	WW: MISCELLANEOUS	11759.25	19340.47	17368.01	0.00	13731.71
002	WW: CLOTHES CLOSET	325.00	860.00	579.86	0.00	605.14
8205	WW: INTEREST & DONATIONS	4974.24	2113.00	1720.95	0.00	5366.29
001	WW: INTEREST & DONATIONS	4642.65	2113.00	1720.95	0.00	5034.70
002	WW: PRE-K CLASS	52.99	0.00	0.00	0.00	52.99
004	WW: MRS. ZUPPER'S 4TH GR CLASS	102.85	0.00	0.00	0.00	102.85
005	WW: MS. ETHERIDGE'S CLASSROOM	175.75	0.00	0.00	0.00	175.75
8206	WW: PICTURE FUND	1969.02	380.20	655.68	0.00	1693.54
001	WW: PICTURE FUND	1969.02	380.20	655.68	0.00	1693.54
8207	WW: LIBRARY FUND	4101.26	6642.77	4239.66	0.00	6504.37
001	WW: LIBRARY FUND	4101.26	6642.77	4239.66	0.00	6504.37
8208	WW: PTO FUND	16473.55	6573.40	7677.15	0.00	15369.80
001	WW: PTO FUND	3844.75	5137.40	3613.75	0.00	5368.40
002	WW: MARQUEE	4185.00	0.00	1620.00	0.00	2565.00
011	WW: 1ST GRADE	774.32	0.00	516.28	0.00	258.04
012	WW: 2ND GRADE	537.59	0.00	50.00	0.00	487.59
013	WW: 3RD GRADE	680.03	0.00	78.78	0.00	601.25
014	WW: 4TH GRADE	46.89	500.00	350.00	0.00	196.89
015	WW: 5TH GRADE	416.30	0.00	240.29	0.00	176.01
016	WW: KINDERGARTEN	891.89	436.00	464.00	0.00	863.89
017	WW: ART	5096.78	0.00	744.05	0.00	4352.73
018	WW: KARON HISE (WE LOVE)	0.00	500.00	0.00	0.00	500.00
8209	WW: SUNSHINE FUND	335.65	50.00	0.00	0.00	385.65
001	WW: SUNSHINE FUND	335.65	50.00	0.00	0.00	385.65

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

FY-2025  
YTD Summary

**Summary Of Accounts**

May 01, 2025

Acct.	Name	Beg.Year	Receipts	Checks	Adjust.	Ending
9201	PL: MILK FUND	9530.96	10994.94	14746.50	-8.00	5771.40
001	PL: MILK FUND	9530.96	10994.94	14746.50	-8.00	5771.40
9204	PL: MISCELLANEOUS	7803.42	23415.16	17064.89	1641.00	15794.69
001	PL: 1ST GRADE	200.40	1214.00	637.10	10.00	787.30
002	PL: 2ND GRADE	283.20	1223.40	1388.36	8.00	126.24
003	PL: 3RD GRADE	717.50	653.20	1060.50	0.00	310.20
004	PL: 4TH GRADE	523.35	1163.50	936.89	0.00	749.96
005	PL: 5TH GRADE	1302.20	8568.06	5665.64	0.00	4204.62
006	PL: KINDERGARTEN	0.00	1698.00	613.07	0.00	1084.93
007	PL: PE - PHYSICAL EDUCATION	2342.73	2258.00	1854.48	0.00	2746.25
008	PL: MUSIC	1670.36	3067.00	1588.85	563.00	3711.51
009	PL: SPECIAL EDUCATION	1.97	0.00	0.00	0.00	1.97
020	PL: GRADE LEVEL SHIRTS	19.00	2650.00	2099.50	0.00	569.50
021	PL: DUNCAN DEMON SHIRTS	213.71	340.00	1220.50	1060.00	393.21
022	PL: YEARBOOKS	329.00	120.00	0.00	0.00	449.00
023	PL: SQUARE 1 ART	0.00	0.00	0.00	0.00	0.00
024	PL: CLOTHES CLOSET	200.00	460.00	0.00	0.00	660.00
9205	PL: INTEREST & DONATIONS	9553.36	1778.78	748.29	0.00	10583.85
001	PL: INTEREST & DONATIONS	8305.28	1678.78	0.00	0.00	9984.06
002	AIMEE GREENING MEMORIAL	498.08	100.00	0.00	0.00	598.08
003	M. TARPLEY RESOURCE-OECU GRANT	750.00	0.00	748.29	0.00	1.71
9206	PL: PICTURE FUND	11333.01	883.75	0.00	0.00	12216.76
001	PL: PICTURE FUND	11333.01	883.75	0.00	0.00	12216.76
9207	PL: LIBRARY FUND	330.20	6424.49	6212.08	0.00	542.61
001	PL: LIBRARY FUND	330.20	6424.49	6212.08	0.00	542.61
9208	PL: PTO FUND	22478.05	24757.67	17567.73	-950.00	28717.99
001	PL: PTO OPERATING FUND	2080.48	3002.50	2253.96	50.00	2879.02
002	PL: POP AND POPCORN	4122.97	4979.04	1408.41	0.00	7693.60
003	PL: SHIRTS	8678.47	4525.25	4795.00	-1060.00	7348.72
004	PL: DONATION DRIVE	1486.12	5808.88	3149.18	0.00	4145.82
005	PL: YEARBOOKS to be 9204.022	3241.34	0.00	3000.00	0.00	241.34
006	PL: SPIRIT STORE	2762.47	4968.00	2553.34	560.00	5737.13
007	ACCT MOVED FROM PTO TO OFFICE	0.00	0.00	0.00	0.00	0.00
008	PL: BOX TOPS	106.20	574.00	0.00	-500.00	180.20
009	PL: STAFF MEALS	0.00	900.00	407.84	0.00	492.16
9209	PL: SUNSHINE FUND	260.77	0.00	0.00	0.00	260.77
001	PL: SUNSHINE FUND	260.77	0.00	0.00	0.00	260.77

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
 DUNCAN, OK 73534

FY-2025  
 YTD Summary

**Summary Of Accounts**

May 01, 2025

<b>Acct. Name</b>	<b>Beg.Year</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjust.</b>	<b>Ending</b>
9990 DPSF OPERATING ACCOUNT	91119.30	16000.00	91652.60	1915.00	17381.70
001 DEX AWARDS	80790.82	16000.00	89447.61	1915.00	9258.21
002 ESPORTS	3336.05	0.00	454.99	0.00	2881.06
004 SPEC ED - OPAL LOWRY TRUST	2643.43	0.00	1750.00	0.00	893.43
007 PEER MENTORING - GEAR UP	3099.40	0.00	0.00	0.00	3099.40
008 DMS PROJECT BASED LEARNING	0.00	0.00	0.00	0.00	0.00
009 STEM	1249.60	0.00	0.00	0.00	1249.60
<b>YTD TOTALS: (161 Accounts)</b>	<b>1,055,752.32</b>	<b>1,306,154.21</b>	<b>(1,363,591.05)</b>	<b>121,343.19</b>	<b>1,119,658.67</b>

<b>Beginning YTD Account Balance:</b>	<b>\$1,055,752.32</b>
Bank Charges:	(2,341.93)
Interest:	33,597.86
NSF Adjustments:	(222.00)
Expense:	788.00
Revenue:	51,559.10
<b>Total Adjustments:</b>	<b>\$83,381.03</b>
Total Adjustments:	83,381.03
Add Voids:	37,962.16
<b>Adjustment with Voids:</b>	<b>\$121,343.19</b>
Receipts Issued:	1,306,154.21
Voided Receipts:	0.00
<b>Total Receipts:</b>	<b>\$1,306,154.21</b>
Checks Issued:	1,363,591.05
Voided Checks:	(37,962.16)
<b>Total Checks:</b>	<b>\$1,325,628.89</b>
<b>Current Balance:</b>	<b>\$1,119,658.67</b>

YTD Outstanding Checks:	29,107.50
Prior Year Outstanding Checks:	3,614.29

**ACTIVITY FUND INVESTMENT REPORT**  
DUNCAN PUBLIC SCHOOLS  
4/30/2025

BANK	ACCOUNT HOLDER	ACCOUNT NUMBER	AMOUNT	RATE	TERM	MATURITY
Legacy Bank	Athletics: Donnie Christian	CD 9820450	\$ 541.04	0.25	12 Months	6/24/2024
BancFirst	Activity Fund/Checking	5020019935	\$ 100,000.00			
BancFirst	Sweep Account	9550200022	\$ 1,051,839.42			
<b>TOTAL</b>			<b>\$ 1,152,380.46</b>			

*LaTisha Miller*

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LaTisha Miller  
Activity Fund Custodian

# FUNDRAISER REQUESTS

DUNCAN PUBLIC SCHOOLS

May 13, 2025

Approval by the Board of Education for any fundraiser is also an approval to pay any expenditures associated with each event.

<b>SITE</b>	<b>ORGANIZATION</b>	<b>DESCRIPTION</b>	<b>EVENT DATES</b> <b>*may be approximate</b>
DHS	CHEER	FIREWORK RAFFLE	6/1/25-6/26/25
DHS	CHEER	CAR WASH	6/28/25

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BOARD MEMBER SIGNATURE

BOARD APPROVED

MAY 13 2025

ITEM # B.E.

# FUNDRAISER REQUESTS

DUNCAN PUBLIC SCHOOLS

May 13, 2025

Approval by the Board of Education for any fundraiser is also an approval to pay any expenditures associated with each event.

SITE	ORGANIZATION	DESCRIPTION	EVENT DATES *may be approximate
DHS	CHEER	FIREWORK RAFFLE	6/1/25-6/26/25
DHS	CHEER	CAR WASH	6/28/25



BOARD MEMBER SIGNATURE

**DUNCAN PUBLIC SCHOOLS**

From PO: 56221 to PO: 56319

**Encumbrance For Board Approval  
GEN FUND-FOR OPERAT**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
56221	VEX ROBOTICS, INC	412 - MS(505) -CLASSROOM SUPPLIES TO SUPPORT PLTW (LAWLER)	2,500.00	04/07/2025
56222	ELLIS, JARED	REIMBURSEMENT OF BACKGROUND CHECK FEE AFTER 25 DAYS WORKED	58.25	04/07/2025
56224	SOLUTION TREE INC	541 -REGISTRATION FOR PLC AT WORK TULSA, OK 5/27-30/2025 LEE, BLALOCK	1,598.00	04/07/2025
56225	LEE, DEANNA S	541 -TRAVEL EXPENSES FOR PLC AT WORK TULSA, OK 5/27-30/2025 LEE PER DIEM AND PARKING	250.00	04/07/2025
56226	BLALOCK, KIMBERLY M	541 -TRAVEL EXPENSES FOR PLC AT WORK TULSA, OK 5/27-30/2025 PER DIEM AND PARKING	250.00	04/07/2025
56227	* * * MIDWEST BUS SALES INC.	TRANS - REPAIRS FOR BUS 25	4,000.00	04/08/2025
56228	MERIT DUNCAN CDJR LLC	TRANS - REPAIRS FOR BUS 10	1,500.00	04/08/2025
56229	* * * DOUBLETREE BY HILTON DOWNTOWN	541 - HOTEL EXPENSES FOR PLC AT WORK TULSA, OK 5/27-30/2025 LEE, BLALOCK	585.00	04/08/2025
56230	P & K EQUIPMENT, INC	TRANS - REPAIRS FOR AG JOHN DEERE TRACTOR	2,400.00	04/08/2025
56231	AMAZON.COM	HM-511 INK FOR TITLE 1 PRINTER AND STORAGE BOXES FOR DATA FOLDERS	200.00	04/09/2025
56232	* * * DOUBLETREE BY HILTON DOWNTOWN	541 - HOTEL EXPENSE FOR PLC AT WORK TULSA, OK 5/27-30/2025 EVANS, B	585.00	04/09/2025
56233	EVANS, BROOKE L	541 - TRAVEL EXPENSES TO PLC AT WORK TULSA, OK 5/27-30/2025 MEALS AND PARKING	280.00	04/09/2025
56236	AMAZON.COM	C/O- CASIO DESKTOP PRINTING CALCULATOR FOR C. LEE	36.04	04/09/2025
56237	SOLUTION TREE INC	MT-511 PLC @ WORK INSTITUTE CONF, COX CONVENTION CTR, TULSA, OK MAY 28-30, 2025. HAYS-PARDO	799.00	04/10/2025
56238	HAYS, KIMBERLYN R	MT-511 TRAVEL EXPENSES FOR PLC@ WORK CONF MAY 27-30, 2025 COX CONV CTR, TULSA, OK. HAYS-PARDO	140.00	04/10/2025
56239	LAWTON COMMUNICATIONS, LLC	TRANS - RADIO INSTALLED ON NEW SPEC ED BUS 102	300.00	04/10/2025
56240	HOUGHTON-MIFFLIN COMPANY	HMH STRUCTURED LITERACY FOR K-2 B.A. APR 08 2025 ITEM# 11.J.	57,355.46	04/10/2025
56241	* * * HINES GARAGE AND EQUIPMENT	TRANS - INSPECTION REPAIRS FOR BUS 75	2,500.00	04/10/2025
56242	MATTERHACKERS, INC.	412 - MS(505) - CLASSROOM SUPPLIES TO SUPPORT CTE (CASTLE)	1,800.00	04/10/2025
56243	* * * EMBASSY SUITES TULSA	HS-AG-HOTEL FOR JARBOE @ STATE FFA CONVENTION-5/5-8/25	453.00	04/10/2025
56244	* * * SOUTHWEST AIRLINES	HS-DECA- PLANE TICKET FOR DECA ADVISOR TO ICDC IN ORLANDO FL-4/25-30/25	605.00	04/10/2025

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
56245	*** HAMPTON INN & SUITES DOWNTOWN TULSA	541 - HOTEL EXPENSE PLC AT WORK TULSA, OK 5/27-30/2025 FERGUSON	640.00	04/14/2025
56246	SOLUTION TREE INC	541 - REGISTRATION TO PLC AT WORK 5/27-30/2025 TULSA, OK S FERGUSON	799.00	04/14/2025
56247	FERGUSON, SANDY L	541 - TRAVEL EXPENSES TO PLC AT WORK TULSA, OK 5/27-30/2025 MEALS AND PARKING	250.00	04/14/2025
56248	EVERETT, SARAH M	C/O- REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE- Y2	52.00	04/14/2025
56249	WITT, KAYLA J	C/O- REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE- Y2	52.00	04/14/2025
56250	BLACK, CHELSEA	C/O- REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE- Y2	52.00	04/14/2025
56251	CARRANZA, VIRGINIA	C/O- REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE- Y2	52.00	04/14/2025
56252	FIRE MOUNTAIN GEMS & BEADS INC	HS-ART-LOOMS TO WEAVE CLOTH AND TAPESTRY	648.10	04/14/2025
56253	VEX ROBOTICS, INC	412 - MS(505) - CLASSROOM SUPPLIES TO SUPPORT PLTW (LAWLER)	1,600.00	04/14/2025
56254	TYLER TECHNOLOGIES, INC	TRANS - GPS GEOTABS FOR BUSES AND FLEET	4,827.00	04/15/2025
56255	OKLAHOMA TAX COMMISSION	TRANS - TAG FOR 102	47.40	04/15/2025
56256	PHILLIPS, EMILY	C/O- REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE- Y2	52.00	04/15/2025
56257	MIDWEST MUSIC	HS-BAND-PERCUSSION EQUIPMENT AND ACCESSORIES	2,333.00	04/15/2025
56258	MIDWEST MUSIC	HS-BAND-MARCHING BAND REEDS FOR CLARINETS AND SAXOPHONES	990.00	04/15/2025
56259	TRACTOR SUPPLY COMPANY	HS-BAND-NO FLAT TIRES NEEDED FOR PERCUSSION CARTS	270.00	04/15/2025
56260	P & K EQUIPMENT, INC	HS-AG-REPLACE BROKEN HOOD , SIDE PIECES AND GRILL ON JOHN DEER TRACTOR AT SCHOOL FARM	1,500.00	04/15/2025
56261	PEARISON INCORPORATED	HS-BAND-COLOR GUARD POLES AND PRACTICE FLAGS	566.00	04/15/2025
56262	ADA MUSIC CENTER	HS-BAND-INSTRUMENT REPAIRS	750.00	04/15/2025
56263	PHILLIPS MUSIC COMPANY	HS-BAND-MICROPHONES, MIC CABLES, SPEAKER CORDS	661.00	04/15/2025
56264	NOAH'S PARK & PLAYGROUND	PL- FUNNEL BALL GAME FOR PLAYGROUND	3,214.00	04/16/2025
56265	CLAYTON, JESSICA N	TRAVEL/PER DIEM - CCOSA SUMMER LEADERSHIP CONFERENCE, OKC, JUNE 11-13, 2025 - J. CLAYTON	180.00	04/16/2025
56266	WALL, STEPHANIE N	HM-511 TRAVEL AND PER DIEM FOR CCOSA 6/10-14, 2025. OKC, OK	400.00	04/16/2025

**DUNCAN PUBLIC SCHOOLS**

From PO: 56221 to PO: 56319

**Encumbrance For Board Approval  
GEN FUND-FOR OPERAT**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
56267	*** HAMPTON INN & SUITES DOWNTOWN TULSA	MS-511-HOTEL ROOMS FOR HAYS, CHANDLER, GRISSOM, AND 1 OTHER STAFF MEMBER PLC CONFRENCE AT TULSA MAY 27-30, 2025	3,200.00	04/16/2025
56268	AMAZON.COM	MT-135 OFFICE AND CLASSROOM SUPPLIES FOR MARK TWAIN. - SCHORNICK-PARDO	2,900.00	04/16/2025
56269	POSITIVE PROMOTIONS	MT-135 TEACHER APPRECIATION AWARDS AND GIFTS FOR MARK TWAIN - SCHORNICK-PARDO	500.00	04/16/2025
56270	SWINSON, RYN F	REIMBURSEMENT OF BACKGROUND CHECK FEE AFTER 25 DAYS WORKED	58.25	04/16/2025
56271	OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION	C/O- REGISTRATION FOR M. STONE TO ATTEND SUPPORT EMPLOYEE DISCIPLINARY PROCESS AND PROCEDURES TRAINING IN OKC 4/22/25	100.00	04/16/2025
56272	P & K EQUIPMENT, INC	TRANS - REPAIR FOR AG JOHN DEERE TRACTOR	800.00	04/16/2025
56273	*** SPEEDTECH LIGHTS, INC.	EMERGENCY WARNING LIGHT BAR FOR SECURITY VEHICLE	550.00	04/16/2025
56274	SOLUTION TREE INC	WW - 511 - REGISTRATION FEE FOR T. SCIFRES FOR PLC AT WORK INSTITUTE, 5/28-30/25 IN TULSA, OK	799.00	04/21/2025
56275	SCIFRES, TAMERA J	WW - 511 - REINBURSEMENT FOR MEALS FOR PLC AT WORK INSTITUTE, 5/27-20/25 IN TULSA, OK FOR T. SCIFRES	180.00	04/21/2025
56276	*** SGAMMO LLC	SECURITY- TRAINING & DUTY AMMUNITION FOR SCHOOL SECURITY OFFICERS	450.00	04/21/2025
56277	HAYS, BROOKLYN M	REIMBURSEMENT OF BACKGROUND CHECK FEE AFTER 25 DAYS WORKED	58.25	04/21/2025
56278	THE BEISTLE COMPANY	SECURITY- JR SAFETY OFFICER BADGE STICKERS	150.00	04/21/2025
56279	SOUTHERN BOX COMPANY	100 - SHIPPING COSTS FOR COGAT ASSESSMENT - 2ND GRADE TESTING.	400.00	04/21/2025
56280	GOPHER SPORT	EM-11-STATE OF OKLA GRANT-EQUIPMENT FOR EMERSON PHYSICAL EDUCATION PROGRAM AND COACH DELYDIA GIVENS	9,656.52	04/21/2025
56281	NATIONAL BUSINESS FURNITURE LLC	CONFERENCE DESK & CHAIRS FOR ASST SUPT ELLIS' OFFICE	3,100.00	04/21/2025
56283	*** HOLIDAY INN & SUITES- STILLWATER	HS-AG-HOTEL FOR JARBOE @ STATE FFA QUIZ BOWL CONTEST--STILLWATER OK-4/24	150.00	04/22/2025
56284	OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION	REGISTRATION TO VIRTUAL MINUTES CLERK ACADEMY 04/29/2025-K HENDERSON	150.00	04/23/2025
56285	AMAZON.COM	WIRELESS KEYBOARD & MOUSE, AND MOUSEPAD FOR FRONT DESK-C LEE	50.00	04/23/2025
56286	AMAZON.COM	COMMERCIAL MEAT SLICER	375.00	04/23/2025
56287	AMAZON.COM	PHONE CASES FOR NEW DISTRICT PHONES	77.90	04/23/2025

**DUNCAN PUBLIC SCHOOLS**

From PO: 56221 to PO: 56319

**Encumbrance For Board Approval  
GEN FUND-FOR OPERAT**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
56288	SOLUTION TREE INC	HM-511 REGISTRATION FOR HALE, ALSTON AND SELF TO ATTEND PLC AT WORK (SOLUTION TREE), MARCH 27-29, 2025.	2,500.00	04/28/2025
56289	AGPARTS WORLDWIDE INC	CHROMEBOOK PARTS FOR TICKETS IN THE DISTRICT	3,452.75	04/28/2025
56290	* * * WAL MART - VISA CARD CHARGES	TVS FOR USE IN THE DISTRICT FOR TRAININGS AND MEETINGS	1,100.00	04/28/2025
56291	* * * DOUBLETREE BY HILTON DOWNTOWN	WW - 511 - LODGING FOR PLC CONF. IN TULSA, OK, 5/27-30, 2025 FOR INSTRUCTIONAL TRNG FOR V.WILSON,K.HISE,A.LYNCH, D.ENGEL, B. BARDEN, T. SCIFRES	2,828.00	04/28/2025
56292	OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION	REGISTRATION TO 5 VIRTUAL WORKSHOPS FOR BOARD MEMBER KRISTA LOLAR	220.00	04/28/2025
56293	ZERO NOW	SECURITY- 1 YEAR MEMBERSHIP FOR NATIONAL COUNCIL OF SCHOOL SAFETY DIRECTORS	100.00	04/29/2025
56294	VOLUME CASES	CHROMEBOOK CASES FOR 6TH GRADE CASE REFRESH.	8,744.76	04/29/2025
56295	CARTER, CHERITY R	REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE- Y2	52.00	04/29/2025
56296	HAMMOND, REAVIS D	REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE- Y2	52.00	04/29/2025
56297	HEARE, RONNIE	REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE- Y2	52.00	04/29/2025
56298	BARDEN, BRITTA A	REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE- Y2	52.00	04/29/2025
56299	* * * OKLAHOMA STATE DEPT. OF EDUCATION	EMERGENCY CERTIFICATION FEES	156.00	04/29/2025
56300	ROSS, DARREN S	REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE Y2	52.00	04/30/2025
56301	REID, PAMELA N	REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE Y2	52.00	05/01/2025
56303	GOPHER SPORT	HM-OSDE COMPETITIVE GRANT-PE SUPPLIES- SOCCER GOALS, TENNIS TABLE, PATHWAY TUNNEL, BROOMBALL PACK, BALLS, HOOPS, FRISBIE DISCS	8,700.00	05/01/2025
56304	PEYTON, EMILY	REIMBURSEMENT FOR EMERGENCY CERTIFICATION FEE Y2	52.00	05/01/2025
56305	* * * WAL MART - VISA CARD CHARGES	IPAD FOR WAREHOUSE AND TV FOR SWIM TEAM & DHS PRINCIPAL	1,016.00	05/01/2025
56306	AMAZON.COM	VARIOUS ITEMS NEEDED TO COMPLETE TECHNOLOGY TICKETS	890.64	05/01/2025
56307	OKLAHOMA TAX COMMISSION	TRANS - EMEGENCY MVRS	225.00	05/05/2025
56308	CLAUSON, KATHERINE S	HS-PER DIEM FOR PLC CONFERENCE IN TULSA OKLAHOMA 5-28-30-25	240.00	05/05/2025

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**DUNCAN PUBLIC SCHOOLS**

From PO: 56221 to PO: 56319

**Encumbrance For Board Approval  
GEN FUND-FOR OPERAT**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
56309	SOLUTION TREE INC	HS-REGISTRATION FEE FOR PLC CONFERENCE IN TULSA OKLAHOMA ON 5/28-30/25	6,392.00	05/05/2025
56310	* * * HAMPTON INN & SUITES DOWNTOWN TULSA	HS-HOTEL ROOM FOR KASY CLAUSON FOR PLC CONFERENCE IN TULSA OK ON 5/27-30/25	577.94	05/05/2025
56311	UNIVERSITY OF OKLAHOMA- OK WRITING PROJECT	541 - REGISTRATION TO OK WRITING PROJECT MOORE PUBLIC SCHOOLS 6/9-10/2025 ELEM TEACHERS	2,400.00	05/06/2025
56312	HILAND DAIRY FOODS COMPANY LLC	MILK/JUICE-CAFETERIAS	24,000.00	05/06/2025
56313	PRICE, NOLAN R	HS-PER DIEM FOR AP TRAINING IN TAHLEQUAH OK ON 6/9-12/25	360.00	05/06/2025
56314	* * * COLLEGE BOARD	HS-AP SUMMER TRAINING WORKSHOP IN TAHLEQUAH OK -6/9-12/25	200.00	05/06/2025
56315	PROJECT LEAD THE WAY, INC.	541 - HS REGISTRATION TO PLTW CORE TRAINING FOR CYBERSECURITY-ONLINE AUG 4-15/2025, (80HRS OVER 2WEEKS) - B.LEDFORD	2,400.00	05/06/2025
56316	MARTIN AUTO SUPPLY INC	TRANS - FLEET PARTS AND MAINTENANCE	7,000.00	05/07/2025
56317	* * * MIDWEST BUS SALES INC.	TRANS - BATTERY TRAY FOR SPEC. ED. MINI BUS 14	1,200.00	05/08/2025
56318	POPE, JACQUELINE	REIMBURSEMENT FOR ELEMENTARY EDUCATION SUB TEST 1	65.00	05/08/2025
56319	SOUTHERN TROPHY MANUFACTURING	C/O-2024-2025 SERVICE AWARDS/RETIREMENT PLAQUES	946.56	05/08/2025
<b>(11) GEN FUND-FOR OPERAT Current Encumbered:</b>			<b>197,913.82</b>	

**DUNCAN PUBLIC SCHOOLS**

From 12 Apr 2025 to 12 May 2025

**CHANGE ORDER REPORT  
GEN FUND-FOR OPERAT**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
55008	DUNCAN BANNER, THE	DISTRICT ANNUAL SUBSCRIPTION, EON PUBLICATION & CLASSIFIED ADS FY24-25 BA (06/11/24 #7.K.8)	-948.48	7/1/2024
55021	OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION	ANNUAL SERVICE AGREEMENT FOR UNEMPLOYMENT SVCS & QUARTERLY DEPOSITS FY 24-25 BA (05/14/24 11.J.7)	-46,310.00	7/1/2024
55032	UNITED STATES POSTAL SERVICE/171198	DISTRICT POSTAGE, PO BOX FEE & BULK MAIL RENEWAL FY 24-25 BA (06/11/24 7.K.8)	-300.00	7/1/2024
55042	BENNETT OFFICE EQUIPMNT (INS 01-01-10)(E-VERIFIED)	110 - INK & STAPLES FOR COPY MACHINES FY 24-25	-611.05	7/1/2024
55046	SCHOOL HEALTH CORPORATION	EM - SUPPLIES FOR SCHOOL NURSE	-151.28	7/1/2024
55052	CROSS, REBECCA L	EM - 055 - REIMBURSEMENT FOR NURSE MILEAGE	-500.00	7/1/2024
55053	* * * INTERNATIONAL ASBO	CO - DISTRICT MEMBERSHIP DUES FY 24-25 BA (06/11/24 7.K.8)	-499.00	7/1/2024
55054	* * * PARALLELS INC	1 YEAR SUBSCRIPTION TO PARALLELS FOR MAC FY 24-25 BA (06/11/24 7.K.8)	-50.02	7/1/2024
55077	VERNON FLORENCE CONSULTING INC	SCHOOL FINANCE NEWSLETTER ANNUAL SUBSCRIPTION RENEWAL FY 24-25	-120.00	7/1/2024
55080	AMAZON.COM	EM NURSE- NURSES OFFICE SUPPLIES	-118.16	7/1/2024
55098	LAKESHORE LEARNING MATERIALS	103- INSTRUCTIONAL MATERIALS TO ASSIST IN IMPLEMENTING CURRICULUM	-726.10	7/1/2024
55102	AMAZON.COM	109 - MATERIALS FOR 9TH ST FY25 SCHOOL YEAR	-119.33	7/1/2024
55156	MIDWEST MUSIC	HS-BAND-REPAIRS NEEDED FOR THE YEAR	-285.00	7/1/2024
55157	ADA MUSIC CENTER	HS-BAND-REPAIRS NEEDED FOR THE YEAR	-470.00	7/1/2024
55185	PHILLIPS MUSIC COMPANY	HS-BAND-SUPPLIES NEEDED FOR THE YEAR	-287.01	7/1/2024
55187	PENDERS MUSIC COMPANY	HS-BAND-SHEET MUSIC FOR BAND	-500.00	7/1/2024
55190	* * * WAL MART - VISA CARD CHARGES	HS-BAND-SUPPLIES FOR THE 24-25 YEAR	-300.00	7/1/2024
55208	CEV MULTIMEDIA, LTD.	HS-AG-ACCESS TO ONLINE RESOURCES FOR CLASSES FOR 24-25	-250.00	7/1/2024
55221	* * * WAL MART - VISA CARD CHARGES	HS-NURSE-SUPPLIES AND FOOD AND DRINKS FOR DIABETIC STUDENTS	-287.45	7/2/2024

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55222	SCHOOL HEALTH CORPORATION	HS-NURSE-MEDICAL SUPPLIES AND EQUIPMENT FOR NURSE OFFICE	-67.57	7/2/2024
55223	DUNCAN REGIONAL HOSPITAL	HS-NURSE-DISTRICT CPR TRAINING FOR STAFF AND STUDENTS	-530.00	7/2/2024
55270	IVEY, DEWEY M	TRANS - CDL RENEWAL	-60.19	7/3/2024
55278	NUNN, JODY J	TRANS - CDL RENEWAL	-60.19	7/3/2024
55312	CASTILLO, CYNTHIA	000- MILEAGE REIMBURSEMENT FOR IN DISTRICT TRAVEL FY 24-25 ( SPANISH TRANSLATOR)	-300.00	7/8/2024
55335	TOWNSEND, HEIDI	C/O- REIMBURSEMENT FOR BACKGROUND CHECK AND EMERGENCY CERTIFICATION FEE	-58.25	7/11/2024
55349	ELLIS, KIM D	C/O- PER DIEM, MILEAGE & TRAVEL EXPENSES FOR CONFERENCES FOR FY 24-25	-1,500.00	7/15/2024
55361	ALERT SERVICES INC	HS-ATH-ATH TRNR-SCHOOL YEAR SUPPLY ORDER AND EQUIPMENT FOR ATHLETIC TRAINER SERVICES	-2,774.83	7/17/2024
55382	* * * WAL MART - VISA CARD CHARGES	056 - STEM REPLACEMENT FOR CONSUMABLE MATERIALS IN SCIENCE MODULES	-266.74	7/24/2024
55383	AMAZON.COM	056 - STEM REPLACEMENT FOR CONSUMABLE MATERIALS IN SCIENCE MODULES	-426.56	7/24/2024
55428	AMAZON.COM	412- MS-505- STEM CLASSROOM SUPPLIES TO SUPPORT PLTW (CASTLE)	-813.96	8/5/2024
55429	AMAZON.COM	412- MS-505- STEM CLASSROOM SUPPLIES TO SUPPORT PLTW (LAWLER)	-477.28	8/5/2024
55431	* * * WAL MART - VISA CARD CHARGES	412- MS-505- STEM CLASSROOM SUPPLIES TO SUPPORT PLTW (LAWLER)	-421.19	8/6/2024
55432	* * * WAL MART - VISA CARD CHARGES	412- HS-705- STEM CLASSROOM SUPPLIES TO SUPPORT PLTW (LEDFOORD)	-67.41	8/6/2024
55434	ACE HARDWARE	412- MS-505- STEM CLASSROOM SUPPLIES TO SUPPORT PLTW (LAWLER)	-362.89	8/6/2024
55435	ACE HARDWARE	412- MS-505- STEM CLASSROOM SUPPLIES TO SUPPORT PLTW (CASTLE)	-162.42	8/6/2024
55472	OKLAHOMA ASBO	C/O- REGISTRATION FOR VIRTUAL MEETINGS FOR FY 24-25; L. MCCANN, L. MILLER, J. MULLINS, A. PIZANA & M. ZINN	-250.00	8/14/2024
55473	DUNCAN, CITY OF (INS 02-28-10)(E-VERIFIED)	C/O- DISTRICT AGREEMENT FOR RESOURCE OFFICERS & EVENT SECURITY FOR FY 24-25 BA 8/13/24 (ITEM # 5.U.)	-1,929.52	8/15/2024
55496	* * * WAL MART - VISA CARD CHARGES	WALL-HM SUPPLIES FOR NURSES OFFICE	-600.00	8/21/2024
55497	AMAZON.COM	WALL-HM SUPPLIES FOR NURSES OFFICE	-376.39	8/21/2024

55569	*** HOLIDAY INN EXPRESS-GUYMON	HOTEL FOR LEADERSHIP OK 04/02-05/2025 GUYMON-BYERLY	-95.03	9/4/2024
55594	EGID (HEALTH)	C/O- REIMBURSEMENT FOR PAID PREMIUM AFTER SPOUSE PASSED AWAY FOR D. SPANGLER	-131.00	9/6/2024
55612	MACGILL CO., WILLIAM V.	PL- MEDICAL SUPPLIES FOR NURSES OFFICE	-98.18	9/10/2024
55647	AMAZON.COM	412 - MS-(505) - STEM CLASSROOM SUPPLIES TO SUPPORT OKCTE (JEFFORDS)	-800.70	9/17/2024
55664	*** WAL MART - VISA CARD CHARGES	SPED -SUPPLIES FOR LIFE SKILLS LESSONS	-260.86	9/19/2024
55665	ACE HARDWARE	056 - STEM REPLACEMENT FOR CONSUMABLE MATERIALS IN SCIENCE MODULES	-1,303.15	9/19/2024
55721	BYERLY, CHANNA D	MEALS, PARKING, & TRAVEL EXPENSES TO GRANTS 4 SCHOOLS CONF 11/13-16/2024 BRANSON, MO	-800.00	10/7/2024
55726	OKLAHOMA ASSISTIVE TECHNOLOGY & EDUCATIONAL ASSO,	SPED - ASSISTIVE TECHNOLOGY EVALUATION FOR STUDENT AT EE	-892.20	10/8/2024
55736	*** WAL MART - VISA CARD CHARGES	056- (705-DHS) - STEM REPLACEMENT FOR CONSUMABLE MATERIALS IN PLTW MODULE	-276.78	10/15/2024
55755	*** COMFORT INN & SUITES - YUKON	C/O- ROOM FOR L. MCCANN & A. PIZANA FOR LEVEL 2 OKASBO ACADEMY PROGRAM IN YUKON ON 3/31-04/02/24	-148.12	10/25/2024
55765	AMAZON.COM	109 - 9TH ST - MONITORS FOR DISTRICT SIS AND TESTING COORDINATORS	-1,201.02	10/29/2024
55767	AMAZON.COM	HS-NURSE-SUPPLIES FOR NURSING OFFICE AND I PAD CASE / PROTECTOR	-117.08	10/30/2024
55777	AMAZON.COM	056 - HS(705) STEM REPLACEMENT FOR CONSUMABLE MATERIALS USED IN CURRICULUM- LEDFORD	-256.02	11/6/2024
55790	*** ULTIMATE 3D PRINTING STORE	056 - HS-705-CLASSROOM SUPPLIES TO SUPPORT STEM CURRICULUM	-326.00	11/11/2024
55836	TRINITY TECHNOLOGIES	FIBER OPTIC INSTALLATION-STADIUM-RECONNECT SOUTH COACHES OFFICE TO PRESSBOX-NETWORK RESTORARTION AFTER TRANSPORTAION DEMOLITION	-2,661.69	11/22/2024
55839	*** HOLT TRUCK CENTERS OF OKLAHOMA, LLC	TRANS - PARTS, SPECIFICATIONS, AND REPAIR OF FLEET	-118.94	12/2/2024
55856	AMAZON.COM	056 - DMS(505) - STEM REPLACEMENT FOR CONSUMABLE MATERIALS IN SCIENCE MODULES - DMS	-211.86	12/9/2024

55861	* * * WAL MART - VISA CARD CHARGES	056 - DMS(505) - STEM REPLACEMENT FOR CONSUMABLE MATERIALS IN SCIENCE MODULES -DMS	-399.80	12/9/2024
55901	BRENNEIS, KASEY D	PER DIEM FOR OKASBO SPRING CONFERENCE IN NORMAN OK. APRIL 22-24,2025	-135.00	1/7/2025
55907	OKLAHOMA STATE DEPARTMENT OF EDUCATION	REGISTRATION TO THE 2025 OKMTSS WINTER CONF 01/23-24/2025 TULSA-KIM ELLIS	-350.00	1/8/2025
55951	MARTIN AUTO SUPPLY INC	TRANS - FLEET PARTS AND MAINTENANCE	137.07	1/23/2025
55962	SCHOLASTIC INC.	WW - 511 - BOOKS FOR CLASSROOM LIBRARIES GRADES K-5 FOR '25 SCHOOL YR	60.48	1/27/2025
55965	AMAZON.COM	056-STEM REPLACEMENT FOR CONSUMABLE MATERIALS IN SCIENCE MODULES - ELEMANTARY SITES	-1,500.00	1/27/2025
55968	OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION	041-STRENGTHFINDERS ONSITE PD FOR DISTRICT PRINCIPALS 02/05/2025	-3,750.00	1/27/2025
56022	* * * AMERICAN AIRLINES	AIRFARE TO AASA NAT'L SUPT CERT PRGRM 03/02-06/2025 NEW ORLEANS, LA-BYERLY	-37.63	2/10/2025
56056	PERMA-BOUND BOOKS	WW - 103 - LIBRARY BOOKS TO MEET ACCREDITATION FOR '25 SCHOOL YEAR	12.38	2/24/2025
56063	BYERLY, CHANNA D	MEALS, BAGGAGE & TRAVEL EXP'S FOR CASE LAW & LEADERSHIP CONF 04/21-25/2025 ST LOUIS, MO	-915.00	2/25/2025
56065	MCGUIRE, KC L	541-MEALS, BAGGAGE & TRAVEL EXP'S FOR CASE LAW & LEADERSHIP CONF 04/21-25/2025 ST LOUIS, MO	-590.00	2/25/2025
56066	STAFFORD AIR & SPACE MUSEUM	412- DMS(505) ADMISSION FOR EDUCATIONAL CLASSROOM EXTENSION - TOUR & FLIGHT SIMULATOR (LAWLER)	-300.00	2/26/2025
56096	* * * WAL MART - VISA CARD CHARGES	412 - MS(505) - STEM CLASSROOM SUPPLIES TO SUPPORT CT (JEFORDS)	-234.06	3/10/2025
56101	WHOLE PHONICS, INC	WW - 511 - DECODABLES AT ALL LEVELS TO BUILD DECODABLE DIBRARY FOR GRADES K-5, SCHOOL YR.25	-9.30	3/10/2025
56103	TRINITY TECHNOLOGIES	376 - ALARM SYSTEM WITH BADGE ACCESS INTEGRATION - DMS	-1,148.81	3/10/2025
56104	PERMA-BOUND BOOKS	WALL/HM BOOKS FOR THE LIBRARY	1,079.75	3/10/2025
56108	AMAZON.COM	WW - 511 - READING AND MATH SUPPLEMENTALS FOR K-5TH , SCH YR. '25	-34.46	3/11/2025
56110	* * * SHERATON DOWNTOWN OKC	HOTEL FOR OSDE SCHOOL-BASED MEDICAID WORKSHOP 03/26-27/2025 OKC-CLAYTON & HENDERSON	-75.07	3/11/2025

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56113	*** APPLE, INC	SPEC ED- LAMP APP FOR STUDENT COMMUNICATION TO MEET IEP REQUIREMENTS	-0.01	3/12/2025
56134	AMAZON.COM	056 - STEM REPLACEMENT FOR MATERIALS IN PLTW SCIENCE MODULES (ALL ELEM SITES)	-67.26	3/26/2025
56157	*** HAMPTON INN & SUITES PONCA CITY	C/O- ROOMS FOR K. BRENNEIS, L. MCCANN, L. MILLER, J. MULLINS, A. PIZANA & M. ZINN FOR ADPC WORKSHOP IN PONCA CITY 4/29-30/25	-330.00	3/31/2025
56158	MILLER, LATISHA K	C/O- PER DIEM FOR ADPC WORKSHOP IN PONCA CITY 4/29-30/25	-90.00	3/31/2025
56159	ZINN, MACHELLE D	C/O- PER DIEM FOR ADPC WORKSHOP IN PONCA CITY 4/29-30/25	-90.00	3/31/2025
56160	BRENNEIS, KASEY D	C/O- PER DIEM FOR ADPC WORKSHOP IN PONCA CITY 4/29-30/25	-90.00	3/31/2025
56161	MCCANN, LORI D	C/O- PER DIEM FOR ADPC WORKSHOP IN PONCA CITY 4/29-30/25	-90.00	3/31/2025
56162	MULLINS, JULIE A	C/O- PER DIEM FOR ADPC WORKSHOP IN PONCA CITY 4/29-30/25	-90.00	3/31/2025
56163	PIZANA, ANGELA M	C/O- PER DIEM FOR ADPC WORKSHOP IN PONCA CITY 4/29-30/25	-90.00	3/31/2025
56165	SOLUTION TREE INC	541 - REGISTRATION TO PLC AT WORK TULSA, OK 5/28-30/2025 TANAKA, SWEAT, PETERS, STAFF	-120.00	3/31/2025
56171	AMAZON.COM	HM-511 PRINTER INK FOR TITLE 1 AND TESTING DIVIDERS FOR STUDENT DESKS	-90.36	3/31/2025
56176	*** SOLUTION TREE INC	REGISTRATION TO PLC AT WORK/ADMIN RETREAT 06/02-04/2025 FORT WORTH, TX-3 ADMIN	-90.00	4/1/2025
56180	HAGAR RESTAURANT SERVICE	PARTS FOR DHS STEAMER	-85.67	4/2/2025
56203	AMAZON.COM	HS-NURSE-SUPPLIES / EQUIPMENT FOR NURSES OFFICE	-68.65	4/3/2025
56210	*** HAMPTON INN & SUITES DOWNTOWN TULSA	MS-511-HOTEL ROOMS FOR HAYS, CHANDLER, BRISSOM, AND 1 OTHER STAFF MEMBER PLC CONFRENCE AT TULSA MAY 27-30, 2025	-2,400.00	4/3/2025
56216	NCS PEARSON INCORPORATED	SPED - WRAT5 TESTING FORMS FOR SPED STUDENTS	-23.34	4/7/2025
56217	HILAND DAIRY FOODS COMPANY LLC	MILK AND JUICE FOR FY 24-25 FOR EACH SITE	-3,643.00	4/7/2025

**(11) GEN FUND-FOR OPERAT Total:**

**-89,684.64**

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**DUNCAN PUBLIC SCHOOLS**

From PO: 21232 to PO: 21251

**Encumbrance For Board Approval  
BUILDING FUND**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
21232	EASTLAND LAWNMOWER	ATH-BATTERY REPLACEMENT FOR KUBOTA	200.00	04/07/2025
21233	*** WAL MART - VISA CARD CHARGES	EM-21- CLOTHING TUBS TO ORGANIZE CLOTHES CLOSET	125.00	04/09/2025
21234	AMAZON.COM	HM - HORSESHOE TABLE	400.00	04/09/2025
21235	*** CLK SUPPLIES, LLC	MAINT - SUPPLIES FOR DISTRICT DOOR HANDLE / LOCK REPAIRS & REPLACEMENTS	3,000.00	04/14/2025
21236	AMAZON.COM	MS-STORAGE CABINET FOR SCIENCE LAB	150.00	04/15/2025
21237	SCHOOL OUTFITTERS LLC	HM-TABLES FOR THE CAFETERIA	20,000.00	04/15/2025
21238	*** FROMUTH TENNIS	ATH-WINDSCREEN CLIPS FOR BASEBALL FIELDS AND TENNIS COURTS	500.00	04/15/2025
21239	MIDWEST MUSIC	HS-BAND-MALIETECH 2.6 OCTAVE INFINITY GLOCKENSPIEL	2,200.00	04/15/2025
21240	TRAFERA HOLDINGS, LLC	PL- 12 CHROMEBOOKS	4,188.00	04/16/2025
21241	OKLAHOMA SCHOOL PLANT MANAGEMENT ASSOCIATION	MAINT - REGISTRATION FOR DEVERA ALBERTSON - 2025 OSPMA CORE CERTIFICATION CLASS (MODULE 4) - MOORE NORMAN TECH CENTER, NORMAN, OK - MAY 28, 2025	75.00	04/21/2025
21242	SPURLOCK IRRIGATION (INS 12-03-11)(E-VERIFIED)	MAINT - ADDITIONAL PARTS NEEDED FOR RELOCATING PUMP & CONTROLLER FOR SPRINKLERS AT DMS FIELDS	450.00	04/28/2025
21243	DUNCAN JANITORIAL AND INDUSTRIAL SUPPLY INC.	HS-NEW TORNADO SCRUBBER FOR FLOOR CLEANING	6,120.00	04/28/2025
21244	TAMEZ, JESUS	MAINT - REMOVE TREES & GRIND STUMPS/ROOTS ON NORTH SIDE & EAST SIDE OF 8TH ST. TRANSPORTATION OFFICE THAT ARE CAUSING ROOF & FOUNDATION DAMAGE TO THE BUILDING, PLUS TRIM 3 TREES ON SOUTH SIDE OF BUILDING.	12,500.00	04/28/2025
21245	SWEETWATER SOUND INC.	HS-AUDIO CABLES FOR GRADUATION-XLR 4 CHANNEL SNAKE-5/22/25	390.99	04/28/2025
21246	UNITED REFRIGERATION INC	MAINT - PARTS FOR DISTRICT COMMERCIAL APPLIANCES	500.00	04/29/2025
21247	WASTE CONNECTIONS OF OKLAHOMA	MAINT - ROLL OFF DUMPSTER FOR WILL ROGERS - FLOODED BASEMENT CLEAN UP	1,000.00	05/01/2025
21248	DUNCAN TOTAL ROOFING, LLC	MAINT - DISTRICT ROOFING REPAIRS	20,000.00	05/06/2025
21249	TILLEY TRUCKING LLC	MAINT - STORAGE CONTAINER FOR WILL ROGERS TO HOLD ITEMS TAKEN FROM BASEMENT DUE TO FLOODING	3,000.00	05/06/2025
21250	CARL'S COMMERCIAL REFRIGERATION CO, INC	MAINT - EMERGENCY REFRIGERATION SERVICE & PARTS FOR DISTRICT	5,000.00	05/06/2025
21251	CARL'S COMMERCIAL REFRIGERATION CO, INC	WALK-IN COOLER REPLACEMENT	9,573.74	05/06/2025

**DUNCAN PUBLIC SCHOOLS**

From PO: 21232 to PO: 21251

**Encumbrance For Board Approval**  
**BUILDING FUND**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
		(21) BUILDING FUND Current Encumbered:	89,372.73	

**DUNCAN PUBLIC SCHOOLS**

From 12 Apr 2025 to 12 May 2025

**CHANGE ORDER REPORT  
BUILDING FUND**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
21022	GARDENTOWN	130- BUILDING LANDSCAPE FOR ASTHETICS	-222.55	7/1/2024
21103	DUNCAN BUILDERS SUPPLY	HS-ATH-BUILDING A NAIL DRAG FOR THE H.S BASEBALL FIELDS(INFIELD)	-46.41	8/27/2024
21124	AMAZON.COM	HM- MISC ITEMS FOR BUILDING: SHELVES, ROLLING PAPER HOLDER, BUTCHER PAPER, BUTCHER PAPER, BOOK BINDER MACHINE, PARKING SIGNS	-490.74	9/26/2024
21169	AMAZON.COM	HS-ATH-ROUND UP CONCENTRATE HERBICIDE	-426.48	1/22/2025
21176	ACE HARDWARE	EM-21-SAFETY NEEDS FOR SPECIAL EDUCATION SELF CONTAINED CLASSROOM: HOOKS FOR COAT RACK AND SAFETY BAR FOR RESTROOM.	-200.00	1/29/2025
21221	* * * WAL MART - VISA CARD CHARGES	ITEMS FOR SECURITY OFFICE	-12.36	3/25/2025
21231	* * * PROJECT GRAPHICS, INC.	MAINT - REPLACEMENT POLE BANNERS & HARDWARE FOR DISTRICT	-268.62	4/3/2025
<b>(21) BUILDING FUND Total:</b>			<b>-1,667.16</b>	

**DUNCAN PUBLIC SCHOOLS**

From PO: 2633 to PO: 2634

**Encumbrance For Board Approval****BOND- BANCFIRST**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
2633	MIDWEST SPORTING GOODS DISTRIBUTORS INC	013-GREY V-NECK SOFTBALL JERSEYS (31)	1,997.56	04/23/2025
2634	AMAZON.COM	013-SOFTBALL MACHINE BALLS, NETS, BALL BAG, RE-BOUNDER	1,300.00	04/28/2025
<b>(26) BOND- BANCFIRST Current Encumbered:</b>			<b>3,297.56</b>	

**DUNCAN PUBLIC SCHOOLS**

From 12 Apr 2025 to 12 May 2025

**CHANGE ORDER REPORT**  
**BOND- BANCFIRST**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
2621	MR. UPHOLSTERY	DOOR GRAPHICS FOR EACH SITE	-5,893.90	8/25/2024
2625	LEXA	021-ELITE HOME & AWAY LONG SLEEVE BOYS SOCCER JERSEYS	-300.00	1/27/2025
<b>(26) BOND- BANCFIRST Total:</b>			<b>-6,193.90</b>	

5/12/2025 2:08:08 PM

Page 2 of 2

**DUNCAN PUBLIC SCHOOLS**

From 12 May 2025 to 12 May 2025

**Encumbrance For Board Approval**

**CHANGE ORDER REPORT**

**2021 BOND**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
3402	WALKER STAMP & SEAL	DIGITAL GRAPHICS FOR NEW FIELD HOUSE-ATH	1,527.92	7/8/2024
<b>(34) 2021 BOND Current Encumbered:</b>			<b>1,527.92</b>	
<b>Report Total Encumbered:</b>			<b>1,527.92</b>	

**DUNCAN PUBLIC SCHOOLS**

From PO: 8609 to PO: 8610

**Encumbrance For Board Approval**

**CAS/FLOOD INS FUND**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
8609	HOPE EQUIPMENT & CONSTRUCTION	HS- BOILER ROOM RENOVATION B.A. APR 08 2025 ITEM# 7.B.	636,109.40	04/10/2025
8610	DUNCAN TOTAL ROOFING, LLC	MAINT - REMOVE & REPLACE EXISTING ROOF ON OLD BASEBALL CONCESSION BUILDING	11,500.00	04/23/2025
<b>(86) CAS/FLOOD INS FUND Current Encumbered:</b>			<b>647,609.40</b>	

Request for Out-of-State Travel  
Policy # 11:04

To: Kevin Kelly  
(Building Principal)

From: Darlene Cobble  
(Name of Employee)

Date, Destination and Purpose of Travel:

June 15 - June 19  
Baylor Tennis Camp

Date: 5-6-25

Signature: [Signature]  
(Employee making request)

The above request is:  Approved  Disapproved

Comments:

Date: 5-7-25

Signature: Kevin Kelly  
(Building Principal)

*Forward all approved requests to Superintendent of Schools for final approval.*

Superintendent  Approved  Disapproved

Business Manager  Approved  Disapproved

Director of Federal Programs  
(as required)  Approved  Disapproved

Signature: \_\_\_\_\_  
Superintendent

Signature: \_\_\_\_\_  
Business Manager

/  
Signature: \_\_\_\_\_  
Director of Federal Programs

*Please return this form to Principal .*



# Baylor Tennis Camp

## June 15 - June 19

254 TENNIS CAMP @  
BAYLOR UNIVERSITY

### Baylor Tennis Camp - Session 2

#### Sunday

3:30-5:00 pm	Registration at Penland Dorms
5:15 pm	Campers are brought back to Hurd Tennis by bus
5:30 pm	Camp introduction; meeting the counselors; camp picture
6:00-8:00 pm	Warm-up and Evaluation (day campers leave after eval)
8:15 pm	Return to the Dorms/Pizza
9:00 pm	Meeting in the lounge of Penland for overnight campers
10:15-10:30 pm	Lights out

#### Monday

7:30 am	Wake up
8:00- 8:30 am	Breakfast everyone walks together
8:45 am	Bus leaves dorms (meet in dorms lobby)
	Day Campers Arrive at Hurd
9:00 - 9:15 am	Warm-up
9:15-12:00 pm	Morning and Afternoon Singles demos and Court Time
11:45 am	Indoor Bus to Lunch
12:15 pm	Outdoor bus to Lunch
1:30 pm	Bus to BTC from dorms (indoor court groups)
1:45 pm	Bus to BTC from dorms (outdoor courts groups)
2:00-pm 5:15 pm	Singles Court Time (Point Building)
5:15 pm	Dinner
6:30 pm	Swimming/Outdoor basketball/Volleyball/Ping Pong
8:30 pm	Return to Dorms
10:30 pm	Showers/lights out

#### Tuesday

7:30 am	Wake up
8:00-8:30 am	Breakfast
8:45 am	Bus leaves dorms
	Day Campers Arrive
9:00 - 9:15 am	Warm-up drills at Baylor
9:15-12:10 pm	Doubles Demo's and Doubles Play (Building and offensive wall)
11:45 am	Indoor Bus to Lunch
12:15 pm	Outdoor bus to Lunch
1:30 pm	Indoor Bus to BTC from dorms
1:45 pm	Outdoor bus to BTC from dorms



2:00-5:00 pm	Doubles Court Time (Different formations)
5:30 pm	Dinner
7:00 pm	Free Hitting at Penland
8:30 pm	Return to Dorms
10:30 pm	Dorm room check - lights out

**Wednesday**

7:30 am	Wake up
8:00-8:30 am	Breakfast
8:45 am	Bus leaves for Baylor
9:00-9:15 am	Warm-up drills @ BTC
9:15-12:00 pm	Team Tournament
12:10-1:30 pm	Lunch
1:30 pm	Bus from dorms to BTC and Indoor
2:00 -5:30 pm	Team Tournament
5:45-6:45 pm	Dinner
7:00 pm	Team Tournament
9:00 pm	Return to Dorms
10:00 - 10:30 pm	Showers/lights out

**Thursday**

7:30 am	Wake up
8:00-8:30 am	Breakfast
8:45 am	Bus to BTC
	Day Campers Arrive at Hurd
9:00 am	Warm-up drills at Baylor Tennis Center
9:30-11:30 am	Team Tournament (Cracked Racquet podcast live-streamed)
11:45-12:45 pm	Lunch
12:50 pm	Bus Departs Dorms
1:15-2:00 pm	Awards ceremony at Baylor Tennis Center
2:00-2:30 pm	Check-out at Dorms - you must sign out at Hurd





DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

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School/Club/Department: Business Office/Technology

Vendor Requested: The SpyGlass Group, LLC

Item Request Description: Agreement for SnapShot Audit of billing systems to gain technology expense clarity.

\*\*If savings are found, we pay 50% of any Cost Recovery, 12 times any Service Elimination Savings, 12 times any Cost Reduction Savings

Dollar Amount Requested (if applicable): N/A\*\*

Fund Requested: \_\_\_\_\_

Budget/Activity Account Requested: N/A

Brennon  
Signature of Requestor/Principal

5/9/25  
Date

J. McCann  
Signature of Budget Director

5-7-25  
Date

\_\_\_\_\_  
Signature of Assistant Superintendent

\_\_\_\_\_  
Date

*CPSON  
KWH*

**SpyGlass Snapshot Audit Agreement**

This agreement, effective as of the later of the dates of signature below ("Effective Date"), is between \_\_\_\_\_ ("Company"), and The SpyGlass Group, LLC, an Ohio limited liability company ("Auditor").

1. **Primary Audit Services.** Company is engaging Auditor as an independent contractor to analyze its primary telecommunications service accounts (Voice, Data, Internet, Cloud Services, SaaS Licensing, and Mobility) to seek cost recovery, service elimination and cost reduction recommendations. Company will provide Auditor with the materials required to perform its analysis and Auditor will conduct a Kickoff meeting with Company to review the materials provided and introduce Auditor's personnel assigned to the project. Auditor will deliver the recommendations to Company at a Summary of Findings meeting, implement recommendations that Company elects for Auditor to implement, and deliver a complete telecommunications inventory to Company. Upon completion of implementation, Auditor will conduct an Industry Benchmark Analysis ("IBA") Meeting to compare Company's spending and audit results against industry peers as well as all SpyGlass clients, officially bringing closure to the engagement.

While Auditor is performing its analysis, Company will not make changes or perform internal cost reduction analysis with respect to provider accounts which Company has included within the scope of Auditor's review.

2. **Fees.** Company will pay Auditor the applicable fee set forth below ONLY for Auditor recommendations implemented within twelve (12) months of Auditor delivering the recommendation to Company:
- 50% of any "Cost Recovery", as defined below
  - 12 times any "Service Elimination Savings", as defined below
  - 12 times any "Cost Reduction Savings", as defined below

"Cost Recovery" is any refund, credit or compensation received by Company relating to past services or charges.

"Service Elimination Savings" is any monthly cost reduction received by Company relating to cancellation of any service, including monthly usage cost reduction (calculated as the average of the last 2 months of usage costs associated with the cancelled service).

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3. **Invoicing and Payment.** Fees for Cost Recovery are due as a one-time payment within 30 days of verification that Company has been issued the refund, credit or compensation resulting in such fees. Fees for Service Elimination Savings and Cost Reduction Savings are due as a one-time payment within 30 days of verification that the cancellation or other activity resulting in the Service Elimination Savings or Cost Reduction Savings has been completed. Auditor may issue separate invoices as different fees are earned.

4. **Miscellaneous.** This agreement is governed by the laws of the State of Oklahoma, without regard to principles of conflicts of law, and may be executed by facsimile and simultaneously in multiple counterparts. Company agrees that Auditor does not warrant the overall performance, Company satisfaction, or data accuracy of any telecommunications related carrier, provider, software manufacturer or vendor at any time whatsoever during or after the term of this agreement. Each person signing this agreement on behalf of a party represents that he or she has been duly authorized to sign this agreement and to bind the party on whose behalf this agreement is being signed by that signatory. In the event of any litigation, proceeding or legal action arising out of or relating to this agreement, the prevailing party in such action shall be entitled to recover its reasonable attorneys' fees, court costs, and other expenses incurred in connection with such dispute or legal action, in addition to any other relief granted. AUDITOR SHALL NOT BE LIABLE TO THE COMPANY FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR PUNITIVE DAMAGES, INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR BUSINESS INTERRUPTION, WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT OR OTHERWISE, EVEN IF EITHER PARTY HAS BEEN WARNED OF THE POSSIBILITY OF ANY SUCH LOSS OR DAMAGE IN ADVANCE. IN ADDITION, IN NO EVENT SHALL AUDITOR'S LIABILITY TO COMPANY EXCEED THE FEES ACTUALLY PAID BY COMPANY TO AUDITOR.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the Effective Date.

COMPANY

Duncan Public Schools

Signature: \_\_\_\_\_

Print Name: Carl Buckholts

Date: 05/13/2025

AUDITOR

The SpyGlass Group, LLC

Signature: \_\_\_\_\_

Print Name: Edward M. DeAngelo

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

# SpyGlass

## Challenging the Technology Cost Status Quo

Our highly-personalized technology expense SnapShot Audit educates and empowers you with innovative, industry-specific insight and valuable cost-saving recommendations across voice, data, internet, cloud services, SaaS license, and mobility.

Recommendation Category	Savings Potential (Total)	Savings Potential (Elimination)	Decided (Y/N)
Excessive Lines	\$1,564.00	\$0.00	
Excessive Features	\$3,950.00	\$3,950.00	
Advertising & Unwanted	\$144.00	\$144.00	
Excessive Minutes	\$5,300.00	\$0.00	
Excessive Wireless Services	\$2,148.00	\$1,522.00	
Wireless Features	\$192.00	\$0.00	
Excessive Line Pricing	\$2,100.00	\$2,100.00	
Excessive PR Pricing	\$7,700.00	\$7,700.00	
Excessive Data Pricing	\$0,000.00	\$0,000.00	
Excessive Long Distance Pricing	\$000.00	\$000.00	
Excessive Wireless Pricing	\$1,200.00	\$1,200.00	

20+

Years of Experience

13,000+

Clients in the U.S. & Canada

99%

Audit Savings Success



### We Provide Industry-Leading Technology Expense Management Solutions

We work exclusively for you to decipher billing systems designed by the providers to maximize revenue at your expense. Our technology expense management audits provide answers for surprising savings – and we only get paid when we succeed.



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Our technology cost audit is all about you. From our Kickoff meeting through the implementation of savings opportunities, we collaborate with you to ensure personalized industry-leading technology service cost solutions for long-term savings and process improvement.



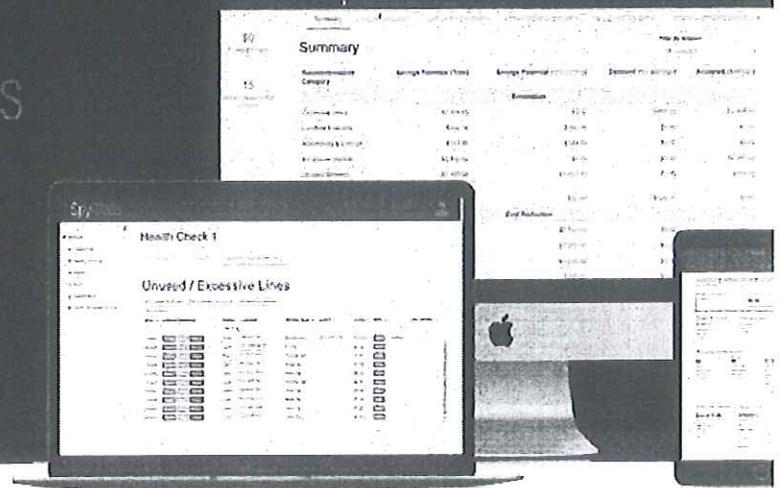
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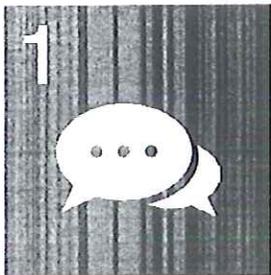
# SpyGlass

## Our SnapShot Audit Spots Technology Service Savings

With a comprehensive technology expense SnapShot Audit from SpyGlass, you'll gain technology expense clarity and an average saving of 20% monthly.



### Get Started with Our Proven, Simple Steps



#### Contact

Contact SpyGlass to start your technology expense SnapShot Audit.



#### Submit

Submit technology billing from your most recent two-month period of all services.



#### Meet

Meet with our team of experts to review your SnapShot Audit results.



#### Choose

Choose the savings recommendations you want SpyGlass to implement.



#### Payment

Pay only for the implemented and verified savings SpyGlass executed on your behalf.

### Guaranteed ROI in One Year or Less

Our compensation is success-based, so you only pay if we save you money. There are no up-front costs and you will always be in control of what's implemented. After your selected recommendations are implemented, you pay us a portion of what you've saved while being guaranteed to recoup our fee in one year or less. It's that simple.





BOARD APPROVED

MAY 13 2025

ITEM # b.H.

## DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION BOARD AGENDA ITEM

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Dollar Amount Requested (if applicable): N/A\*\*

Fund Requested: \_\_\_\_\_

Budget/Activity Account Requested: N/A

Brennon  
Signature of Requestor/Principal

5/9/25  
Date

J. McCann  
Signature of Budget Director

5-7-25  
Date

Dr. Charina Byrley  
Signature of Superintendent

MAY 13 2025  
Date

*CB on  
kjh*

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Duncan Public Schools

Signature: [Signature]

Print Name: Carl Buckholts

Date: 05/13/2025

AUDITOR

The SpyGlass Group, LLC

Signature: [Signature]  
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Print Name: Edward M. DeAngelo

Date: 5/15/2025

# SpyGlass

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Advertising & Billing	\$144.00	\$144.00	
Excessive Minutes	\$1,300.00	\$0.00	
Excessive Services	\$2,141.00	\$1,332.00	
Wireless Equipment	\$100.00	\$0.00	
Excessive Line Pricing	\$2,100.00	\$2,100.00	
Excessive PR Pricing	\$720.00	\$720.00	
Excessive Data Pricing	\$6,000.00	\$6,000.00	
Excessive Long Distance Pricing	\$900.00	\$900.00	
Excessive Wireless Pricing	\$1,200.00	\$1,200.00	

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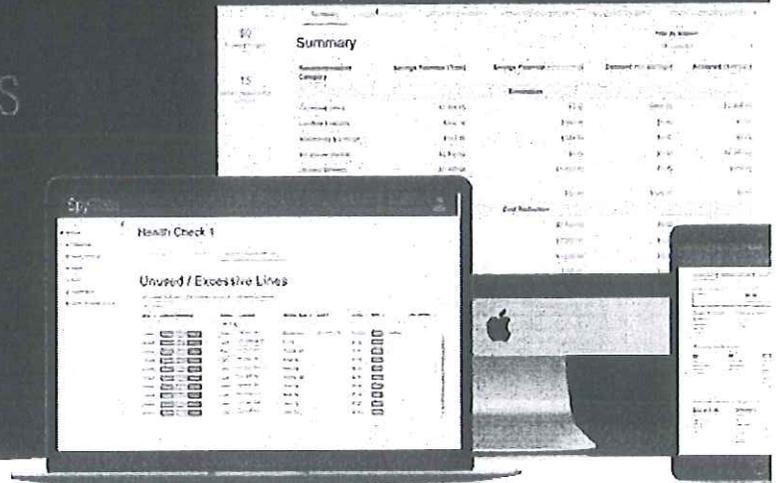
### Technology Expense Management Experts at Your Service

Your IT staff is talented but they're also busy keeping your systems running and on the cutting edge. Our technology expense auditing team uncovers cost inefficiencies buried in the cost center and impossible to identify without professional tools. Very simply, our powerful technology SnapShot Audit delivers surprising savings to boost your technology environment budget.

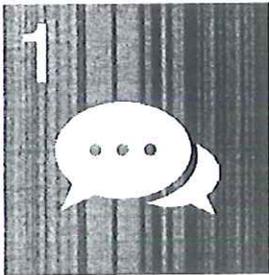
# SpyGlass

## Our SnapShot Audit Spots Technology Service Savings

With a comprehensive technology expense SnapShot Audit from SpyGlass, you'll gain technology expense clarity and an average saving of 20% monthly.



### Get Started with Our Proven, Simple Steps



#### 1 Contact

Contact SpyGlass to start your technology expense SnapShot Audit.



#### 2 Submit

Submit technology billing from your most recent two-month period of all services.



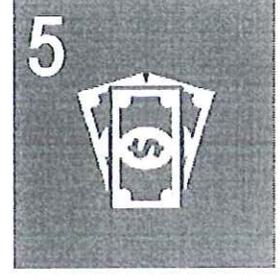
#### 3 Meet

Meet with our team of experts to review your SnapShot Audit results.



#### 4 Choose

Choose the savings recommendations you want SpyGlass to implement.



#### 5 Payment

Pay only for the implemented and verified savings SpyGlass executed on your behalf.

### Guaranteed ROI in One Year or Less

Our compensation is success-based, so you only pay if we save you money. There are no up-front costs and you will always be in control of what's implemented. After your selected recommendations are implemented, you pay us a portion of what you've saved while being guaranteed to recoup our fee in one year or less. It's that simple.





DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: Technology

Vendor Requested: CDW / Dell

Item Request Description: Dell Micro Form Factor 7020 Computers

Desktop Computers for district staff

Dollar Amount Requested (if applicable): \$364,261.00

Fund Requested: 34- DPS 2020 Vision Bond

Budget/Activity Account Requested: 004- Technology

Brennan  
Signature of Requestor/Principal

5/12/25  
Date

\_\_\_\_\_  
Signature of Budget Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Assistant Superintendent

\_\_\_\_\_  
Date



# TRENDS Requisition Form

FY 25 FUND 34 - DPS 2020 Vision Bond

VENDOR NAME & ADDRESS CDW

VENDOR PHONE & FAX 866-465-9914

DESCRIPTION/PURPOSE OF ITEM OR SERVICE Computers for computer refresh

Quantity	Item Number	Description	Unit Price	Amount
563		Dell Micro Form Factor 7020	\$647.00	\$364,261.00
				0.00
				0.00
				0.00
				0.00
				0.00
			Shipping	0.00

TOTAL AMOUNT REQUESTED \$ 364,261.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
5	34	004	2030	653	—	—	—	050

## LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:

Vendor	Amount
1. CDW	\$364,261.00
2.	
3.	

REQUESTOR/SITE: Brenna

DATE: 5/12/25

BUDGET APPROVER: \_\_\_\_\_

DATE: \_\_\_\_\_

CHANNA BYERLY: \_\_\_\_\_

DATE: \_\_\_\_\_

*Keth*



Thank you for choosing CDW. We have received your quote.

Hardware      Software      Services      IT Solutions      Brands      Research Hub

## QUOTE CONFIRMATION

**BRENNON ALBERTSON,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PKRS818	4/30/2025	563 DELL 7020 DESKTOPS	1143553	\$364,261.00

### QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<b>DELL CTO 7020 14500T 512 16 W11P</b> Mfg. Part#: 3000189074527 OptiPlex Micro Form Factor 7020 XCTO Intel Core i5 14500T vPro (24MB cache, 14 cores, 20 threads, up to 4.8 GHz, 35W) Windows 11 Pro, Natl Aca STANDARD. K12 EDU only. MSFT LOE Approval req'd. English, Spanish, French, Brazilian Portuguese Activate Your Microsoft 365 For A 30 Day Trial 16GB DDR5 Memory,1X16GB,Non-ECC,SoDIMM M.2 2230 512GB PCIe NVMe SSD Class 35 1st M.2 2280 SSD Screw OptiPlex Micro with 35W CPU US Power Cord Intel(R) AX211 Wi-Fi 6E 2x2 and Bluetooth Internal Antenna Wireless Driver Intel AX211 Optional DisplayPort Dell Pro Keyboard and Mouse - KM5221W - US English - Black Mouse included with Keyboard No Cover Selected Dell Additional Software ENERGY STAR Qualified SERI Guide (ENG/FR/Multi) Watch Dog SRV Quick Start Guide, OptiPlex Micro Trusted Platform Module (Discrete TPM Enabled) Shipping Material Shipping Label Low:FSJ Reg label for 90W adaptor IRST Driver, MFF 7020 Intel Core i5 Processor Label Desktop BTO St Contract: Dell Held SW1020 Oklahoma (1020)	563	8364234	\$647.00	\$364,261.00

<b>SUBTOTAL</b>	\$364,261.00
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$364,261.00</b>

**PURCHASER BILLING INFO**

**Billing Address:**  
 DUNCAN DISTRICT I-1 BOARD OF EDUC  
 ACCTS PAYABLE  
 PO BOX 1548  
 \*NEEDS AFFIDAVIS:ALL OVER 1K\*\*  
 DUNCAN, OK 73534-1548  
**Phone:** (580) 255-0686  
**Payment Terms:** NET 30-VERBAL

**DELIVER TO**

**Shipping Address:**  
 DUNCAN PUBLIC SCHOOLS  
 BRENNON ALBERTSON  
 1740 W SPRUCE AVE  
 DUNCAN, OK 73533-2308  
**Shipping Method:** DROP SHIP-GROUND

**Please remit payments to:**

CDW Government  
 75 Remittance Drive  
 Suite 1515  
 Chicago, IL 60675-1515



**Sales Contact Info**

**Nathan Reynolds** | (866) 465-9914 | [nathrey@cdw.com](mailto:nathrey@cdw.com)

**Need Help?**



My Account



Support



Call 800.800.4239

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at  
<http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

© 2025 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

# TRENDS Requisition Form



FY 25-26 FUND 41 - Sinking Fund

VENDOR NAME & ADDRESS UMB BANK

VENDOR PHONE & FAX \_\_\_\_\_

DESCRIPTION/PURPOSE OF ITEM OR SERVICE BOND & INTEREST PMT FOR STEPHENS CO  
ISD #1 GO COMBINED PURPOSE BOND SERIES 2023

Quantity	Item Number	Description	Unit Price	Amount
1		BOND	2,525,000.00	2,525,000.00
1		INTEREST	262,600.00	262,600.00
				0.00
				0.00
				0.00
				0.00
		Shipping		0.00

TOTAL AMOUNT REQUESTED **\$ 2,787,600.00**

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
6	41	038	5100	BELOW	000	0000	000	050

**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

Vendor	Amount
1. BOND - 831	
2. INTEREST - 832	
3.	

REQUESTOR/SITE: Kelly Hendon

DATE: 05/04/2025

BUDGET APPROVER: \_\_\_\_\_

DATE: \_\_\_\_\_

CHANNA BYERLY: Ar Channa Byerly

DATE: 05/04/2025



No representation is made as to the correctness of this debt service schedule.  
It is included solely for the convenience of the issuer.

Trust # QR61 Stephens Co., OK ISD#1 GO CPB, Txbl Srs 2023  
Duncan Public Schools  
Dated Date: 7/1/2023

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**MATURITIES**

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Date	Beginning Bal	Rate	Principal Payment Due	Interest	Interest Payment Due	Ending Bal
First Pmt = Long Cpn						
	2,525,000.00					2,525,000.00
7/1/2025	2,525,000.00	5.200	2,525,000.00	65,650.00	262,600.00	-
			2,525,000.00	65,650.00	262,600.00	2,787,600.00



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: MAINTENANCE

Vendor Requested: HURLEY'S CREATIVE TILE

Item Request Description: \_\_\_\_\_

INSTALL TILE FLOORING AT DMS - COMMONS & HALLWAYS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dollar Amount Requested (if applicable): \$150,350.00

Fund Requested: 86 - Insurance Fund

Budget/Activity Account Requested: \_\_\_\_\_

Devera Albertson  
Signature of Requestor/Principal

4.16.2025  
Date

\_\_\_\_\_  
Signature of Budget Director  
Chris Stone  
Signature of Assistant Superintendent

\_\_\_\_\_  
Date  
4-22-25  
Date

AP approved

# TRENDS Requisition Form



FY 25 FUND 86-Insurance

VENDOR NAME & ADDRESS HURLEY'S CREATIVE TILE

VENDOR PHONE & FAX \_\_\_\_\_

DESCRIPTION/PURPOSE OF ITEM OR SERVICE INSTALL TILE FLOORING AT DMS - COMMONS & HALLWAYS

Quantity	Item Number	Description	Unit Price	Amount
1		INSTALL TILE FLOORING AT DMS - COMMONS & HALLWAYS	150,350.00	150,350.00
				0.00
				0.00
				0.00
				0.00
				0.00
			Shipping	0.00

TOTAL AMOUNT REQUESTED \$ 150,350.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
5	86	<u>86000</u>	<u>2620</u>	<u>459</u>	—	—	—	505

**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

Vendor	Amount
1.	
2.	
3.	

REQUESTOR/SITE: Devera Alberson

BUDGET APPROVER: \_\_\_\_\_

CHANNA BYERLY: [Signature]

DATE: 4.16.2025

DATE: \_\_\_\_\_

DATE: 4/25/25



119 N. 9th Street ♦ Duncan, OK 73533  
Phone 580/252-0218 ♦ Fax 580/252-2509  
E-mail hurleytile@yahoo.com

August 12, 2024

Duncan Public Schools

1706 W. Spruce

Duncan, OK

Re: Labor BID - Duncan Middle School Hallway and Common Areas Flooring

Main hallways - BID to include floor prep and installation of provided LVT flooring

BID also includes new 4" rubber covebase and all necessary adhesives.

Labor total \$138,950.00

Music room + \$ 6,800.00 ?

West connect hallway + \$ 4,600.00

\$ 150,350

If you have any questions, please contact me.

Sean Hurley, Owner

580-512-9996

**Memorandum of Understanding**

**Cameron University  
Duncan High School**

**AY 2025-2026**

*CAMERON UNIVERSITY/DUNCAN HIGH SCHOOL*  
*OFF-CAMPUS CONCURRENT ENROLLMENT*  
*MEMORANDUM OF UNDERSTANDING*

This MOU describes a partnership between Cameron University (CU) and Duncan Public Schools (DPS) referred to as "Partner School" throughout the document.

The concurrent program at CU allows eligible high school students to enroll in college courses prior to completion of high school graduation requirements. To be eligible to participate, high school students must meet admission and placement requirements as per Oklahoma State Regents for Higher Education (OSRHE) policy. Eligible students may enroll in courses offered on the CU Lawton Campus, CU Duncan Campus, online, or at select sites.

By providing early access to higher education to students in CU's Southwest Oklahoma service area the concurrent enrollment program endeavors to increase the number of students graduating from college and to facilitate graduation in a shorter period of time and at reduced overall expense.

The concurrent enrollment program is the result of collaborating partnerships between CU and participating high schools in Southwest Oklahoma. These partnerships require commitments on the part of CU and those schools as detailed below.

CU is dedicated to serving high school students while helping develop a seamless and accessible transition to higher education. This MOU describes the agreement with the Partner School to increase the number of students obtaining college credit during their high school career.

**Purpose**

The purpose of this agreement is to foster increased access to college courses for high school students who have demonstrated the academic ability to complete a rigorous course of study and meet concurrent admission criteria. Through this opportunity, high school sophomores, juniors and seniors can participate in college courses during regular high school hours. Students will earn high school academic credit and college credit, referred to as dual credit, as established by Oklahoma Statute (OS) 70.628.13.

**Terms**

The agreement will be in continuous effect unless terminated in writing by either institution. Either party shall have the right to terminate this Memorandum of Understanding with or without cause by giving ninety (90) days prior written notice of intent to terminate pursuant to this provision, specifying the date of termination. The parties agree to work in good faith to avoid any such termination. The rationale for the requested termination must be stated with the request, and the parties must attempt to resolve any disputes in a mutually satisfactory way. Any future agreements will be subject to their own terms for termination, which may differ from this Memorandum of Understanding.

## Operations

### Cameron University

Cameron University (CU) Off-Campus Concurrent Enrollment provides:

- An opportunity to earn transferable college credits while also satisfying high school course requirements through dual-credit
- An introduction to college academics and rigor
- An economical head-start paying for college through the concurrent tuition waiver for select courses taught on campus, on line, or at approved concurrent sites
- Access to CU Center for Writers, Math Lab, Center for Academic Success, Library, and online resources
- Access to CU clubs and organizations; subject to eligibility as defined by the by laws of each
- Access to CU academic, financial aid, and career advisement
- CU will issue the Partner School an admissions application fee waiver code for sophomores at Duncan High School's mandatory Sophomore Informational Meeting Night. This will allow the student to waive their application fee requirement. CU will issue application fee waiver codes for Partner School students who have an ACT waiver or who have documentation that they receive free/reduced lunches at school. Any student may receive a fee application waiver after participating in an Aggie Tour on the CU Lawton or CU Duncan campuses.
- CU will offer lower division courses to a minimum of **10** pre-enrolled students per course section. Enrollment for concurrent courses at the Partner School will be open only to the Partner School students, unless the Partner School agrees to the addition of students from other sites. Enrollment forms should be submitted to the Concurrent Advisor by December 1 for spring courses and June 1 for fall courses. Enrollments in addition to the minimum of **10** students may be added until the section fills or until the end of the first week of the semester.
- As per OSRHE policy 3.10.6, a higher education institution offering an off-campus concurrent course shall have direct oversight of all aspects of the course. Off-campus concurrent enrollment courses are the same content and rigor as on-campus courses. Students will be held to the same standard of achievement as students in on-campus courses. Department chairs will review and monitor content and rigor of all off-campus concurrent classes.
- Courses offered will be reviewed annually and newly approved courses may be offered beginning in the semester following approval.
- CU academic advisors are available to counsel concurrent students on issues concerning academic success and higher education goals.
- CU will endeavor to provide courses during the requested term of instruction; however, CU cannot guarantee course availability at the site.
- All faculty must meet Higher Learning Commission (HLC) expectations for qualifications of faculty. Common expectations for faculty credentials include completion of a program of study in the discipline or subfield in which they teach with coursework at least one level above that of the courses being taught; the completion of 18 graduate credit hours in the discipline in which he or she is teaching; or tested experience that includes breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching.
- Before teaching an off-campus concurrent enrollment course, faculty must participate in an orientation provided by CU. Professional development provided by CU may include pedagogy, instructional design, course management, and student engagement strategies.
- Faculty members teaching an off-campus concurrent enrollment course will receive appraisals and consideration for continued employment according to the CU Faculty Handbook.
- CU will provide curriculum for all off-campus concurrent courses that matches courses offered on campus.

- CU faculty will comply with policies, practices, and procedures as outlined in the CU Faculty Handbook at all times.
- CU will administer courses to follow a 16 week format and students will follow the established CU calendar as it relates to add/drop dates, withdrawal dates, finals schedule, holidays and unscheduled closings. Off-campus classes will schedule expanded time for student learning as needed to adjust to the DPS building availability.
- Off-site concurrently-enrolled students will be eligible to obtain CU student ID cards. The ID card will provide students with access to campus events and resources equivalent to that of other off-campus, part-time Cameron students.
- Students may participate in courses on the CU campus as well as in the off-campus concurrent courses as approved by DPS; however, additional fees for courses taken on campus will apply. Enrollments not covered by the merit tuition waivers specified in the Financial Arrangements section of this document will be charged full CU tuition.
- Cameron Administration will work with a designated person at Duncan High School to determine semester offerings and ensure adequate contact minutes for awarding college credit are built into the schedule. CU-Duncan will serve as the liaison between the Partner and CU with respect to day-to-day operations and recruitment and enrollment of students.
- CU will send an electronic spreadsheet of mid- and end-of-term grades for all concurrent enrollment students to the Partner high school Concurrent Coordinator.
- CU will waive the university success requirement for students who complete off-campus instruction deemed equivalent to the CU course UNIV I 001 as part of their concurrent experience. Equivalent experiences should include required elements of the UNIV course and should be approved in advance.

## **Partner**

### **The Partner School will ensure the following:**

#### **Facility/Materials/Technology**

- Only students enrolled as a concurrent student may be present during the class.
- The site will provide a collegiate environment free from classroom interruptions.
- The site will provide a proctor as requested for specific assessments.
- The site will print/distribute/collect some student course materials as requested by the CU faculty.
- The site will ensure student behavior for concurrent students is consistent with CU and partner site expectations of students.

#### **Advisement for High School Graduation**

- Partner high school counselors and advisers will advise concurrent students on all issues concerning high school education, graduation, and college application requirements.
- The Partner is responsible for ensuring that students have an opportunity to enroll in courses necessary for high school graduation. CU courses may not be available or convenient for all students. CU courses should not be depended on as the sole source for completing high school graduation requirements (as per OS 70-11-103.6.G.5).
- The Partner will provide program information and enrollment due dates to parents and students prior to registration periods.
- The Partner will designate a representative as the liaison between the Partner and CU. The Partner liaison provides program information and guidance to students, parents, and faculty.

- The Partner high school principal will offer support and help guide the development and integrity of the program.
- The Partner will display CU brochures, guides, posters and other promotional materials that CU provides in a designated, on-site area. Examples include the high school's guidance office or the classrooms where CU courses are taught.

### **Calendar/Scheduling/Attendance**

- The Partner will comply with the CU academic calendar including the two-hour CU semester finals schedule.
- As per OSRHE policy 3.19.3, all classes are expected to meet for sixteen weeks. The semester-credit-hour is the standard unit of credit used by CU in evaluating a student's educational attainment and progress. Semester-hour of credit is calculated as follows:
  - One semester-hour of credit is awarded for completion of a course meeting for 800 instructional minutes. A three-hour class will meet a total of 2400 minutes.
- CU does not close as frequently as high schools. Partner Schools will provide access to students consistent with the CU academic schedule. Instructors will work closely with department chairs to ensure the course meets the required number of minutes; it may be necessary for instructors to add additional minutes to the standard time schedule in order to compensate for time missed when the high school closes and CU is open. Examples of this include adding minutes to the course or including some meetings on Fridays.
- Partner School students who are taking courses via ITV may join the course(s) via Zoom from any location when the Partner School is closed and CU is open. CU will provide Zoom links to Partner Schools as needed.
- Even when CU is closed, students should keep up with the course agenda and check the course management system for updates on assignments.
- The attendance policies outlined in the concurrent course syllabus must be followed. When there are time conflicts between the CU course schedule and the Partner site, students and CU faculty will follow the CU schedule. This includes high school events such as pep rallies and assemblies.
- In case of a student absence due to participation in required high school activities approved by the high school administration, the faculty member should make every effort to find a reasonable accommodation for a grade or assignment (excluding pop quizzes) missed due to the absence. Notice of the absence must be given before the absence occurs, preferably at least one week in advance, in order for the faculty member to be able to reasonably accommodate the student. If requested by a faculty member, the student must provide documentation of the event.
- Concurrent students will be accountable for all course content and assignment requirements, regardless of participation in school-sponsored extra-curricular activities.
- All attendance policies are defined in the course syllabus. Concurrent students are college students.
- When a Partner-site faculty member must cancel a concurrent class, the faculty member should contact the CU Department Chair, the site Principal and the students enrolled in the course. The faculty member should follow the Partner site's procedures; however high school substitute teachers will not teach the concurrent course. CU department chairs will work with the Partner site faculty member to determine if a CU faculty member will substitute in the class.

### **Student Policies**

- The Partner will allow students to comply with all CU and partner high school student policies during CU class time.

- The Partner agrees to support the instructor and the student through standards set by CU, as outlined in the CU Student Handbook and CU Faculty Handbook. This includes maintaining a classroom environment conducive to learning.
- Concurrent students are required to use their CU email address for digital communication within and regarding their CU course and with CU administrative offices.
- When concurrent students withdraw from a CU course offered at a Partner site, they must be removed from the CU class within two (2) class days and moved to another class.
- If student academic dishonesty or other disciplinary issues arise, the Partner-site will adhere to standard policies found in the CU Student Handbook and specific classroom management procedures in the course syllabus. Teacher-faculty should also apprise their site head principal of disciplinary issues.
- If procedure or process conflicts emerge between a Partner site and CU policy as outlined in the Student and Faculty Handbooks or within the course syllabus, CU policy will be followed and enforced.

### **CU and Partner Schools**

- Parties will collaborate to provide program information, communication, promotional materials, and activities.
- Parties will work together to articulate curricula between the high school and the university.
- Parties will work together closely when advising a concurrently enrolled student to ensure that the student is apprised of all education options.
- Partner Schools will provide CU a point of contact for the school.

### **Financial Arrangements**

- Tuition waivers for qualifying students are available as listed below.

#### **Senior Merit Tuition Waiver**

- Minimum 19 A.C.T. composite score OR unweighted 3.0 high school GPA
- 18 credit hours of tuition per year (Summer prior to senior year, Fall, Spring)
- Maintain 2.0 college cumulative GPA

#### **Junior Merit Tuition Waiver**

- Minimum 19 A.C.T. composite score OR unweighted 3.0 high school GPA
- 9 credit hours of tuition per year (Summer prior to junior year, Fall, Spring)
- Maintain 2.0 college cumulative GPA

- Duncan Public Schools agrees to pay tuition beyond the state-funded amounts for all students in addition to fee and book cost.
- Off-campus concurrent students will be required to pay the High School mandatory fee rate for off-site delivery. This rate includes the following fees:
  - Academic Records Fee
  - Assessment Fee
  - Library Automation and Materials Fee
- Rates for 24-25 are \$12.25 per credit hour. The total high school mandatory fee rate for off-site delivery of a three credit hour class in 2024-25 is \$36.75.
- Rates for mandatory fees are established in June for use in the following academic year.

- For courses that have a published textbook and ancillary materials, the Partner School students are responsible for purchasing their own. CU departments may select open-source materials for course textbooks and text-based instructional content. All sections of the same course will use the same instructional materials.
- Students will be responsible for personal classroom materials outlined in the course syllabus, i.e., paper, pen, notebooks.

### Official Signatures

We agree to the above conditions and indicate by our signatures our commitment to provide quality concurrent enrollment courses for our students.

---

**Jari Askins**  
President, Cameron University

---

**Date**

---

**Signature**  
Board President, Duncan Public  
Schools

---

**Date**

---

**Printed Name**  
Board President, Duncan Public  
Schools

## LICENSE AGREEMENT

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between **INDEPENDENT SCHOOL DISTRICT NO. 1 OF STEPHENS COUNTY, OKLAHOMA, a/k/a DUNCAN PUBLIC SCHOOLS** ("Licensor"), and **DUNCAN PUBLIC SCHOOLS FOUNDATION**, an Oklahoma non-for-profit corporation ("Licensee"). For and in consideration of the mutual agreements and conditions described below, the parties agree as follows:

1. Grant of License. The Licensor grants to the Licensee the right, privilege and permission to enter Licensor's existing Hoover Wrestling Facility located at 298 N. 9<sup>th</sup> Street, Duncan, Oklahoma (the "Property") and use the Property to erect a pre-engineered metal building to be located southeast of the current wrestling building (the "Project"). The Project shall be donated to the Licensor upon expiration of the term of this Agreement.

2. Term. This Agreement runs from the date stated above and, unless earlier terminated, shall continue until the Project is completed and accepted by Licensor's Board of Education. Licensee's tender of the completed Project and Licensor's acceptance of the Project shall be evidenced by the execution and delivery of a Certificate of Acceptance in the form attached to this Agreement as Exhibit "A".

3. Limitation on Use. This License is granted for the limited purpose of permitting the Licensee to complete the Project. The Licensee shall have complete and unrestricted access to the Property and permission to make such improvements and to install such equipment as is necessary or desirable to complete the Project. The Licensee's use of the Property shall not, however, be exclusive to the Licensor nor shall Licensee's use unreasonably interfere with Licensor's use of the Property and adjoining lands for school district purposes.

4. Construction. The Licensee agrees that the Project shall be completed in strict conformity with all applicable state and local laws, rules and regulations. The Project shall consist of the erection of a pre-engineered metal building. The Architectural Services Proposal for the Project is found on Exhibit "B", which is attached and incorporated into this Agreement.

The Licensee assumes responsibility for the planning, design and installation of the Project. The Licensor will have no responsibilities or duties in conjunction with the completion of the Project, nor shall public funds be used for any aspect of the Project. With the exception of the construction proposed on Exhibit "B", Licensee shall not permanently alter the Property or, without Licensor's written consent, erect or cause to be erected on the Property any other buildings, structures or improvements, whether permanent or temporary.

5. Resource Planning. The licensor and licensee shall have individually appointed liaisons. Liaisons shall communicate between licensor and licensee to ensure all duties and responsibilities of the project are completed in accordance with this license agreement. Liaisons listed in Exhibit "C".

The licensor and licensee shall have individually appointed project managers. Project managers shall oversee daily operations. Project managers will communicate with liaisons to

ensure that all approved plans are completed in accordance with the license agreement. Project managers listed in Exhibit “C”.

6. Termination. The privilege granted by this Agreement may be revoked and the License terminated by the Licensor, upon written notice should Licensee breach, in any material way, any term or condition of this Agreement. Except for the foregoing, this Agreement shall remain in force and be irrevocable for the full term hereof.

7. Insurance. The Licensee agrees to require the Construction Manager and/or trade contractors employed in the construction of the Project to maintain, at all times during the term of this Agreement, workers' compensation insurance in statutory amounts and liability insurance for the benefit of the Licensor and the Licensee in an amount of not less than \$125,000 per person and \$1,000,000 per occurrence for personal injury or death, and \$25,000 for property damage. Licensor and Licensee shall be named as additional insured and the policy must be irrevocable by the insurer for any reason, including non-payment of premium without 30 days prior notice to Licensor. A certificate evidencing this insurance shall be delivered to the Licensor before the commencement of any activity on the Property.

8. Indemnification. Licensee shall indemnify, defend and hold Licensor harmless from and against any and all claims, actions, liabilities and damages for contract claims and for personal injury, property damage or loss of life that may in any manner be imposed or incurred by Licensor as a consequence of or arising out of or in any way related to Licensee's use of the Property and/or construction of the Project.

9. Condition of Property. The Licensee has inspected the Property and accepts the Property in its present condition. The Licensor does not warrant or represent to the Licensee that the Property is safe, healthful, or suitable for the purposes for which it is permitted to be used under the terms of this Agreement.

10. Failure to Complete the Project. Although the parties anticipate the Licensee will timely complete the Project, if the Licensee fails to complete the Project by June 30, 2027, the Licensor may agree to extend the time period for completion or may terminate the Project and either i) direct the Licensee at the Licensee's expense to remove that portion of the Project which has been constructed or placed on the Property and restore the Property to its original condition, or ii) accept the uncompleted Project as property of the Licensor free and clear of all claims of ownership by the Licensee.

11. No Obligation to Complete Project. Subject to Paragraph 9 above, nothing in this Agreement shall obligate the Licensee to complete any or all portions of the Project.

12. Acceptance of the Project. Upon completion of the Project the Licensee shall tender the Project to the Licensor as a charitable donation. Licensor's acceptance of the donation shall be evidenced by the execution and delivery of the Certificate of Completion. If the Project is rejected by the Licensor, the Licensor will specify the reasons in writing and grant the Licensee a reasonable opportunity to make the needed modifications, corrections or adjustments to address deficiencies in the Project.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2025.

**INDEPENDENT SCHOOL DISTRICT NO. 1  
OF STEPHENS COUNTY, OKLAHOMA**

**By: \_\_\_\_\_**  
**President, DPS Board of Education**

**DUNCAN PUBLIC SCHOOLS FOUNDATION**

**By: \_\_\_\_\_**  
**Chris Rowell, President Duncan Public Schools Foundation**

**EXHIBIT “A”**

**Certificate of Acceptance**

The undersigned hereby certify, represent and agree as follows:

1. The Licensee has completed construction of the Project described in the License Agreement between Licensors and Licensee dated the \_\_\_\_\_ day of \_\_\_\_\_, 2025 (the “License Agreement”), in accordance with the plans and specifications referenced therein.
2. The Licensors have inspected the Project and hereby accept the Project in its current condition, for all purposes.
3. The Licensors acknowledge receipt of the Project as a charitable donation. Dated the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

**INDEPENDENT SCHOOL DISTRICT NO. 1  
OF STEPHENS COUNTY, OKLAHOMA,  
a/k/a DUNCAN PUBLIC SCHOOLS**

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

**President, Board of Education**

**EXHIBIT “B”**

**Description of Structure to be Placed on the Property**

(See attached Proposal for the Duncan Public Schools Wrestling Weight Training Building)

**EXHIBIT “C”**

**DPS & DPSF liaisons and project managers for project:**

DPS:

Liaison: Maintenance Director

Project Manager: Kevin Kelly

DPSF:

Liaison: Jonathan Jeffrey

Project Manager: Corey Ensey



FOR  
DUNCAN PUBLIC  
SCHOOLS

MAY 2024

# ARCHITECTURAL SERVICES PROPOSAL FOR THE DUNCAN PUBLIC SCHOOLS WRESTLING WEIGHT TRAINING BUILDING





FOR  
DUNCAN PUBLIC  
SCHOOLS

Jonathan Jeffrey, Executive Director  
Duncan Public Schools Foundation  
212 North 9th Street  
Duncan, OK, 73533

Dear Mr. Jeffrey and DPSF Board Members,

Thank you for considering our firm to work with you on your project. As you may know, our firm has been communicating with Devera Albertson, DPS Director of Maintenance, Corey Ensey, DPSF Project Manager, and Ashton Cooper, DPS Wrestling Coach, to develop a list of building program elements and project parameters. Based on the information we have collected from the project team, we are privileged to offer a proposal for Architectural Services contained herein.

Following this introduction letter, you will find our preliminary understanding of your project with a brief description of our services, proposed timeline and compensation, and a draft agreement. Please review this proposal at your convenience. Should you have any questions or concerns, we are eager to respond. If you and your board decide to move forward with our services, we are ready to begin immediately.

Thank you again for considering our office to provide architectural services for your project, your organization and your school community!

Sincerely,

A handwritten signature in blue ink, consisting of a stylized 'J' and 'S' followed by a horizontal line.

Josh Schoenborn  
Principal Architect



FOR  
DUNCAN PUBLIC  
SCHOOLS

PROJECT BRIEF:

A new weight training building shall be funded and constructed by the Duncan Public Schools Foundation to serve the wrestling program for Duncan Public Schools. The building shall be constructed on a site directly adjacent to the Hoover Wrestling Gymnasium on the corner of 9th Street and Ash Avenue in Duncan, Oklahoma. The new building design shall be developed on the following elements:

- 40' x 60' Pre-Engineered Metal Building with a 12' high eave.
- To be located southeast of the existing wrestling facility
- Central heating and cooling system
- Toilet room
- Utility room with washer and dryer.
- Equipment storage
- Double door access on north side opposite existing gym doors at breezeway
- Training equipment shall include 8-10 standing/bench weight racks, dumb bells with racks, and cardio equipment.



Figure 1  
Hoover Gymnasium site with preliminary Weight Training Building location

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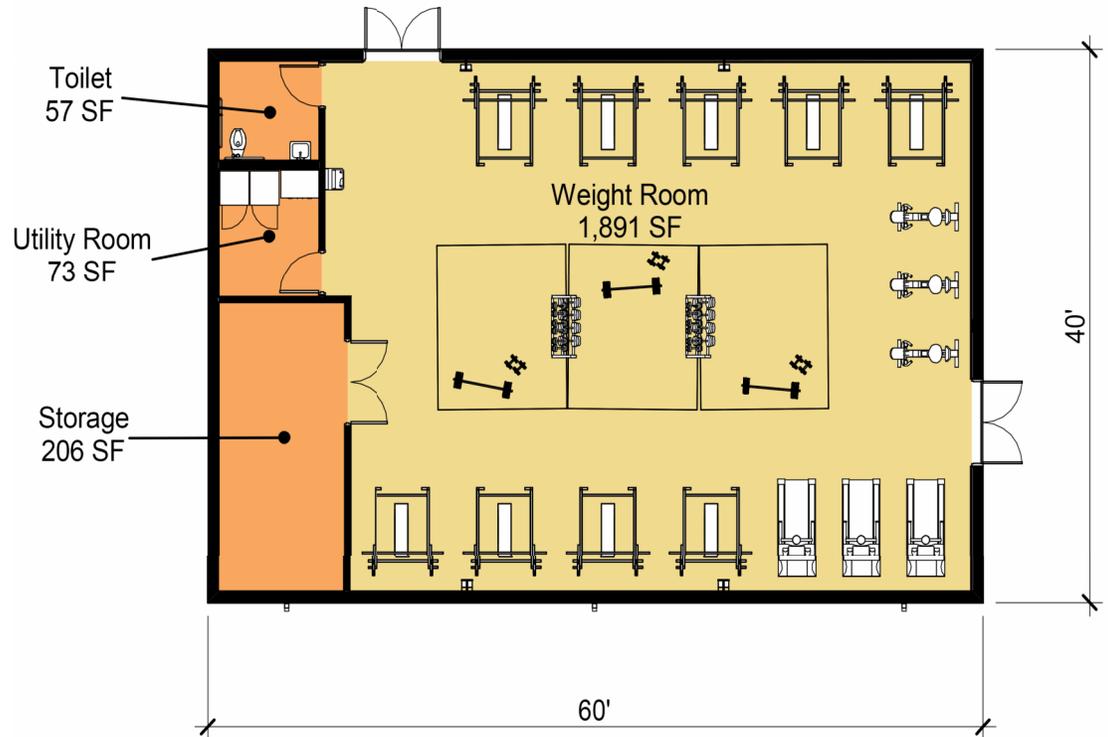


Figure 2  
 Preliminary Weight Training Building floor plan

**SCOPE OF WORK:**

The project shall be initiated with the establishment of a Schematic Design based on the Project Brief and any additional Owner input. From the schematic design, a model shall be developed for use in creating images for the purpose of communicating the project vision to potential funding donors.

Should the Owner successfully secure capital for the project through the fund raising process and choose to proceed with the concept, the Schematic Design shall be further developed into a set of Construction Documents for the purpose of bidding and permitting.



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SCHOOLS

## WHAT TO EXPECT:

### Schematic Design

- Identify program requirements, code parameters, and develop a schematic floor plan benchmark for Owner approval.
- Build a model for the purpose of delivering concept images to the Owner.
- Deliver a series of images, in .pdf format, to the Owner. The images shall be used at the Owner's discretion for the purpose of project promotion and fundraising.

### Construction Documents

- Assemble architectural plans and specifications for the purpose of bidding and obtaining a building permit with the authorities having jurisdiction.
- Coordinate 50% and 95% check-sets with Construction Manager prior to final construction document benchmark approval by Owner.
- Establish a Finish Plan with "Basis of Design" color selections.

### Bidding and Permitting

- Assist Construction Manager with preparing Construction Documents for bidding and submission to the authorities having jurisdiction for permitting.
- Respond to requests for information from bidders as required.
- Issue addenda as required.
- Respond to the authorities having jurisdiction with project clarifications as required.

### Construction Administration

To be conducted by the Architect, on an hourly basis, at the request of the Owner.

## OWNER/ARCHITECT AGREEMENT:

See attachment of the draft Owner/Architect Agreement for review and negotiation as necessary.

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PROJECT COMPENSATION:

**\$1,500 Flat Rate Fee for Schematic Design and Render Images**

An initial flat rate of One Thousand Five Hundred Dollars (\$1,500.00) for preliminary Schematic Design and rendering images package shall be due to ARC Architecture within 30 days of delivery. The Flat Rate Fee shall be prorated into the overall project fee cost should the Owner choose to proceed with Construction Documents.

**5.8% of Construction Cost Project Fee for Construction Documents**

ARC Architecture shall be compensated at a rate of five point eight percent (5.8%) of total construction cost for the production and delivery of a Drawing Set and Specifications for the purpose of bidding and permitting. The Total fee shall be reduced by the initial \$1,500 Flat Rate Fee.

PRELIMINARY TIMELINE:

Upon receipt of a fully executed Owner/Architect Agreement, ARC Architecture shall produce a Schematic Design benchmark deliverable, for Owner approval, within three (3) business days.

Once any necessary revisions have been applied to the Schematic Design and a benchmark deliverable has been granted approval by the Owner, ARC Architecture shall produce a render model with images within three (3) business days. Upon delivery, ARC Architecture shall invoice for the initial flat fee and shall stand by for direction to move forward if and when the Owner chooses to do so.

Should the Owner choose to proceed with the development of Construction Documents, upon a Notice To Proceed, ARC Architecture shall tentatively require sixty (60) days to complete and issue a set of Drawings and Specifications for the purpose of bidding and permitting.

CLOSING:

Our firm appreciates the opportunity to serve your organization and your community with architectural services. We hope that this proposal meets your needs and that we may move forward as an Owner/Architect team.

Thank you!

Sincerely,

The ARC Architecture team.





#### EDITOR'S NOTE

From time to time, the AIA makes minor corrections and clarifications in its documents as they are reprinted. Changes in the 7/88 reprinting of the 1987 edition of B141 were made in Subparagraphs 2.6.1 and 11.3.2. Changes in this 6/92 reprinting were made in Subparagraph 2.6.10 and Paragraph 4.5. See Section C of the Instruction Sheet for a detailed description of these changes.

**ARTICLE 1**

**ARCHITECT'S RESPONSIBILITIES**

**1.1 ARCHITECT'S SERVICES**

**1.1.1** The Architect's services consist of those services performed by the Architect, Architect's employees and Architect's consultants as enumerated in Articles 2 and 3 of this Agreement and any other services included in Article 12.

**1.1.2** The Architect's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Work. Upon request of the Owner, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services which may be adjusted as the Project proceeds, and shall include allowances for periods of time required for the Owner's review and for approval of submissions by authorities having jurisdiction over the Project. Time limits established by this schedule approved by the Owner shall not, except for reasonable cause, be exceeded by the Architect or Owner.

**1.1.3** The services covered by this Agreement are subject to the time limitations contained in Subparagraph 11.5.1.

**ARTICLE 2**

**SCOPE OF ARCHITECT'S BASIC SERVICES**

**2.1 DEFINITION**

**2.1.1** The Architect's Basic Services consist of those described in Paragraphs 2.2 through 2.6 and any other services identified in Article 12 as part of Basic Services, and include normal structural, mechanical and electrical engineering services.

**2.2 SCHEMATIC DESIGN PHASE**

**2.2.1** The Architect shall review the program furnished by the Owner to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner.

**2.2.2** The Architect shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other, subject to the limitations set forth in Subparagraph 5.2.1.

**2.2.3** The Architect shall review with the Owner alternative approaches to design and construction of the Project.

**2.2.4** Based on the mutually agreed-upon program, schedule and construction budget requirements, the Architect shall prepare, for approval by the Owner, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of Project components.

**2.2.5** The Architect shall submit to the Owner a preliminary estimate of Construction Cost based on current area, volume or other unit costs.

**2.3 DESIGN DEVELOPMENT PHASE**

**2.3.1** Based on the approved Schematic Design Documents and any adjustments authorized by the Owner in the program, schedule or construction budget, the Architect shall prepare, for approval by the Owner, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate.

**2.3.2** The Architect shall advise the Owner of any adjustments to the preliminary estimate of Construction Cost.

**2.4 CONSTRUCTION DOCUMENTS PHASE**

**2.4.1** Based on the approved Design Development Documents and any further adjustments in the scope or quality of the Project or in the construction budget authorized by the Owner, the Architect shall prepare, for approval by the Owner, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project.

**2.4.2** The Architect shall assist the Owner in the preparation of the necessary bidding information, bidding forms, the Conditions of the Contract, and the form of Agreement between the Owner and Contractor.

**2.4.3** The Architect shall advise the Owner of any adjustments to previous preliminary estimates of Construction Cost indicated by changes in requirements or general market conditions.

**2.4.4** The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

**2.5 BIDDING OR NEGOTIATION PHASE**

**2.5.1** The Architect, following the Owner's approval of the Construction Documents and of the latest preliminary estimate of Construction Cost, shall assist the Owner in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction.

**2.6 CONSTRUCTION PHASE—ADMINISTRATION OF THE CONSTRUCTION CONTRACT**

**2.6.1** The Architect's responsibility to provide Basic Services for the Construction Phase under this Agreement commences with the award of the Contract for Construction and terminates at the earlier of the issuance to the Owner of the final Certificate for Payment or 60 days after the date of Substantial Completion of the Work.

**2.6.2** The Architect shall provide administration of the Contract for Construction as set forth below and in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement, unless otherwise provided in this Agreement.

**2.6.3** Duties, responsibilities and limitations of authority of the Architect shall not be restricted, modified or extended without written agreement of the Owner and Architect with consent of the Contractor, which consent shall not be unreasonably withheld.

**2.6.4** The Architect shall be a representative of and shall advise and consult with the Owner (1) during construction until final payment to the Contractor is due, and (2) as an Additional Service at the Owner's direction from time to time during the correction period described in the Contract for Construction. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement unless otherwise modified by written instrument.

**2.6.5** The Architect shall visit the site at intervals appropriate to the stage of construction or as otherwise agreed by the Owner and Architect in writing to become generally familiar with the progress and quality of the Work completed and to determine in general if the Work is being performed in a manner indicating that the Work when completed will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of on-site observations as an architect, the Architect shall keep the Owner informed of the progress and quality of the Work, and shall endeavor to guard the Owner against defects and deficiencies in the Work. (*More extensive site representation may be agreed to as an Additional Service, as described in Paragraph 3-2.*)

**2.6.6** The Architect shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility under the Contract for Construction. The Architect shall not be responsible for the Contractor's schedules or failure to carry out the Work in accordance with the Contract Documents. The Architect shall not have control over or charge of acts or omissions of the Contractor, Subcontractors, or their agents or employees, or of any other persons performing portions of the Work.

**2.6.7** The Architect shall at all times have access to the Work wherever it is in preparation or progress.

**2.6.8** Except as may otherwise be provided in the Contract Documents or when direct communications have been specially authorized, the Owner and Contractor shall communicate through the Architect. Communications by and with the Architect's consultants shall be through the Architect.

**2.6.9** Based on the Architect's observations and evaluations of the Contractor's Applications for Payment, the Architect shall review and certify the amounts due the Contractor.

**2.6.10** The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's observations at the site as provided in Subparagraph 2.6.5 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and the quality of Work is in accordance with the Contract Documents.

The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to minor deviations from the Contract Documents correctable prior to completion and to specific qualifications expressed by the Architect. The issuance of a Certificate for Payment shall further constitute a representation that the Contractor is entitled to payment in the amount certified. However, the issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

**2.6.11** The Architect shall have authority to reject Work which does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable for implementation of the intent of the Contract Documents, the Architect will have authority to require additional inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons performing portions of the Work.

**2.6.12** The Architect shall review and approve or take other appropriate action upon Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action shall be taken with such reasonable promptness as to cause no delay in the Work or in the construction of the Owner or of separate contractors, while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by the Contractor, all of which remain the responsibility of the Contractor to the extent required by the Contract Documents. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component. When professional certification of performance characteristics of materials, systems or equipment is required by the Contract Documents, the Architect shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the Contract Documents.

**2.6.13** The Architect shall prepare Change Orders and Construction Change Directives, with supporting documentation and data if deemed necessary by the

Architect as provided in Subparagraphs 3.1.1 and 3.3.3, for the Owner's approval and execution in accordance with the Contract Documents, and may authorize minor changes in the Work not involving an adjustment in the Contract Sum or an extension of the Contract Time which are not inconsistent with the intent of the Contract Documents.

**2.6.14** The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion, shall receive and forward to the Owner for the Owner's review and records written warranties and related documents required by the Contract Documents and assembled by the Contractor, and shall issue a final Certificate for Payment upon compliance with the requirements of the Contract Documents.

**2.6.15** The Architect shall interpret and decide matters concerning performance of the Owner and Contractor under the requirements of the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made with reasonable promptness and within any time limits agreed upon.

**2.6.16** Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and initial decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions so rendered in good faith.

**2.6.17** The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

**2.6.18** The Architect shall render written decisions within a reasonable time on all claims, disputes or other matters in question between the Owner and Contractor relating to the execution or progress of the Work as provided in the Contract Documents.

**2.6.19** The Architect's decisions on claims, disputes or other matters, including those in question between the Owner and Contractor, except for those relating to aesthetic effect as provided in Subparagraph 2.6.17, shall be subject to arbitration as provided in this Agreement and in the Contract Documents.

## **ARTICLE 3**

### **ADDITIONAL SERVICES**

#### **3.1 GENERAL**

**3.1.1** The services described in this Article 3 are not included in Basic Services unless so identified in Article 12, and they shall be paid for by the Owner as provided in this Agreement, in addition to the compensation for Basic Services. The services described under Paragraphs 3.2 and 3.4 shall only be provided if authorized or confirmed in writing by the Owner. If services described under Contingent Additional Services in Paragraph 3.3 are required due to circumstances beyond the Architect's control, the Architect shall notify the Owner prior to commencing such services. If the Owner deems that such

services described under Paragraph 3.3 are not required, the Owner shall give prompt written notice to the Architect. If the Owner indicates in writing that all or part of such Contingent Additional Services are not required, the Architect shall have no obligation to provide those services.

#### **3.2 PROJECT REPRESENTATION BEYOND BASIC SERVICES**

**3.2.1** If more extensive representation at the site than is described in Subparagraph 2.6.5 is required, the Architect shall provide one or more Project Representatives to assist in carrying out such additional on-site responsibilities.

**3.2.2** Project Representatives shall be selected, employed and directed by the Architect, and the Architect shall be compensated therefor as agreed by the Owner and Architect. The duties, responsibilities and limitations of authority of Project Representatives shall be as described in the edition of AIA Document B3 52 current as of the date of this Agreement, unless otherwise agreed.

**3.2.3** Through the observations by such Project Representatives, the Architect shall endeavor to provide further protection for the Owner against defects and deficiencies in the Work, but the furnishing of such project representation shall not modify the rights, responsibilities or obligations of the Architect as described elsewhere in this Agreement.

#### **3.3 CONTINGENT ADDITIONAL SERVICES**

**3.3.1** Making revisions in Drawings, Specifications or other documents when such revisions are:

- .1 inconsistent with approvals or instructions previously given by the Owner, including revisions made necessary by adjustments in the Owner's program or Project budget;
- .2 required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents; or
- .3 due to changes required as a result of the Owner's failure to render decisions in a timely manner.

**3.3.2** Providing services required because of significant changes in the Project including, but not limited to, size, quality, complexity, the Owner's schedule, or the method of bidding or negotiating and contracting for construction, except for services required under Subparagraph 5.2.5.

**3.3.3** Preparing Drawings, Specifications and other documentation and supporting data, evaluating Contractor's proposals, and providing other services in connection with Change Orders and Construction Change Directives.

**3.3.4** Providing services in connection with evaluating substitutions proposed by the Contractor and making subsequent revisions to Drawings, Specifications and other documentation resulting therefrom.

**3.3.5** Providing consultation concerning replacement of Work damaged by fire or other cause during construction, and furnishing services required in connection with the replacement of such Work.

**3.3.6** Providing services made necessary by the default of the Contractor, by major defects or deficiencies in the Work

of the Contractor, or by failure of performance of either the Owner or Contractor under the Contract for Construction.

**3.3.7** Providing services in evaluating an extensive number of claims submitted by the Contractor or others in connection with the Work.

**3.3.8** Providing services in connection with a public hearing, arbitration proceeding or legal proceeding except where the Architect is party thereto.

**3.3.9** Preparing documents for alternate, separate or sequential bids or providing services in connection with bidding, negotiation or construction prior to the completion of the Construction Documents Phase.

#### **3.4 OPTIONAL ADDITIONAL SERVICES**

~~**3.4.1** Providing analyses of the Owner's needs and programming the requirements of the Project. Omit~~

**3.4.2** Providing financial feasibility or other special studies.

**3.4.4** Providing planning surveys, site evaluations or comparative studies of prospective sites.

**3.4.5** Providing special surveys, environmental studies and submissions required for approvals of governmental authorities or others having jurisdiction over the Project.

**3.4.6** Providing services relative to future facilities, systems and equipment.

**3.4.7** Providing services to investigate existing conditions or facilities or to make measured drawings thereof.

**3.4.8** Providing services to verify the accuracy of drawings or other information furnished by the Owner.

**3.4.9** Providing coordination of construction performed by separate contractors or by the Owner's own forces and coordination of services required in connection with construction performed and equipment supplied by the Owner.

**3.4.10** Providing services in connection with the work of a construction manager or separate consultants retained by the Owner.

**3.4.10** Providing detailed estimates of Construction Cost.

**3.4.11** Providing detailed quantity surveys or inventories of material, equipment and labor.

**3.4.12** Providing analyses of owning and operating costs.

**3.4.13** Providing interior design and other similar services required for or in connection with the selection, procurement or installation of furniture, furnishings and related equipment.

**3.4.14** Providing services for planning tenant or rental spaces.

**3.4.15** Making investigations, inventories of materials or equipment, or valuations and detailed appraisals of existing facilities.

**3.4.16** Preparing a set of reproducible record drawings showing significant changes in the Work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the Architect.

**3.4.17** Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing,

preparation of operation and maintenance manuals, training personnel for operation and maintenance, and consultation during operation.

**3.4.18** Providing services after issuance to the Owner of the final Certificate for Payment, or in the absence of a final Certificate for Payment, more than 60 days after the date of Substantial Completion of the Work.

**3.4.19** Providing services of consultants for other than architectural, structural, mechanical and electrical engineering portions of the Project provided as a part of Basic Services.

**3.4.20** Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted architectural practice.

#### **ARTICLE 4**

##### **OWNER'S RESPONSIBILITIES**

**4.1** The Owner shall provide full information regarding requirements for the Project, including a program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements.

**4.2** The Owner shall establish and update an overall budget for the Project, including the Construction Cost, the Owner's other costs and reasonable contingencies related to all of these costs.

**4.3** If requested by the Architect, the Owner shall furnish evidence that financial arrangements have been made to fulfill the Owner's obligations under this Agreement.

**4.4** The Owner shall designate a representative authorized to act on the Owner's behalf with respect to the Project. The Owner or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the Architect in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

**4.5** The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data pertaining to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

**4.6** The Owner shall furnish the services of geotechnical engineers when such services are requested by the Architect. Such services may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, ground corrosion and resistivity tests, including

necessary operations for anticipating sub-soil conditions, with reports and appropriate professional recommendations.

**4.6.1** The Owner shall furnish the services of other consultants when such services are reasonably required by the scope of the Project and are requested by the Architect.

**4.7** The Owner shall furnish structural, mechanical, chemical, air and water pollution tests, tests for hazardous materials, and other laboratory and environmental tests, inspections and reports required by law or the Contract Documents.

**4.8** The Owner shall furnish all legal, accounting and insurance counseling services as may be necessary at any time for the Project, including auditing services the Owner may require to verify the Contractor's Applications for Payment or to ascertain how or for what purposes the Contractor has used the money paid by or on behalf of the Owner.

**4.9** The services, information, surveys and reports required by Paragraphs 4.5 through 4.8 shall be furnished at the Owner's expense, and the Architect shall be entitled to rely upon the accuracy and completeness thereof.

**4.10** Prompt written notice shall be given by the Owner to the Architect if the Owner becomes aware of any fault or defect in the Project or nonconformance with the Contract Documents.

**4.11** The proposed language of certificates or certifications requested of the Architect or Architect's consultants shall be submitted to the Architect for review and approval at least 14 days prior to execution. The Owner shall not request certifications that would require knowledge or services beyond the scope of this Agreement.

## **ARTICLE 5**

### **CONSTRUCTION COST**

#### **5.1 DEFINITION**

**5.1.1** The Construction Cost shall be the total cost or estimated cost to the Owner of all elements of the Project designed or specified by the Architect.

**5.1.2** The Construction Cost shall include the cost at current market rates of labor and materials furnished by the Owner and equipment designed, specified, selected or specially provided for by the Architect, plus a reasonable allowance for the Contractor's overhead and profit. In addition, a reasonable allowance for contingencies shall be included for market conditions at the time of bidding and for changes in the Work during construction.

**5.1.3** Construction Cost does not include the compensation of the Architect and Architect's consultants, the costs of the land, rights-of-way, financing or other costs which are the responsibility of the Owner as provided in Article 4.

#### **5.2 RESPONSIBILITY FOR CONSTRUCTION COST**

**5.2.1** Evaluations of the Owner's Project budget, preliminary estimates of Construction Cost and detailed estimates of Construction Cost, if any, prepared by the

Architect, represent the Architect's best judgment as a design professional familiar with the construction industry. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's Project budget or from any estimate of Construction Cost or evaluation prepared or agreed to by the Architect.

**5.2.2** No fixed limit of Construction Cost shall be established as a condition of this Agreement by the furnishing, proposal or establishment of a Project budget, unless such fixed limit has been agreed upon in writing and signed by the parties hereto. If such a fixed limit has been established, the Architect shall be permitted to include contingencies for design, bidding and price escalation, to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents, to make reasonable adjustments in the scope of the Project and to include in the Contract Documents alternate bids to adjust the Construction Cost to the fixed limit. Fixed limits, if any, shall be increased in the amount of an increase in the Contract Sum occurring after execution of the Contract for Construction.

**5.2.3** If the Bidding or Negotiation Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, any Project budget or fixed limit of Construction Cost shall be adjusted to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the Owner and the date on which proposals are sought.

**5.2.4** If a fixed limit of Construction Cost (adjusted as provided in Subparagraph 5.2.3) is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall:

- .1 give written approval of an increase in such fixed limit;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 if the Project is abandoned, terminate in accordance with Paragraph 8.3; or
- .4 cooperate in revising the Project scope and quality as required to reduce the Construction Cost.

**5.2.5** If the Owner chooses to proceed under Clause 5.2.4.4, the Architect, without additional charge, shall modify the Contract Documents as necessary to comply with the fixed limit, if established as a condition of this Agreement. The modification of Contract Documents shall be the limit of the Architect's responsibility arising out of the establishment of a fixed limit. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

## **ARTICLE 6**

### **USE OF ARCHITECT'S DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS**

**6.1** The Drawings, Specifications and other documents prepared by the Architect for this Project are instruments of the Architect's service for use solely with respect to this Project and, unless otherwise provided, the Architect shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. The Owner shall be permitted to retain copies, including reproducible copies, of the Architect's Drawings, Specifications and other documents for information and reference in connection with the Owner's use and occupancy of the Project. The Architect's Drawings, Specifications or other documents shall not be used by the Owner or others on other projects, for additions to this Project or for completion of this Project by others, unless the Architect is adjudged to be in default under this Agreement, except by agreement in writing and with appropriate compensation to the Architect.

**6.2** Submission or distribution of documents to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the Architect's reserved rights.

## **ARTICLE 7**

### **ARBITRATION**

**7.1** Claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be subject to and decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise.

**7.2** Demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. A demand for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statutes of limitations.

**7.3** No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, an additional person or entity not a party to this Agreement, except by written consent containing a specific reference to this Agreement signed by the Owner, Architect, and any other person or entity sought to be joined. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent or with a person or entity not named or described therein. The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by the parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

**7.4** The award rendered by the arbitrator or arbitrators

shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

## **ARTICLE 8**

### **TERMINATION, SUSPENSION OR ABANDONMENT**

**8.1** This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

**8.2** If the Project is suspended by the Owner for more than 30 consecutive days, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the Architect's services.

**8.3** This Agreement may be terminated by the Owner upon not less than seven days' written notice to the Architect" in the event that the Project is permanently abandoned. If the Project is abandoned by the Owner for more than 90 consecutive days, the Architect may terminate this Agreement by giving written notice.

**8.4** Failure of the Owner to make payments to the Architect in accordance with this Agreement shall be considered substantial nonperformance and cause for termination.

**8.5** If the Owner fails to make payment when due the Architect for services and expenses, the Architect may, upon seven days' written notice to the Owner, suspend performance of services under this Agreement. Unless payment in full is received by the Architect within seven days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services.

**8.6** In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Paragraph 8.7.

**8.7** Termination Expenses are in addition to compensation for Basic and Additional Services, and include expenses which are directly attributable to termination. Termination Expenses shall be computed as a percentage of the total compensation for Basic Services and Additional Services earned to the time of termination, as follows:

- .1** Twenty percent of the total compensation for Basic and Additional Services earned to date if termination occurs before or during the pre-design, site analysis, or Schematic Design Phases; or
- .2** Ten percent of the total compensation for Basic and Additional Services earned to date if termination occurs during the Design Development Phase; or
- .3** Five percent of the total compensation for Basic and Additional Services earned to date if termination occurs during any subsequent phase.

## **ARTICLE 9**

### **MISCELLANEOUS PROVISIONS**

**9.1** Unless otherwise provided, this Agreement shall be governed by the law of the principal place of business of the Architect.

**9.2** Terms in this Agreement shall have the same meaning as those in AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement.

**9.3** Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts or failures to act occurring prior to Substantial Completion, or the date of issuance of the final Certificate for Payment for acts or failures to act occurring after Substantial Completion.

**9.4** The Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, but only to the extent covered by property insurance during construction, except such rights as they may have to the proceeds of such insurance as set forth in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement. The Owner and Architect each shall require similar waivers from their contractors, consultants and agents.

**9.5** The Owner and Architect, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither Owner nor Architect shall assign this Agreement without the written consent of the other.

**9.6** This Agreement represents the entire and integrated agreement between the Owner and Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

**9.7** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

**9.8** Unless otherwise provided in this Agreement, the Architect and Architect's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, poly chlorinated biphenyl (PCB) or other toxic substances.

**9.9** The Architect shall have the right to include representations of the design of the Project, including photographs of the exterior and interior, among the Architect's promotional and professional materials. The Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect on the construction sign and in the promotional materials for the Project.

## ARTICLE 10

### PAYMENTS TO THE ARCHITECT

#### 10.1 DIRECT PERSONNEL EXPENSE

**10.1.1** Direct Personnel Expense is defined as the direct salaries of the Architect's personnel engaged on the Project and the portion of the cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, pensions and similar contributions and benefits.

#### 10.2 REIMBURSABLE EXPENSES

**10.2.1** Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and Architect's employees and consultants in the interest of the Project, as identified in the following Clauses.

Omit ~~10.2.1.1 Expense of transportation in connection with the Project; expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the Project.~~

**10.2.1.2** Expense of reproductions, postage and handling of Drawings, Specifications and other documents.

Omit ~~10.2.1.3 If authorized in advance by the Owner, expense of overtime work requiring higher than regular rates.~~

**10.2.1.4** Expense of renderings, models and mock-ups requested by the Owner.

**10.2.1.5** Expense of additional insurance coverage or limits, including professional liability insurance, requested by the Owner in excess of that normally carried by the Architect and Architect's consultants.

Omit ~~10.2.1.6 Expense of computer-aided design and drafting equipment time when used in connection with the Project.~~

#### 10.3 PAYMENTS ON ACCOUNT OF BASIC SERVICES

**10.3.1** An initial payment as set forth in Paragraph 11.1 is the minimum payment under this Agreement.

**10.3.2** Subsequent payments for Basic Services shall be made monthly and, where applicable, shall be in proportion to services performed within each phase of service, on the basis set forth in Subparagraph 11.2.2.

**10.3.3** If and to the extent that the time initially established in Subparagraph 11.5.1 of this Agreement is exceeded or extended through no fault of the Architect, compensation for any services rendered during the additional period of time shall be computed in the manner set forth in Subparagraph 11.3.2.

**10.3.4** When compensation is based on a percentage of Construction Cost and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Subparagraph 11.2.2, based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent preliminary estimate of Construction Cost or detailed estimate of Construction Cost for such portions of the Project.

#### 10.4 PAYMENTS ON ACCOUNT OF ADDITIONAL SERVICES

**10.4.1** Payments on account of the Architect's Additional Services and for Reimbursable Expenses shall be made monthly upon presentation of the Architect's statement of services rendered or expenses incurred.

#### 10.5 PAYMENTS WITHHELD

**10.5.1** No deductions shall be made from the Architect's compensation on account of penalty, liquidated damages or other sums withheld from payments to contractors, or on account of the cost of changes in the Work other than those for which the Architect has been found to be liable.

#### 10.6 ARCHITECT'S ACCOUNTING RECORDS

**10.6.1** Records of Reimbursable Expenses and expenses pertaining to Additional Services and services performed on the basis of a multiple of Direct Personnel Expense shall be available to the Owner or the Owner's authorized representative at mutually convenient times.

**ARTICLE 11**  
**BASIS OF COMPENSATION**

The Owner shall compensate the Architect as follows:

**11.1 AN INITIAL PAYMENT** of Zero Dollars (\$ -0- ) shall be made upon execution of this Agreement and credited to the Owner's account at final payment.

**11.2 BASIC COMPENSATION**

11.2.1 FOR BASIC SERVICES, as described in Article 2, and any other services included in Article 12 as part of Basic Services, Basic Compensation shall be computed as follows:

*(Insert basis of compensation, including stipulated sums, multiples or percentages, and identify phases to which particular methods of compensation apply, if necessary.)*

Initial Flat Fee - One thousand five hundred dollars (\$1,500.00) fee for a preliminary schematic design with renders for the purpose of fundraising. Flat rate fee to be pro-rated into the overall project fee should the Owner decide to proceed with Construction Documents.

Percentage Based Fee -Five point eight percent (5.8%) of construction cost.

11.2.2 Where compensation is based on a stipulated sum or percentage of Construction Cost, progress payments for Basic Services in each phase shall total the following percentages of the total Basic Compensation payable:

*(Insert additional phases as appropriate.)*

Schematic Design Phase:	Twenty	percent ( 20%)
Design Development Phase:	Fifteen	percent ( 15%)
Construction Documents Phase:	Forty	percent ( 40%)
Bidding or Negotiation Phase:	Five	percent ( 5%)
Construction Phase:	Twenty	percent ( 20%)

Total Basic Compensation: one hundred percent (100%)

**11.3 COMPENSATION FOR ADDITIONAL SERVICES**

**11.3.1** FOR PROJECT REPRESENTATION BEYOND BASIC SERVICES, as described in Paragraph 3.2, compensation shall be computed as follows:

Architects	-	One Hundred Seventy-Five Dollars/Hr.	(\$175.00/Hr.)
Engineers	-	Two Hundred Fifty Dollars/Hr.	(\$200.00/Hr.)
Associate Architects	-	One Hundred Thirty Dollars/Hr.	(\$ 130.00/Hr.)
Construction Administration	-	One Hundred Ten Dollars/Hr.	(\$ 110.00/Hr.)
CAD Drafting	-	Seventy-Five Dollars/Hr.	(\$ 75.00/Hr.)
Secretarial	-	Fifty-Five Dollars/Hr.	(\$ 55.00/Hr.)

**11.3.2** FOR ADDITIONAL SERVICES OF THE ARCHITECT, as described in Articles 3 and 12, other than (1) Additional Project Representation, as described in Paragraph 3.2, and (2) services included in Article 12 as part of Basic Services, but excluding services of consultants, compensation shall be computed as follows:

*(Insert basis of compensation, including rates and/or multiples of Direct Personnel Expense for Principals and employees, and identify Principals and classify employees, if required. Identify specific services to which particular methods of compensation apply, if necessary.)*

See 11.3.1

**11.3.3** FOR ADDITIONAL SERVICES OF CONSULTANTS, including additional structural, mechanical and electrical engineering services

and those provided under Subparagraph 3.4.19 or identified in Article 12 as part of Additional Services, a multiple of One & One Third ( 1.33 ) times the amounts billed to the Architect for such services.

*(Identify specific types of consultants in Article 12, if required.)*

#### 11.4 REIMBURSABLE EXPENSES

11.4.1 FOR REIMBURSABLE EXPENSES, as described in Paragraph 10.2, and any other items included in Article 12 as Reimbursable Expenses, a multiple of One & One Third ( 1.33 ) times the expenses incurred by the Architect, the Architect's employees and consultants in the interest of the Project.

#### 11.5 ADDITIONAL PROVISIONS

11.5.1 IF THE BASIC SERVICES covered by this Agreement have not been completed within Twenty Four ( 24 ) months of the date hereof, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as provided in Subparagraphs 10.3-3 and 11.3.2.

11.5.2 Payments are due and payable Thirty ( 30 ) days from the date of the Architect's invoice. Amounts unpaid Thirty ( 30 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

*(Insert rate of interest agreed upon.)*

Ten Percent (10%)

*(Usury laws and requirements under the Federal Truth in Lending Act, similar state and local consumer credit laws and other regulations at the Owner's and Architect's principal places of business, the location of the Project and elsewhere may affect the validity of this provision. Specific legal advice should be obtained with respect to deletions or modifications, and also regarding requirements such as written disclosures or waivers.)*

~~11.5.3 The rates and multiples set forth for Additional Services shall be annually adjusted in accordance with normal salary review practices of the Architect.~~

### ARTICLE 12

#### OTHER CONDITIONS OR SERVICES

*(Insert descriptions of other services, identify Additional Services included within Basic Compensation and modifications to the payment and compensation terms included in this Agreement.)*

- 12.1 Article 3.4.1 (Analysis of Owners Needs) shall be omitted as an additional service from this Agreement.
- 12.2 A part of Article 10.2.1.1, 10.2.1.3, and 10.2.1.6 shall not be billed to the Owner as reimbursable expenses.
- 12.3 Article 11.5.3 shall be omitted from this Agreement.
- 12.4 Mechanical, Electrical, and Plumbing (MEP) design shall be delivered as design/build by the respective awarded sub-contractor bidder. The Architect shall provide schematic level basis of design drawings, for the purpose of bidding and communicating basic design intent for the respective MEP trade disciplines, as a part of the construction documents.

This Agreement entered into as of the day and year first recorded above.

OWNER

ARCHITECT

\_\_\_\_\_  
*(Signature)*

Jonathan Jeffery, Executive Director  
Duncan Public Schools Foundation

\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
*(Signature)*

Joshua Schoenborn, Principal Architect  
ARC Architecture, LLC

\_\_\_\_\_  
*(Printed name and title)*

MAY 13 2025

ITEM # b.L.2.

LICENSE AGREEMENT

This Agreement is made and entered into this 13<sup>th</sup> day of May, 2025, by and between INDEPENDENT SCHOOL DISTRICT NO. 1 OF STEPHENS COUNTY, OKLAHOMA, a/k/a DUNCAN PUBLIC SCHOOLS ("Licensor"), and DUNCAN PUBLIC SCHOOLS FOUNDATION, an Oklahoma non-for-profit corporation ("Licensee"). For and in consideration of the mutual agreements and conditions described below, the parties agree as follows:

1. Grant of License. The Licensor grants to the Licensee the right, privilege and permission to enter Licensor's existing Hoover Wrestling Facility located at 298 N. 9<sup>th</sup> Street, Duncan, Oklahoma (the "Property") and use the Property to erect a pre-engineered metal building to be located southeast of the current wrestling building (the "Project"). The Project shall be donated to the Licensor upon expiration of the term of this Agreement.

2. Term. This Agreement runs from the date stated above and, unless earlier terminated, shall continue until the Project is completed and accepted by Licensor's Board of Education. Licensee's tender of the completed Project and Licensor's acceptance of the Project shall be evidenced by the execution and delivery of a Certificate of Acceptance in the form attached to this Agreement as Exhibit "A".

3. Limitation on Use. This License is granted for the limited purpose of permitting the Licensee to complete the Project. The Licensee shall have complete and unrestricted access to the Property and permission to make such improvements and to install such equipment as is necessary or desirable to complete the Project. The Licensee's use of the Property shall not, however, be exclusive to the Licensor nor shall Licensee's use unreasonably interfere with Licensor's use of the Property and adjoining lands for school district purposes.

4. Construction. The Licensee agrees that the Project shall be completed in strict conformity with all applicable state and local laws, rules and regulations. The Project shall consist of the erection of a pre-engineered metal building. The Architectural Services Proposal for the Project is found on Exhibit "B", which is attached and incorporated into this Agreement.

The Licensee assumes responsibility for the planning, design and installation of the Project. The Licensor will have no responsibilities or duties in conjunction with the completion of the Project, nor shall public funds be used for any aspect of the Project. With the exception of the construction proposed on Exhibit "B", Licensee shall not permanently alter the Property or, without Licensor's written consent, erect or cause to be erected on the Property any other buildings, structures or improvements, whether permanent or temporary.

5. Resource Planning. The licensor and licensee shall have individually appointed liaisons. Liaisons shall communicate between licensor and licensee to ensure all duties and responsibilities of the project are completed in accordance with this license agreement. Liaisons listed in Exhibit "C".

The licensor and licensee shall have individually appointed project managers. Project managers shall oversee daily operations. Project managers will communicate with liaisons to

ensure that all approved plans are completed in accordance with the license agreement. Project managers listed in Exhibit "C".

6. Termination. The privilege granted by this Agreement may be revoked and the License terminated by the Licensor, upon written notice should Licensee breach, in any material way, any term or condition of this Agreement. Except for the foregoing, this Agreement shall remain in force and be irrevocable for the full term hereof.

7. Insurance. The Licensee agrees to require the Construction Manager and/or trade contractors employed in the construction of the Project to maintain, at all times during the term of this Agreement, workers' compensation insurance in statutory amounts and liability insurance for the benefit of the Licensor and the Licensee in an amount of not less than \$125,000 per person and \$1,000,000 per occurrence for personal injury or death, and \$25,000 for property damage. Licensor and Licensee shall be named as additional insured and the policy must be irrevocable by the insurer for any reason, including non-payment of premium without 30 days prior notice to Licensor. A certificate evidencing this insurance shall be delivered to the Licensor before the commencement of any activity on the Property.

8. Indemnification. Licensee shall indemnify, defend and hold Licensor harmless from and against any and all claims, actions, liabilities and damages for contract claims and for personal injury, property damage or loss of life that may in any manner be imposed or incurred by Licensor as a consequence of or arising out of or in any way related to Licensee's use of the Property and/or construction of the Project.

9. Condition of Property. The Licensee has inspected the Property and accepts the Property in its present condition. The Licensor does not warrant or represent to the Licensee that the Property is safe, healthful, or suitable for the purposes for which it is permitted to be used under the terms of this Agreement.

10. Failure to Complete the Project. Although the parties anticipate the Licensee will timely complete the Project, if the Licensee fails to complete the Project by June 30, 2027, the Licensor may agree to extend the time period for completion or may terminate the Project and either i) direct the Licensee at the Licensee's expense to remove that portion of the Project which has been constructed or placed on the Property and restore the Property to its original condition, or ii) accept the uncompleted Project as property of the Licensor free and clear of all claims of ownership by the Licensee.

11. No Obligation to Complete Project. Subject to Paragraph 9 above, nothing in this Agreement shall obligate the Licensee to complete any or all portions of the Project.

12. Acceptance of the Project. Upon completion of the Project the Licensee shall tender the Project to the Licensor as a charitable donation. Licensor's acceptance of the donation shall be evidenced by the execution and delivery of the Certificate of Completion. If the Project is rejected by the Licensor, the Licensor will specify the reasons in writing and grant the Licensee a reasonable opportunity to make the needed modifications, corrections or adjustments to address deficiencies in the Project.

DATED this 13<sup>th</sup> day of May, 2025.

**INDEPENDENT SCHOOL DISTRICT NO. 1  
OF STEPHENS COUNTY, OKLAHOMA**

By:   
\_\_\_\_\_  
President, DPS Board of Education

**DUNCAN PUBLIC SCHOOLS FOUNDATION**

By:   
\_\_\_\_\_  
Chris Rowell, President Duncan Public Schools Foundation

EXHIBIT "A"

Certificate of Acceptance

The undersigned hereby certify, represent and agree as follows:

1. The Licensee has completed construction of the Project described in the License Agreement between Licensor and Licensee dated the \_\_\_\_ day of \_\_\_\_\_, 2025 (the "License Agreement"), in accordance with the plans and specifications referenced therein.

2. The Licensor has inspected the Project and hereby accepts the Project in its current condition, for all purposes.

3. The Licensor acknowledges receipt of the Project as a charitable donation. Dated the \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

**INDEPENDENT SCHOOL DISTRICT NO. 1  
OF STEPHENS COUNTY, OKLAHOMA,  
a/k/a DUNCAN PUBLIC SCHOOLS**

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

**President, Board of Education**

EXHIBIT "B"

Description of Structure to be Placed on the Property

(See attached Proposal for the Duncan Public Schools Wrestling Weight Training Building)

EXHIBIT "C"

DPS & DPSF liaisons and project managers for project:

DPS:  
Liaison: Maintenance Director  
Project Manager: Kevin Kelly

DPSF:  
Liaison: Jonathan Jeffrey  
Project Manager: Corey Ensey

Purchase Order Number \_\_\_\_\_

This contract is hereby entered into between the Oklahoma Human Services (OKDHS) and \_\_\_\_\_ (contractor).

\_\_\_\_\_ Billing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

Employer Identification Number (EIN Number), Social Security number (SSN) or vendor number \_\_\_\_\_

### 1.0 Contract Period

Both parties are in agreement that this contract shall be in effect for a period beginning \_\_\_\_\_ and ending \_\_\_\_\_. This contract may be renewed, at the sole option of OKDHS, under the same terms and conditions for \_\_\_\_\_ additional period(s) with a finite ending date of \_\_\_\_\_.

### 2.0 Scope of Work

The contractor hereby offers and agrees to perform services as described in Attachment A, entitled Scope of Work. When necessary, subsequent attachments shall be titled in succession - such as Attachment B, C, or D.

### 3.0 Compensation and Billing

In consideration of the performance of said services, OKDHS agrees to pay the contractor:

Payment against this contract shall be Firm Fixed at the Quoted Price and OKDHS shall not pay nor be liable for any other additional costs including, but not limited to, taxes, attorney fees, or liquidated damages.

Payment for all services herein shall be made in arrears after products have been delivered or services are provided, per Section 85.44(B) of Title 74 of the Oklahoma Statutes (74 O.S. § 85.44(B)). OKDHS shall not make any advance payments or advance deposits. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §§ 34.71 and 34.72.

The contractor shall bill OKDHS on a \_\_\_\_\_ basis for services. Claims for reimbursement of services shall be submitted within 90-calendar days of the provision of services. The contractor shall provide documentation of such expenses to support requests for reimbursement that may include, but are not limited to, copies of invoices, evidence of contractor payment, or other OKDHS requested documents. Supporting encumbrances may be canceled upon a lapse of six months from the actual provision of services. OKDHS has 45-calendar days from presentation of a proper invoice to issue payment to the contractor. If OKDHS finds that an overpayment or underpayment has been made to the contractor, OKDHS may adjust any subsequent payments to the contractor to correct the account. OKDHS shall issue a written explanation of the adjustment to the contractor.

## 4.0 Modification

Any change in the total amount of the contract shall be in writing and approved by both parties. Any change in services provided prior to the execution of a mutually-approved contract modification is not eligible for payment. When a budget is attached, it is agreed by both parties that all budget changes between line items exceeding \_\_\_\_\_ percent shall be in writing and approved by the contractor and OKDHS prior to any change in service.

## 5.0 Termination for Convenience

OKDHS shall terminate the contract in whole or in part for convenience when it is in OKDHS's best interest. OKDHS shall terminate the contract by delivering to the contractor a Notice of Termination for Convenience, specifying the terms and effective date of contract termination. The contract 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 shall be sufficient.

When the contract 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 contractor.

## 6.0 Termination for Cause

The contractor may terminate the contract for default or other just cause with a 30-calendar day written request. OKDHS may terminate the contract for default or other just cause upon written notification to the contractor.

Notice of termination shall be in writing and electronic notification shall be sufficient.

When the contract is terminated, OKDHS is liable only for payment for products and/or services delivered and accepted.

## 7.0 Sub-Contracting

The service to be performed under this contract shall not be assigned or sub-contracted in whole or in part to any other person or entity without advance OKDHS written consent. The terms of this contract and such additional terms as OKDHS may require shall be included in any approved sub-contract and approval of any sub-contract shall not relieve the contractor of any responsibility for performance required under this contract.

## 8.0 Travel Expenses

Travel expenses incurred pursuant to an acquisition by OKDHS shall be included in the total acquisition price in the supplier's contract. OKDHS shall not pay any travel expenses in addition to the total price in the contract.

## 9.0 Unavailability of Funding

OKDHS cannot guarantee the continued availability of funding for this contract, notwithstanding the consideration stated herein. In the event funds to finance this contract become unavailable either in full or in part due to insufficient funding, OKDHS may terminate this contract or reduce this contract consideration, upon written notice to the contractor. The notice shall be delivered by certified mail, return receipt requested, or hand-delivered with written proof of delivery. OKDHS shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction in consideration shall be specified in the notice, provided the funding adjustments stated in this paragraph shall not apply to payments made for services satisfactorily completed, prior to the

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effective date of the termination or reduction. In the event of a reduction in contract consideration, the contractor may work with OKDHS to reduce the Scope of Work proportionately or cancel this contract as of the effective date of the proposed reduction upon advance written notice to OKDHS. Both parties shall make a good faith effort to reach mutual agreement on reasonable phase-out costs upon notice of termination or reduction of contract.

## 10.0 Insurance

The contractor shall obtain and retain insurance including workers' compensation, vehicle insurance, medical malpractice, and general liability as applicable or as required by federal or state law prior to commencement of any work on this contract. The contractor shall timely renew the policies to be carried throughout the term of this contract and shall provide OKDHS with evidence of such insurance and renewals upon request, pursuant to this Section.

## 11.0 Limitation of Liability

The contractor agrees to indemnify OKDHS and the State of Oklahoma in respect to all damages, expenses, fines, judgments, and costs including, but not limited to, attorney fees arising from negligence, acts or omissions of the contractor, or its agents, sub-contractors, and assigns in connection with performance of this contract. Without waiving any defense or immunity and subject to the Oklahoma Governmental Tort Claims Act, OKDHS agrees to bear all expenses, fines, judgments, and costs that may arise from any acts or omission of its officials or employees in connection with this contract.

## 12.0 Employment Relationship

This contract does not create an employment relationship. Individuals performing services required by this contract are not employees of OKDHS or the State of Oklahoma. The contractor's employees shall not be considered employees of OKDHS nor the State of Oklahoma for any purpose and accordingly shall not be eligible for rights or benefits accruing to state employees. OKDHS retains the right to request replacement of assigned staff paid in full or partially by this contract.

## 13.0 Confidential Information

The contractor recognizes that OKDHS has and will have agency and client information that are confidential and need to be protected from disclosure. The contractor agrees that the contractor's employees, or any of its agents shall not at any time or in any manner, either directly or indirectly, use any information for the contractor's benefit or divulge, disclose, or communicate in any manner any confidential information to any third party.

## 14.0 Grievance Procedure

When this contract involves services to OKDHS clients, the contractor shall have a system for resolution of said grievances in place. The grievance system used by the contractor shall be subject to prior OKDHS approval.

## 15.0 Access to and Retention of Records

As used in this clause, records includes books, documents, accounting procedures and practices, and other data regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any contract with OKDHS the contractor agrees any pertinent federal or state agency shall have the right to examine and audit all records relevant to execution and performance of the resultant contract.

The contractor is required to retain records relative to the contract for the duration of the contract and, for a period of seven years following completion and/or termination of the contract. When an

audit, litigation, or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for two years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

## 16.0 Audit

Contractors that receive in excess of \$750,000 per year in federal funds must have a certified independent audit conducted in accordance with Government Auditing Standards and Office of Management and Budget (OMB) Compliance Supplement.

Contractors that receive in excess of \_\_\_\_\_ per year in state or federal funds must have a certified independent audit of its entire operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles and the report shall include a Supplementary Schedule of State Awards listing all state revenues and expenditures by contract and a Supplementary Schedule of Revenue and Expenditures by function and funding source. The certified independent audit must cover the period for which the contract was in effect.

A certified public accountant or public accountant who has a valid and current permit to practice accountancy must perform the audit. OKDHS retains the right to approve the selection of and examine the work papers of said auditor. No approval will be withheld unreasonably.

The contractor must submit two copies of the annual audit along with a response to any audit findings and a copy of any management letter received, \_\_\_\_\_. Reports are sent to the Internal Audit Administrator, Office of Inspector General, and PO Box 25352, Oklahoma City, Oklahoma 73125.

At the request of OKDHS or the Oklahoma State Auditor, the contractor shall provide books, records, documents, accounting procedures, practices, or any other item relevant to the contract for examination.

## 17.0 Compliance with Law

The contractor shall be subject to all applicable federal and state laws, rules, and regulations, and all amendments thereto. The contractor agrees to devote special attention to its responsibilities under Oklahoma statutes; and observance of the compliance with the requirements, therefore, shall be the responsibility of the contractor without reliance on or direction by OKDHS.

## 18.0 Contract Jurisdiction

This contract will be governed in all respects by the laws of the State of Oklahoma. In the event any litigation shall occur concerning the terms and conditions of this contract or the rights and duties of the parties, the parties agree that such suit shall be brought in the Courts of the State of Oklahoma. To the extent that any provision of the contract is contrary to the Constitution or laws of the State of Oklahoma or of the United States, that provision shall be null, void, and unenforceable. However, the balance of the contract shall remain in force and effect.

## 19.0 Severability

When any provision of this contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. When a court of competent jurisdiction finds that any provision of this contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

## 20.0 Equipment

Any equipment or other tangible materials directly and/or specifically purchased with funds provided through this contract and previously approved for said purchase by OKDHS shall remain/become the property of the State of Oklahoma and shall be held, maintained, and insured by the contractor for the benefit of OKDHS. Upon termination or cancellation of this contract, for any reason, OKDHS may demand the delivery and return of such equipment or materials at the contractor's sole cost and expense. The contractor shall notify OKDHS prior to the relocation or substantial alteration of such equipment or materials.

## 21.0 Conflict of Interest

All contractors must disclose any contractual relationship or any other contact with any state personnel, contractor, or sub-contractor involved in the development of the contractor's response to the solicitation resulting in this contract. Any conflict of interest shall, at the sole discretion of OKDHS, be the grounds for rejection of the contractor's proposal or termination of this contract.

In addition to any requirements of law or through a professional code of ethics or conduct, the contractor is required to disclose any outside activities or interests that conflict, or may conflict, with the best interests of OKDHS or the State of Oklahoma. Further, the contractor shall not plan, prepare, or engage in any activity that conflicts, or may conflict, with the best interests of OKDHS or the State of Oklahoma during the period of this contract without OKDHS prior written approval. Prompt disclosure is required under this paragraph when the activity or interest is related, directly or indirectly, to any person or entity currently under contract with, or seeking to do business with OKDHS.

## 22.0 Failure to Enforce

Failure by the State of Oklahoma at any time to enforce the provisions of this contract shall not be construed as a waiver of any such provisions or of the state's right to do so. Such failure to enforce shall not affect the validity of this contract or any part thereof or the State of Oklahoma's right to enforce any provisions at any time in accordance with its terms. Further, the state's selection of one remedy at law or in equity shall not be deemed an election of remedies and the State of Oklahoma shall maintain all rights and remedies provided herein.

## 23.0 Oklahoma Taxpayer and Citizen Protection Act of 2007

The contractor certifies that it, and all proposed sub-contractors whether known or unknown, at the time this contract 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](http://www.dhs.gov/E-Verify).

## 24.0 Equal Opportunity and Discrimination

The contractor agrees to comply with all federal and state laws prohibiting discrimination and assures services shall be provided without distinction on the basis of race, sex, color, national origin, or disability and no other distinction will be made on the basis of age except as the law allows. The contractor ensures compliance with the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; Executive Orders 11246 and 11375; and the Americans with Disabilities Act of 1990, per Public Law 101-336; and all amendments to, and all requirements imposed by the regulations issued, pursuant to these acts.

## 25.0 Drug-free Workplace

Contractors that:

- receive federal grants;
- have a contract with federal agencies;
- have a sub-contract that includes a drug-free workplace requirement; or
- are subject to federal agency regulations, such as, but not limited to, those of the Department of Health and Human Services, Department of Transportation, Department of Defense, or Nuclear Regulatory Commission; and
- must certify compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

## 26.0 Environmental Protection

If the payments pursuant to this contract are expected to exceed \$100,000, then the contractor shall comply with Section 306 of the Clean Air Act 42 U.S.C. § 1957(L); Section 508 of the Clean Water Act, per 33 U.S.C. § 1638; Executive Order 11738; and Environmental Protection Agency (EPA) Regulations, per 40 C.F.R. Part 15 that prohibit the use under non-exempt federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities.

## 27.0 Whistleblower Protection Act

The parties acknowledge and agree the Pilot Program for Enhancement of Contractor Employee Whistleblower Protections, 41 U.S.C. § 4712, may apply to this contract or grant and that no contractor's employee, sub-contractor, or grantee may be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or public body enumerated in said section when that employee reasonably believes evidence exists of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety or a violation of law, rule or regulation related to a federal contract.

## 28.0 Lobbying

The contractor certifies compliance with the Anti-Lobbying law, per 31 U.S.C. § 1325, and implemented at 45 C.F.R. Part 93, for persons entering into a grant or cooperative contract over \$100,000 as defined at 45 C.F.R. 93 §§ 93.105 and 93.110.

## 29.0 Debarment, Suspension, and Other Responsibility Matters

By signing this contract, the contractor and any sub-contractor certify to the best of their knowledge and belief that they and their principals or participants:

- are not presently debarred, suspended, proposed for debarment or declared ineligible, or voluntarily excluded by any federal, state, or local department or agency;
- have not within a three-year period preceding this contract been convicted of, pled guilty, or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public contract whether federal, state, or local; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- are not presently indicted for, or otherwise criminally indicted, or charged by a governmental entity whether federal, state, or local with commission of any of the offenses enumerated in the paragraph above of this certification; and with any of the offenses enumerated above in this section; or

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- have not, within a three-year period preceding this contract, had one or more public contracts, whether federal, state, or local terminated for cause or default.

### 30.0 False Claims Act

The contractor shall promptly notify OKDHS of any credible evidence that a principal, employee, agent, contractor, sub-grantee, sub-contractor, or other person submitted a false claim under the False Claims Act or committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

### 31.0 Resources

When the contractor is another governmental entity, the contractor affirms that it has, or shall have under its control, by the date services are delivered, the personnel services, labor and equipment, machinery, or other facilities to perform the required work pursuant to this contract.

### 32.0 OKDHS Logo Requirements

During the term of the contract, and subsequent renewal periods of the contract, the contractor is authorized and shall include the OKDHS logo on its website and on all printed materials to indicate services are provided in coordination with OKDHS. A OKDHS logo may be obtained from the OKDHS website at: <http://www.okdhs.org/library/news/mk/docs/logos.htm> or by navigating to the OKDHS website at [www.okdhs.org](http://www.okdhs.org), select *Newsroom* and select *Logos*. Logo size selection and placement on materials or website shall be appropriate as determined by the contractor. Records of the use of the OKDHS logo shall be maintained by the contractor and available for review at OKDHS's discretion. The contractor is not authorized to modify the OKDHS logo or to use it in an inappropriate fashion. OKDHS bears no costs associated with the contractor's placement or use of the OKDHS logo. Upon OKDHS' request or termination or expiration of the contract, the contractor shall remove the OKDHS logo from its website and cease production of the OKDHS logo on printed materials. OKDHS solely reserves the right to determine enforceability of this clause.

### 33.0 Summation

This contract constitutes the entire contract and understanding between the parties and supersedes all prior and/or contemporaneous discussions, representations, or contracts, whether written or verbal of the parties relating to the work to be performed.

### Signature and Agreement

This contract includes by reference, attachments \_\_\_\_ through \_\_\_\_ .

Contractor, as shown on page one: \_\_\_\_\_

\_\_\_\_\_  
Contractor representative signature                      Contractor representative name (print)                      Date

\_\_\_\_\_  
Authorized OKDHS rep signature                      Authorized OKDHS rep name                      Date

**SCHOOL-BASED FAMILY SPECIALIST**

**I. 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**

Oklahoma Department of Human Services (“OKDHS”) is committed to providing a system of supports for families which is designed to identify and address barriers to their overall well- being. A critical part of this support network is our **SBFSP** 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 the key to achieving student and family success.

**III. SCOPE OF WORK**

\_\_\_\_\_ School District (“Contractor” or “School District”) will provide \_\_\_ employees, hereinafter referred to as **School-Based Family Specialists (“SBFS”)**, who will provide outreach services to the public schools in the School District.

The SBFS is a full-time school employee who serves as a liaison between the school and OKDHS, providing preventative services, assisting with benefits applications, and crisis intervention. The SBFS is embedded in the school to ensure families can access safety net, work supports, family strengthening, and other services. The SBFS 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.

**IV. SCHOOL-BASED FAMILY SPECIALIST JOB DUTIES**

The SFBS 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 needs continue to be met, satisfaction with services, and identify any new or existing barriers to services.

## **V. OKDHS RESPONSIBILITIES**

OKDHS assumes the following responsibilities:

1. Provide support to school administration in creation of additional job description for SBFS that meets the school district's unique needs.
2. Provide guidance/support to the school district's administration in hiring of SBFS.
3. Provide guidance/support to school district's administration in onboarding the new SBFS.
4. Provide any OKDHS required trainings.

5. Provide appropriate information and support to assist SBFS 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.
6. Provide specific technical assistance needs of the SBFS, determining the duration and scope of the assistance, establishing communication channels between the OKDHS and the SBFS.
7. Ensure confidentiality of any sensitive information shared during assisting the SBFS and evaluating the effectiveness of the assistance provided.
8. Assist in connecting the SBFS with OKDHS and other agency staff as requested and appropriate.
9. Provide ongoing monitoring and consultation to contracted school administration on compliance with contract/contracted duties performed by SBFS.
10. Provide ongoing communication with the school district's staff both formally and informally, to ensure, to the best of OKDHS ability, that the OKDHS SBFSP are aligned with the School(s) and District's mission and objectives and are adequately meeting students' needs.
11. In the event that School District deems that Distance Learning is necessary for reasons of health and safety. OKDHS will pay the agreed amount to the school district for these positions regardless of whether the schools are open the entire school year or not.

## **VI. SCHOOL DISTRICT RESPONSIBILITIES**

Contractor assumes the following responsibilities:

1. Provide secure physical office space conducive for the confidential nature of School-Based Family Services and case management.
2. Provide use of a computer, desk phone, copier, and fax machine to facilitate school-based support for students.
3. Maintain a distinction between school personnel duties and the SBFS duties; to ensure that 80% of the assigned duties focus on families and social service support.
4. Advise the OKDHS of all rules and regulations applicable to SBFS job duties.
5. Assign an employee to act as a supervisor liaison between the School District's public schools and OKDHS for periodic review of the program and services

- provided through the School- Based Family Services Program (SBFSP).
6. Support site visits provided by OKDHS for school-discussions and determination of interest, capacity, and viability; ensure adequate understanding of partnership goals, expectations, and processes.
  7. Provide broadband connectivity for the SBFS through its existing network.
  8. Will invoice OKDHS monthly for 80% the cost of employing the SBFS.
  9. The school district will have discretion in determining if the SBFS will be a 10, 11, or 12-month employee.
  10. The school district will allow the SBFS to participate in initial and ongoing OKDHS training focusing on dates when school is not in session.
  11. In addition to the OKDHS training, the school district will provide training as relates to the duties outlined by the contract- examples including, but not limited to training on IEPs/504s, school policies, McKenny Vento and school in-service trainings.
  12. Ensure confidentiality of any sensitive information shared during assisting the SBFS and evaluating the effectiveness of the assistance provided.
  13. The school district will communicate any job-related concerns or leaves of absences of SBFS to OKDHS.
  14. Supply OKDHS with any data necessary for administration or evaluation of the SBFSP, as allowed by state and federal law.

## **VII. DATA**

**OKDHS and Contractor** may share program data in accordance with state and federal 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 CTR email address
  - b. OKDHS KIDS

- c. OKDHS software documentation platform; CCM-SAMS
- d. IMS
- e. OnBase
- f. Janus

**VIII. COST**

The recommended minimum annual salary of the SBFS is no less than \$39,571.00. OKDHS agrees to pay Contractor 80% of the costs associated with the approved budget, which includes salary, benefits, leave, tax withholding, FICA, longevity, Work Equipment (computer/ office supplies, cell phones, etc.), travel, and bonuses. Once the annual salary and costs are determined and prior to Contractor extending an offer of employment to the desired candidate, OKDHS reserves the right to cap its contribution based on its annual budget constraints.

**IX. POINT OF CONTACT AND REPRESENTATION**

Contractor and OKDHS agree to assign the following employees the primary responsibility for administrative activities related to this agreement:

<u>Monica Brumnett</u>	OKDHS Program Administrator
<u>Heather Cristiano</u>	OKDHS Program Manager
<u>Cynthia Schaefer</u>	OKDHS Program Field Representative
_____	_____ Public Schools Superintendent
_____	_____ Public Schools School Supervisor Liaison
_____	_____ Public Schools SBFS

**OKDHS Information Security Requirements**

**1. General Information Security Requirements**

- a. No employee of Contractor or its subcontractors will be granted access to State of Oklahoma agency information systems without the prior completion and approval of applicable logon authorization and acceptable use requests.
- b. Contractor or its subcontractors will notify applicable State of Oklahoma agencies when employees who have access to agency information systems are terminated.
- c. Contractor or its subcontractors will disclose to Client any suspected breach of the security of the information system or the data contained therein in the most expedient time possible and without unreasonable delay and will cooperate with Client during the investigation of any such incident.
- d. Contractor or its subcontractors agree to adhere to the State of Oklahoma “Information Security Policy, Procedures, and Guidelines” available at: <https://oklahoma.gov/content/dam/ok/en/omes/documents/InfoSecPPG.pdf>

**2. HIPAA Requirements**

- a. Contractor shall agree to use and disclose Protected Health Information in compliance with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) (45 C.F.R. Parts 160 and 164) under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The definitions set forth in the Privacy Rule are incorporated by reference into this Contract (45 C.F.R. §§ 160.103 and 164.501).
- b. If applicable, Contractor will sign and adhere to a Business Associate Agreement (BAA). The Business Associate Agreement provides for satisfactory assurances that Contractor will use the information only for the purposes for which it was engaged. Contractor agrees it will safeguard the information from misuse, and will comply with HIPAA as it pertains to the duties stated within the contract. Failure to comply with the requirements of this standard may result in funding being withheld from Contractor, and/or full audit and inspection of Contractor’s security compliance as it pertains to this contract.
- c. Business Associate Terms Definitions:
  - i. Unless otherwise defined in this BAA, all capitalized terms used in this BAA have the meanings ascribed in the HIPAA Regulations, provided; however, that “PHI” and “ePHI” shall mean Protected Health Information and Electronic Protected Health Information, respectively, as defined in 45 C.F.R. § 160.103, limited to the information Business Associate received from or created or received on behalf of the applicable State of Oklahoma agency as a Business Associate. “Administrative Safeguards” shall have the same meaning as the

- term “administrative safeguards in 45 C.F.R. § 164.304, with the exception that it shall apply to the management of the conduct of Business Associate’s workforce, not the State of Oklahoma agency workforce, in relation to the protection of that information.
- ii. Business Associate. “Business Associate” shall generally have the same meaning as the term “Business Associate” at 45 C.F.R. 160.103, and in reference to the party to this agreement, shall mean the entity whose name appears below.
  - iii. Covered Entity. “Covered Entity” shall generally have the same meaning as the term “Covered Entity” at 45 C.F.R. 160.103.
  - iv. HIPAA Rules. “HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 C.F.R. Part 160 and Part 164, all as may be amended.
  - v. The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, required by law, Secretary, Security Incident, Sub- Contractor, Unsecured PHI, and Use.
- d. Obligations of Business Associate: Business Associate may use Electronic PHI and PHI (collectively, “PHI”) solely to perform its duties and responsibilities under this Agreement and only as provided in this Agreement. Business Associate acknowledges and agrees that PHI is confidential and shall not be used or disclosed, in whole or in part, except as provided in this Agreement or as required by law. Specifically, Business Associate agrees it will:
- i. use or further disclose PHI only as permitted in this Agreement or as Required by Law, including, but not limited to the Privacy and Security Rule;
  - ii. use appropriate safeguards, and comply with Subpart C of 45 C.F.R. Part 164 with respect to Electronic PHI, to prevent use or disclosure of PHI other than as provided for by this Agreement;
  - iii. implement and document appropriate administrative, physical, and technical safeguards to protect the confidentiality, integrity, and availability of PHI that it creates, receives, maintains, or transmits for or on behalf of Covered Entity in accordance with 45 C.F.R. 164;
  - iv. implement and document administrative safeguards to prevent, detect, contain, and correct security violations in accordance with 45 C.F.R. 164;
  - v. make its policies and procedures required by the Security Rule available to Covered Entity solely for purposes of verifying BA’s compliance and the

Secretary of the Department of Health and Human Services (HHS);

- vi. not receive remuneration from a third party in exchange for disclosing PHI received from or on behalf of Covered Entity;
- vii. in accordance with 45 C.F.R. 164.502(e)(1) and 164.308(b), if applicable, require that any Sub-Contractors that create, receive, maintain or transmit PHI on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information; this shall be in the form of a written HIPAA Business Associate Contract and a fully executed copy will be provided to the Contract Monitor;
- viii. report to Covered Entity in writing any use or disclosure of PHI that is not permitted under this Agreement as soon as reasonably practicable but in no event later than five calendar days from becoming aware of it and mitigate, to the extent practicable and in cooperation with Covered Entity, any harmful effects known to it of a use or disclosure made in violation of this Agreement;
- ix. promptly report to Covered Entity in writing and without unreasonable delay and in no case later than five calendar days any successful Security Incident, as defined in the Security Rule, with respect to Electronic PHI;
- x. with the exception of law enforcement delays that satisfy the requirements of 45 C.F.R. 164.412, notify Covered Entity promptly, in writing and without unreasonable delay and in no case later than five calendar days, upon the discovery of a breach of Unsecured PHI. Such notice shall include, to the extent possible, the name of each individual whose Unsecured PHI has been, or is reasonably believed by Business Associate to have been, accessed, acquired, or disclosed during such Breach. Business Associate shall also, to the extent possible, furnish Covered Entity with any other available information that Covered Entity is required to include in its notification to Individuals under 45 C.F.R. § 164.404(c) at the time of Business Associate's notification to Covered Entity or promptly thereafter as such information becomes available. As used in this Section, "breach" shall have the meaning given such term at 45 C.F.R. 164.402;
- xi. to the extent allowed by law, indemnify and hold Covered Entity harmless from all claims, liabilities costs, and damages arising out of or in any manner related to the disclosure by Business Associate of any PHI or to the breach by Business Associate of any obligation related to PHI;
- xii. provide access to PHI it maintains in a Designated Record Set to Covered Entity, or if directed by Covered Entity to an Individual in order to meet the requirements of 45 C.F.R. 164.524. In the event that any Individual requests access to PHI directly from Business Associate, Business Associate shall

- forward such request to Covered Entity within five working days of receiving a request. This shall be in the form of a written HIPAA Business Associate Contract and a fully executed copy will be provided to the Contract Monitor. Any denials of access to the PHI requested shall be the responsibility of Covered Entity;
- xiii. make PHI it maintains in a Designated Record Set available to Covered Entity for amendment and incorporate any amendments to PHI in accordance with 45 C.F.R. 164.526;
  - xiv. document disclosure of PHI it maintains in a Designated Record Set and information related to such disclosure as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI, in accordance with 45 C.F.R. 164.528, and within five working days of receiving a request from Covered Entity, make such disclosure documentation and information available to Covered Entity. In the event the request for an accounting is delivered directly to Business Associate, Business Associate shall forward within five working days of receiving a request such request to Covered Entity;
  - xv. make its internal practices, books, and records related to the use and disclosure of PHI received from or created or received by Business Associate on behalf of Covered Entity available to the Secretary of the Department of HHS, authorized governmental officials, and Covered entity for the purpose of determining Business Associate's compliance with the Privacy Rule. Business Associate shall give Covered Entity advance written notice of requests from HHS or government officials and provide Covered Entity with a copy of all documents made available; and
  - xvi. require that all of its Sub-Contractors, vendors, and agents to whom it provides PHI or who create, receive, use, disclose, maintain, or have access to Covered Entity's PHI shall agree in writing to requirements, restrictions, and conditions at least as stringent as those that apply to Business Associate under this Agreement, including but not limited to implementing reasonable and appropriate safeguards to protect PHI, and shall require that its Sub-Contractors, vendors, and agents agree to indemnify and hold harmless Covered Entity for their failure to comply with each of the provisions of this Agreement.
- e. Permitted Uses and Disclosures of PHI by Business Associate: Except as otherwise provided in this Agreement, Business Associate may use or disclose PHI on behalf of or to provide services to Covered Entity for the purposes specified in this Agreement, if such use or disclosure of PHI would not violate the Privacy Rule if done by Covered Entity. Unless otherwise limited herein, Business Associate may:

- i. use PHI for its proper management and administration or to fulfill any present or future legal responsibilities of Business Associate;
  - ii. disclose PHI for its proper management and administration or to fulfill any present or future legal responsibilities of Business Associate, provided that; (i) the disclosures required by law; or (ii) Business Associate obtains reasonable assurances from any person to whom the PHI is disclosed that such PHI will be kept confidential and will be used or further disclosed only as Required by Law or for the purpose(s) for which it was disclosed to the person, and the person commits to notifying Business Associate of any instances of which it is aware in which the confidentiality of the PHI has been breached;
  - iii. disclose PHI to report violations of law to appropriate federal and state authorities; or
  - iv. aggregate the PHI with other data in its possession for purposes of Covered Entity's Health Care Operations;
  - v. make uses and disclosures and requests for protected health information consistent with Covered Entity's minimum necessary policies and procedures;
  - vi. de-identify any and all PHI obtained by Business Associate under this BAA, and use such de-identified data, all in accordance with the de-identification requirements of the Privacy Rule [45 C.F.R. § 164.502(d)].
- f. Obligations of Covered Entity
- i. Covered Entity shall notify Business Associate of any changes in, or revocation of, the permission by an individual to use or disclose his or her PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.
  - ii. Covered Entity shall notify Business Associate of any restriction on the use or disclosure of PHI that Covered Entity has agreed to or is required to abide by under 45 C.F.R. 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of protected health information.
  - iii. Covered Entity shall not request Business Associate use or disclose PHI in any manner that would violate the Privacy Rule if done by Covered Entity.
  - iv. Covered Entity agrees to timely notify Business Associate, in writing, of any arrangements between Covered Entity and the Individual that is the subject of PHI that may impact in any manner the use and/or disclosure of the PHI by Business Associate under this BAA.

g. Term and Termination:

- i. **Obligations of Business Associate upon Termination.** Upon termination of this Agreement for any reason, Business Associate, with respect to PHI received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity, shall:
  - (1) retain only that PHI that is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities;
  - (2) return to Covered Entity (or, if agreed to by Covered Entity, destroy) the remaining PHI that the Business Associate still maintains in any form;
  - (3) continue to use appropriate safeguards and comply with Subpart C of 45 C.F.R. Part 164 with respect to PHI to prevent use or disclosure of the PHI, other than as provided for in this Section, for as long as Business Associate retains the PHI;
  - (4) not use or disclose the PHI retained by Business Associate other than for the purposes for which such PHI was retained and subject to the same conditions set out at above under “Permitted Uses and Disclosures By Business Associate” that applied prior to termination; and
  - (5) return to Covered Entity (or, if agreed to by Covered Entity, destroy) the PHI retained by Business Associate when it is no longer needed by Business Associate for its proper management and administration or to carry out its legal responsibilities.
- ii. All other obligations of Business Associate under this Agreement shall survive termination.
- iii. Should the applicable State of Oklahoma agency become aware of a pattern of activity or practice that constitutes a material breach of a material term of this BAA by Business Associate, the agency shall provide Business Associate with written notice of such a breach in sufficient detail to enable Contractor to understand the specific nature of the breach. The State of Oklahoma agency shall be entitled to terminate the Underlying Contract associated with such breach if, after the applicable State of Oklahoma agency provides the notice to Business Associate, Business Associate fails to cure the breach within a reasonable time period not less than thirty (30) days specified in such notice; provided, however, that such time period specified shall be based on the nature of the breach involved per 45 C.F.R. §§ 164.504(e)(1)(ii)-(iii) & 164.314 (a)(2) (i)(C).

h. Miscellaneous Provisions:

- i. **No Third Party Beneficiaries:** Nothing in this Agreement shall confer upon any person other than the parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever
- ii. Business Associate recognizes that any material breach of this Business Associate Terms section or breach of confidentiality or misuse of PHI may result in the termination of this Agreement and/or legal action. Said termination may be immediate and need not comply with any termination provision in the parties' underlying agreement, if any.
- iii. The parties agree to amend this Agreement from time to time as is necessary for Covered Entity or Business Associate to comply with the requirements of the Privacy Rule and related laws and regulations.
- iv. The applicable State of Oklahoma agency shall make available its Notice of Privacy Practices.
- v. Any ambiguity in this Agreement shall be resolved in a manner that causes this Agreement to comply with HIPAA.
- vi. If Business Associate maintains a designated record set in an electronic format on behalf of Covered Entity, then Business Associate agrees that within 30 calendar days of expiration or termination of the parties' agreement, Business Associate shall provide to Covered Entity a complete report of all disclosures of and access to the designated record set covering the three years immediately preceding the termination or expiration. The report shall include patient name, date and time of disclosures/access, description of what was disclosed/accessed, purpose of disclosure/access, name of individual who received or accessed the information, and, if available, what action was taken within the designated record set.
- vii. **Amendment:** To the extent that any relevant provision of the HIPAA Regulations is materially amended in a manner that changes the obligations of Business Associates or Covered Entities, the Parties agree to negotiate in good faith appropriate amendment(s) to this Agreement to give effect to these revised obligations. The parties agree to amend this Agreement from time to time as is necessary for Covered Entity or to comply with the requirements of the Privacy Rule and related laws and regulations.

**3. 42 C.F.R. Part 2 Related Provisions**

- a. Confidentiality of Information. Contractor's employees and agents shall have access to private data to the extent necessary to carry out the responsibilities, limited by the terms of this Agreement. Contractor accepts the responsibilities for

providing adequate supervision and training to their employees and agents to ensure compliance with relevant confidentiality, privacy laws, regulations and contractual provisions. No private or confidential data collected, maintained, or used shall be disseminated except as authorized by statute and by terms of this Agreement, whether during the period of the Agreement or thereafter. Furthermore, Contractor:

- i. Acknowledges that in receiving, transmitting, transporting, storing, processing, or otherwise dealing with any information received pursuant to this agreement that identifies or otherwise relates to the individuals under the care of or in the custody of a State of Oklahoma agency, it is fully bound by the provisions of the federal regulations governing the Confidentiality of Substance Use Disorder Patient Records, 42 C.F.R. Part 2 and the HIPAA, 45 C.F.R. 45 Parts 142, 160, and 164, Title 43 A § 1-109 of Oklahoma Statutes, and may not use or disclose the information except as permitted or required by this Agreement or by law;
- ii. Acknowledges that pursuant to 43A O.S. §1-109, all mental health and drug or alcohol treatment information and all communications between physician or psychotherapist and patient are both privileged and confidential and that such information is available only to persons actively engaged in treatment of the client or consumer or in related administrative work. Contractor agrees that such protected information shall not be available or accessible to staff in general and shall not be used for punishment or prosecution of any kind;
- iii. Agrees to resist any efforts in judicial proceedings to obtain access to the protected information except as expressly provided for in the regulations governing the Confidentiality of Substance Use Disorder Patient Records, 42 C.F.R. Part 2;
- iv. Agrees to use appropriate administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of the State of Oklahoma agency and to use appropriate safeguards to prevent the unauthorized use or disclosure of the protected health information, and agrees that protected information will not be placed in the Child Protective Services (CPS) record of any individual involved with the Oklahoma Department of Human Services (DHS).
- v. Agrees to report to the State of Oklahoma agency any use or disclosure or any security incident involving protected information not provided for by this Agreement. Such a report shall be made immediately when an employee becomes aware of such a disclosure, use, or security incident.

- vi. Agrees to provide access to the protected information at the request of the State of Oklahoma agency or to an authorized individual as directed by the State of Oklahoma agency, in order to meet the requirement of 45 C.F.R. §164.524 which provides clients with the right to access and copy their own protected information;
  - vii. Agrees to make any amendments to the protected information as directed or agreed to by the State of Oklahoma agency, pursuant to 45 C.F.R. §164.526;
  - viii. Agrees to make available its internal practices, books, and records, including policies and procedures, relating to the use and disclosure of protected information received from the State of Oklahoma agency or created or received by the Contractor on behalf of the State of Oklahoma agency, to the State of Oklahoma agency and to the Secretary of the Department of Health and Human Services for purpose of the Secretary determining the giving party's compliance with HIPAA;
  - ix. Agrees to provide the State of Oklahoma agency, or an authorized individual, information to permit the State of Oklahoma agency to respond to a request by an individual for an accounting of disclosures in accordance with 45 C.F.R. §164.528.
- b. Data Security. The Contractor agrees to maintain the data in a secure manner compatible with the content and use. The Contractor will control access to the data in compliance with the terms of this Agreement. Only the Contractor's personnel whose duties require the use of such information, will have regular access to the data. The Contractor's employees will be allowed access to the data only for the purpose set forth in this Agreement.
  - c. Data Destruction. Contractor agrees to follow State of Oklahoma agency policies regarding secure data destruction.
  - d. Use of Information. Contractor agrees that the information received or accessed through this Agreement shall not be used to the detriment of any individual nor for any purpose other than those stated in this Agreement.
  - e. Redisclosure of Data. The Contractor agrees not to redisclose any information to a third party not covered by the Agreement unless written permission by the State of Oklahoma agency is received and redisclosure is permitted under applicable law.

#### **4. SSA Requirements (If applicable)**

- a. **PERFORMANCE**: In performance of this contract, the contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

- i. All work will be done under the supervision of the contractor or the contractor's employees.
- ii. Any SSA provided information made available shall be used only for carrying out the provisions of this Agreement. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone other than an officer or employee of the Contractor is prohibited.
- iii. All SSA provided information shall be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output and products will be given the same level of protection as required for the source material.
- iv. No work involving SSA provided information furnished under this contract shall be subcontracted without prior written approval by the applicable State of Oklahoma agency and the SSA.
- v. The Contractor shall maintain a list of employees authorized access. Such list shall be provided upon request to the applicable State of Oklahoma agency or the SSA.
- vi. Contractor or agents may not legally process, transmit, or store SSA-provided information in a cloud environment without explicit permission from SSA's Chief Information Officer. Proof of this authorization shall be provided to the Contractor by the applicable State of Oklahoma agency prior to accessing SSA provided information.
- vii. Contractor shall provide security awareness training to all employees, contractors, and agents who access SSA-provided information. The training should be annual, mandatory, and certified by the personnel who receive the training. Contractor is also required to certify that each employee, contractor, and agent who views SSA-provided information certify that they understand the potential criminal, civil, and administrative sanctions or penalties for unlawful access and/or disclosure.
- viii. Contractor shall require employees, contractors, and agents to sign a non-disclosure agreement, attest to their receipt of Security Awareness Training, and acknowledge the rules of behavior concerning proper use and security in systems that process SSA- provided information. Contractor shall retain non-disclosure attestations for at least five (5) to seven (7) years for each employee who processes, views, or encounters SSA- provided information as part of their duties.

- ix. The applicable State of Oklahoma agency shall provide the Contractor a copy of the SSA exchange agreement and all related attachments before initial disclosure of SSA data. Contractor is required to follow the terms of the applicable State of Oklahoma agency's data exchange agreement with the SSA. Prior to signing this Agreement, and thereafter at SSA's request, the applicable State of Oklahoma agency shall obtain from the Contractor a current list of the employees of such Contractor with access to SSA data and provide such list to the SSA
  - x. Where the Contractor processes, handles, or transmits information provided to the applicable State of Oklahoma agency by SSA or has authority to perform on the agency's behalf, the applicable State of Oklahoma agency shall clearly state the specific roles and functions of the Contractor within the Agreement.
  - xi. SSA requires all parties subject to this Agreement to exercise due diligence to avoid hindering legal actions, warrants, subpoenas, court actions, court judgments, state or Federal investigations, and SSA special inquiries for matters pertaining to SSA- provided information.
  - xii. SSA requires all parties subject to this Agreement to agree that any Client-owned or subcontracted facility involved in the receipt, processing, storage, or disposal of SSA- provided information operate as a "de facto" extension of the Client and is subject to onsite inspection and review by the Client or SSA with prior notice.
  - xiii. If the Contractor must send a computer, hard drive, or other computing or storage device offsite for repair, the Contractor must have a non-disclosure clause in their contract with the vendor. If the Contractor used the item in a business process that involved SSA-provided information and the vendor will retrieve or may view SSA- provided information during servicing, SSA reserves the right to inspect the Contractor's vendor contract. The Contractor must remove SSA-provided information from electronic devices before sending it to an external vendor for service. SSA expects the Contractor to render SSA-provided information unrecoverable or destroy the electronic device if they do not need to recover the information. The same applies to excessed, donated, or sold equipment placed into the custody of another organization.
  - xiv. In the event of a suspected or verified data breach involving SSA provided information, the Contractor shall notify the Client immediately.
  - xv. The Client shall have the right to void the contract if the contractor fails to provide the safeguards described above.
- b. **CRIMINAL/CIVIL SANCTIONS:** The Act specifically provides civil remedies, 5 U.S.C. Sec. 552a(g), including damages, and criminal penalties, 5 U.S.C. §

552a(i), for violations of the Act. The civil action provisions are premised on violations of the Act committed by parties subject to this Agreement or regulations promulgated thereunder. An individual claiming such a violation by parties subject to this Agreement may bring civil action in a federal district court. If the individual substantially prevails, the court may assess reasonable attorney fees and other litigation costs. In addition, the court may direct the parties subject to this Agreement to grant the plaintiff access to his/her records, and when appropriate direct an amendment or correction of records subject to the Act. Actual damages may be awarded to the plaintiff for intentional or willful refusal by parties subject to this Agreement to comply with the Act.

i. Civil Remedies.

(1) In any suit brought under the provisions of 5 U.S.C. § 552a(g)(1)(C) or (D) in which the court determines that the parties subject to this Agreement acted in a manner which was intentional or willful, shall be liable in an amount equal to the sum of—

(a) actual damages sustained by the individual because of the refusal or failure, but in no case, shall a person entitled to recovery receive less than the sum of

\$1,000; and

(b) the costs of the action together with reasonable attorney fees as determined by the court.

(2) An action to enforce any liability created under 5 U.S.C. § 552a may be brought in the district court of the United States in the district in which the complainant resides, or has his principal place of business, or in which the records are situated, or in the District of Columbia, without regard to the amount in controversy, within two years from the date on which the cause of action arises, except that where parties subject to this Agreement have materially and willfully misrepresented any information required under this section to be disclosed to an individual and the information so misrepresented is material to establishment of the liability of the agency to the individual under 5 U.S.C. § 552a, the action may be brought at any time within two years after discovery by the individual of the misrepresentation. Nothing in this section shall be construed to authorize any civil action because of any injury sustained as the result of a disclosure of a record prior to September 27, 1975.

ii. Criminal Penalties

(1) Any officer or employee of an agency, who by virtue of his employment or

official position, has possession of, or access to, agency records which contain individually identifiable information the disclosure of which is prohibited by this section or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000. See 5 U.S.C. § 552a(i)(1).

(2) Any officer or employee of any agency who willfully maintains a system of records without meeting the notice requirements of subsection (e)(4) of this section shall be guilty of a misdemeanor and fined not more than \$5,000. See 5 U.S.C. § 552a(i)(2).

(3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000. See 5 U.S.C. § 552a(i)(3).

## **5. Child Support FPLS Requirements (If applicable)**

- a. Contractor and the applicable State of Oklahoma agency must comply with the security requirements established by the Social Security Act, the Privacy Act of 1974, the Federal Information Security Management Act of 2002 (FISMA), 42 United States Code (USC) 654(26), 42 UCS 654a(d)(1)-(5), the U.S. Department of Health and Human Services (HHS), the U.S. Department of Health and Human Services Administration of Children and Families Office of Child Support Enforcement Security Agreement and the Automated Systems for Child Support Enforcement: A Guide for States Section H Security and Privacy. Contractor and applicable State of Oklahoma agency also agree to use Federal Parent Locator Service (FPLS) information and Child Support (CS) program information solely for the authorized purposes in accordance with the terms in this agreement. The information exchanged between state Child Support agencies and all other state program information must be used for authorized purposes and protected against unauthorized access to reduce fraudulent activities and protect the privacy rights of individuals against unauthorized disclosure of confidential information.
- i. This is applicable to the personnel, facilities, documentation, data, electronic and physical records and other machine-readable information systems of the applicable State of Oklahoma agency and Contractor, including, but not limited to, state employees and contractors working with FPLS information and CS program information and state CS agency data centers, statewide centralized data centers, contractor data centers, state Health and Human Services' data centers, comprehensive tribal agencies, data centers serving comprehensive tribes, and any other individual or entity collecting, storing, transmitting or

processing FPLS information and CS program information. This is applicable to all FPLS information, which consists of the National Directory of New Hires (NDNH), Debtor File, and the Federal Case Registry (FCR). The NDNH, Debtor File and FCR are components of an automated national information system.

- ii. This is also applicable to all CS program information, which includes the state CS program information, other state and tribal program information, and confidential information. Confidential information means any information relating to a specified individual or an individual who can be identified by reference to one or more factors specific to him or her, including but not limited to the individual's Social Security number, residential and mailing addresses, employment information, and financial information. Ref. 45 Code of Federal Regulations (CFR) 303.21(a).

## **6. FERPA Requirements (If applicable)**

- a. In performance of this Agreement, Contractor agrees to comply with and assume responsibility for compliance by its employees with the Family Educational Rights and Privacy Act; (20 U.S.C. § 1232g; 34 CFR Part 99) ("FERPA") and the Oklahoma Student Data Accessibility, Transparency, and Accountability Act of 2013; (70 O.S. § 3-168), where personally identifiable student education data is exchanged.

## **7. CJIS Requirements (If applicable)**

### **a. INTRODUCTION**

The use and maintenance of all items of software or equipment offered for purchase herein must be in compliance with the most current version of the U.S. Department of Justice, Federal Bureau of Investigation ("FBI"), Criminal Justice Information Services (CJIS) Division's CJIS Security Policy ("CJIS Security Policy" or "Security Policy" herein). The Entity or Affiliate acquiring the data or system is hereby ultimately responsible for compliance with the CJIS Security Policy and will be subject to an audit by the State of Oklahoma CJIS Systems Officer ("CSO") and the FBI CJIS Division's Audit Staff.

### **b. CJIS SECURITY POLICY REQUIREMENTS GENERALLY**

The CJIS Security Policy outlines a number of administrative, procedural, and technical controls agencies must have in place to protect Criminal Justice Information ("CJI"). Our experience is that agencies will generally have many of the administrative and procedural controls in place but will need to implement additional technical safeguards in order to be in complete compliance with the mandate. A Criminal Justice Agency ("CJA") and certain other governmental

agencies procuring technology equipment and services that could be used in hosting or connecting or transmitting or receiving CJI data may need to use the check list herein to make sure that the software, equipment, location, security, and persons having the ability to access CJI will meet the CJIS requirements per the then current CJIS Security Policy. A completed Appendix H to said Security Policy will need to be signed by Vendor or a 3rd party if it has access to CJI, such as incident to the maintenance or support of the purchased hardware or software within which resides CJI. Per Appendix “A” to said Security Policy, “access to CJI is the physical or logical (electronic) ability, right or privilege to view, modify or make use of CJI.”

c. DIRECTIVE CONCERNING ACCESS TO CRIMINAL JUSTICE INFORMATION AND TO HARDWARE OR SOFTWARE WHICH INTERACTS WITH CJI AND CERTIFICATION

The FBI CJIS Division provides state-of-the-art identification and information services to the local, state, tribal, federal, and international criminal justice communities for criminal justice purposes, as well as the noncriminal justice communities for noncriminal justice purposes.

This Directive primarily concerns access to CJI and access to hardware and software in the use, retention, transmission, reception, and hosting of CJI for criminal justice purposes and not for noncriminal justice purposes. In that regard, this Directive is not only applicable to such data, but also to the hardware and software interacting with such data, their location(s), and persons having the ability to access such data. The CJIS data applicable to the Security Policy is the data described as such in said Policy plus all data transmitted over the Oklahoma Law Enforcement Telecommunications System (“OLETS”) which is operated by DPS.

In order to have access to CJI or to the aforesaid hardware or software, the vendor must be familiar with the FBI CJIS Security Policy, including but not limited to the following portions of said Security Policy:

1. the Definitions and Acronyms in §3 & Appendices “A” & “B”;
2. the general policies in §4;
3. the Policies in §5;
4. the appropriate forms in Appendices “D”, “E”, “F” & “H”; and
5. the Supplemental Guidance in Appendices “J” & “K”.

This FBI Security Policy is located and may be downloaded at:

[https://www.fbi.gov/file-repository/cjis\\_security\\_policy\\_v5-9-1\\_20221001.pdf/view](https://www.fbi.gov/file-repository/cjis_security_policy_v5-9-1_20221001.pdf/view)

By executing the Contract to which this Directive is attached, the vendor hereby CERTIFIES that the foregoing directive has and will be followed, including but not limited to full compliance with the FBI CJIS Security Policy, as amended and as applicable.



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: District / Central Office

Vendor Requested: CNA SURETY

Item Request Description: SURETY BONDS FOR TREASURER,  
SUPERINTENDENT, AND DISTRICT CLERKS FOR FY 25-26

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar Amount Requested (if applicable): \$2,440.00

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 037-Surety Bonds

Kelly Henderson  
Signature of Requestor/Principal

05/07/2025  
Date

Jim Cam  
Signature of Budget Director *Office Manager*

05-08-2025  
Date

\_\_\_\_\_  
Signature of Assistant Superintendent

\_\_\_\_\_  
Date

# TRENDS Requisition Form



FY 25-26 FUND 11 - General Fund

VENDOR NAME & ADDRESS CNA SURETY

VENDOR PHONE & FAX \_\_\_\_\_

DESCRIPTION/PURPOSE OF ITEM OR SERVICE SURETY BONDS FOR TREASURER, SUPT & DISTRICT CLERKS FOR FY 25-26

Quantity	Item Number	Description	Unit Price	Amount
1	2312	BOARD CLERK	320.00	320.00
1	2313	TREASURER	750.00	750.00
1	2321	SUPERINTENDENT	370.00	370.00
1	2511	DISTRICT CLERKS	1,000.00	1,000.00
				0.00
				0.00
		Shipping		0.00

TOTAL AMOUNT REQUESTED \$ \$ 2,440.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
6	11	037	ABOVE	525	000	0000	000	050

**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

Vendor	Amount
1. SAME AS LAST YEAR.	
2.	
3.	

REQUESTOR/SITE: Kelley Henderson

DATE: 05/07/2025

C.O. Manager  
BUDGET APPROVER: [Signature]

DATE: 05-08-2025

CHANNA BYERLY: \_\_\_\_\_

DATE: \_\_\_\_\_

CERTIFICATE AND ORDER  
TO COUNTY CLERK AND COUNTY TREASURER

Duncan Oklahoma, May 13, 2025

To the County Clerk and County Treasurer of Stephens County, Oklahoma.

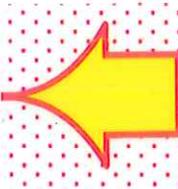
We, the undersigned, presiding officer and Clerk of the Governing Board of (City, Town, Multi-County, Library, Board of Education, School District, (state which) Board of Education of Duncan ISD #1 Duncan, OK ("Public Body") in said County, State of Oklahoma, hereby authorize you, from and after the 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 Lori McCann Address 1740 W. Spruce, Duncan, OK 73533, 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 May 13 2025;
- (2) Date Appointed or Re-Appointed July 1, 2025 (Note 1);
- (3) Filed Surety Bond in sum of one hundred thousand Dollars (100,000) with CNA Surety as Surety;
- (4) Bond Terms begins July 1, 2025, and Expires/Renews June 30, 2026;
- (5) Number of Bond \_\_\_\_\_;
- (6) Date Bond was approved by Governing Board May 13, 2025 (if applicable); and
- (7) Said new Bond is in custody and control of Kelly Henderson (Note 2), or was deposited with \_\_\_\_\_ for safekeeping.

Approved on May 13, 2025 by Duncan Board of Education endorsement made.

Signed and Certified at Duncan Public Schools, Oklahoma, this 13<sup>th</sup> day of May, 2025.

\_\_\_\_\_  
Presiding Officer  
Duncan BOE President  
Official Title



ATTESTING  
OFFICER'S SEAL

ATTEST: \_\_\_\_\_  
Attesting Officer  
Superintendent of Schools  
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

Duncan  
OF Board of Education  
Name of Public Body

County of Stephens

State of Oklahoma, to the County Clerk and  
County Treasurer

Qualifying Lori McCann

\_\_\_\_\_ Okla.,  
as Treasurer of said Public Body.

Received and Filed this \_\_\_\_\_ day of  
\_\_\_\_\_ 20 \_\_\_\_\_

County Clerk- County Treasurer

Deputy

Amount of Bond \$100,000<sup>00</sup>

Date of Bond July 1 20 25

Bond Expires/Renews June 30 20 26

SURETIES



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

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Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 037-Surety Bonds

Kelly Henderson  
Signature of Requestor/Principal

05/07/2025  
Date

Jim McCann  
Signature of Budget Director *office manager*

05-08-2025  
Date

Dr Charna Byrley  
Signature of Superintendent

MAY 13 2025  
Date

# TRENDS Requisition Form



FY 25-26 FUND 11 - General Fund

VENDOR NAME & ADDRESS CNA SURETY

VENDOR PHONE & FAX \_\_\_\_\_

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**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

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2.	
3.	

REQUESTOR/SITE: Kelley Henderson

DATE: 05/07/2025

*C.O. manager*  
BUDGET APPROVER: [Signature]

DATE: 05-08-2025

CHANNA BYERLY: [Signature]

DATE: MAY 13 2025

CERTIFICATE AND ORDER  
TO COUNTY CLERK AND COUNTY TREASURER

Duncan Oklahoma, May 13, 2025

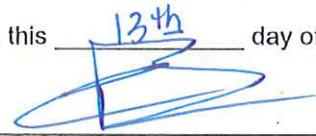
To the County Clerk and County Treasurer of Stephens County, Oklahoma.

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 Duncan ISD #1 Duncan, OK ("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 Lori McCann Address 1740 W. Spruce, Duncan, OK 73533, 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 May 13 2025;
- (2) Date Appointed or Re-Appointed July 1, 2025 (Note 1);
- (3) Filed Surety Bond in sum of one hundred thousand Dollars (100,000) with CNA Surety as Surety;
- (4) Bond Terms begins July 1, 2025, and Expires/Renews June 30, 2026;
- (5) Number of Bond \_\_\_\_\_;
- (6) Date Bond was approved by Governing Board May 13, 2025 (if applicable); and
- (7) Said new Bond is in custody and control of Kelly Henderson (Note 2), or was deposited with \_\_\_\_\_ for safekeeping.

Approved on May 13, 2025 by Duncan Board of Education endorsement made.

Signed and Certified at Duncan Public Schools, Oklahoma, this 13<sup>th</sup> day of May, 2025.

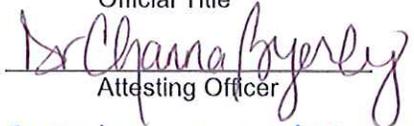


Presiding Officer

Duncan BOE President  
Official Title

ATTESTING  
OFFICER'S SEAL

ATTEST:



Attesting Officer

Superintendent of Schools  
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

Duncan  
OF Board of Education  
Name of Public Body

County of Stephens

State of Oklahoma, to the County Clerk and  
County Treasurer

Qualifying Lori McCann

\_\_\_\_\_, Okla.,  
as Treasurer of said Public Body.

Received and Filed this \_\_\_\_\_ day of  
\_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
County Clerk- County Treasurer

\_\_\_\_\_  
Deputy

Amount of Bond \$100,000<sup>00</sup>

Date of Bond July 1 20 25

Bond Expires/Renews June 30 20 26

SURETIES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: Business Office

Vendor Requested: Fowler Financial

Item Request Description: Consulting Services Agreement for 2025-2026

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar Amount Requested (if applicable): \$2,620.00

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: N/A

[Signature]  
Signature of Requestor/Principal

4-29-25  
Date

\_\_\_\_\_  
Signature of Budget Director  
[Signature]  
Signature of Superintendent

\_\_\_\_\_  
Date  
MAY 06 2025  
Date

# TRENDS Requisition Form



FY 6 FUND 11 - General Fund

VENDOR NAME & ADDRESS Fowler Financial - Stefannie Fowler, Coweta, OK

VENDOR PHONE & FAX 714-624-9020

DESCRIPTION/PURPOSE OF ITEM OR SERVICE CO - Financial Support Services and Treasurer Training for FY 25-26

Quantity	Item Number	Description	Unit Price	Amount
1		CO - Financial Support Services	2,620.00	2,620.00
		and Treasurer Training for FY25-26		0.00
				0.00
				0.00
				0.00
				0.00
		Shipping		0.00

TOTAL AMOUNT REQUESTED \$ 2,620.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
6	11	000	2511	310	000	0000	000	050

**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

Vendor	Amount
1.	
2.	
3.	

REQUESTOR/SITE: *S. McCam*

DATE: 5-1-25

BUDGET APPROVER: *[Signature]*

DATE: \_\_\_\_\_

CHANNA BYERLY: *[Signature]*

DATE: MAY 06 2025



## Fowler Financial Consulting Services Agreement

This Consulting Services Agreement is entered into as of July 1, 2025, by and between Fowler Financial and Duncan Public Schools.

### 1. Term of Agreement

This Agreement shall commence on July 1, 2025, and shall continue in effect through June 30, 2026.

### 2. Scope of Services

Consultant agrees to provide professional consulting services to Client relating to financial management and planning. The Services shall include, but are not limited to:

- Comprehensive financial analysis and planning.
- Consultation regarding payroll, accounts payable, and treasury management.
- Guidance on state and federal financial reporting requirements.
- Customized support addressing the specific needs of Client throughout the school year.
- Timely consultation via phone, email, or in-person meetings as required.

Consultant shall use its best efforts and professional expertise to deliver the Services in a timely and effective manner.

### 3. Compensation

In consideration for the Services provided under this Agreement, Client agrees to pay Consultant a total fee of \$2,620.00 for the Term payable in twelve equal payments.

### 4. Responsibilities of the Parties

#### 4.1 Consultant Responsibilities

- Provide the Services with the highest level of professionalism and expertise.
- Maintain clear and open communication with Client regarding the progress and any issues encountered.
- Comply with all applicable laws and regulations in the performance of the Services.

#### 4.2 Client Responsibilities

- Provide Consultant with access to necessary information, data, and personnel to facilitate the effective performance of the Services.



- Respond promptly to Consultant's inquiries and requests for additional information.
- Make timely payments as stipulated in this Agreement.

#### 5. Confidentiality

Both parties agree to maintain the confidentiality of any proprietary or confidential information disclosed during the course of this Agreement. Neither party shall disclose such information to any third party without the express written consent of the other, except as required by law.

#### 6. Independent Contractor Status

Consultant is engaged as an independent contractor. Nothing in this Agreement shall be construed as creating a partnership, joint venture, or employer-employee relationship between the parties.

#### 7. Indemnification

Each party agrees to indemnify and hold harmless the other party from any claims, losses, or damages arising out of the performance of this Agreement, except to the extent caused by the gross negligence or willful misconduct of the indemnified party.

#### 8. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma. Any disputes arising out of or related to this Agreement shall be resolved in the courts of Oklahoma.

#### 9. Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, whether written or oral. Any amendments to this Agreement must be in writing and signed by both parties.



10. Acceptance

By signing below, both parties acknowledge that they have read, understood, and agreed to all terms and conditions of this Agreement.

Fowler Financial

By: Steffanie Fowler

Name: Steffanie Fowler

Date: 4/28/2025

Duncan Public Schools

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

Name: Carl Buckhoffs

Title: Board President

Date: 05/13/2025





BOARD APPROVED

MAY 13 2025

ITEM # 6.6.5.

## DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION BOARD AGENDA ITEM

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School/Club/Department: Business Office

Vendor Requested: Fowler Financial

Item Request Description: Consulting Services Agreement for 2025-2026

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Dollar Amount Requested (if applicable): \$2,620.00

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: N/A

[Signature]  
Signature of Requestor/Principal

4-29-25  
Date

[Signature]  
Signature of Superintendent

MAY 06 2025  
Date

# TRENDS Requisition Form



FY 6 FUND 11 - General Fund

VENDOR NAME & ADDRESS Fowler Financial - Stefannie Fowler, Coweta, OK

VENDOR PHONE & FAX 714-624-9020

DESCRIPTION/PURPOSE OF ITEM OR SERVICE CO - Financial Support Services and Treasurer Training for FY 25-26

Quantity	Item Number	Description	Unit Price	Amount
1		CO - Financial Support Services	2,620.00	2,620.00
		and Treasurer Training for FY25-26		0.00
				0.00
				0.00
				0.00
				0.00
		Shipping		0.00

TOTAL AMOUNT REQUESTED \$ 2,620.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
6	11	000	2511	310	000	0000	000	050

**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

Vendor	Amount
1.	
2.	
3.	

REQUESTOR/SITE: *McCam*

DATE: 5-1-23

BUDGET APPROVER: *[Signature]*

DATE: \_\_\_\_\_

CHANNA BYERLY: *[Signature]*

DATE: MAY 06 2025



## Fowler Financial Consulting Services Agreement

This Consulting Services Agreement is entered into as of July 1, 2025, by and between Fowler Financial and Duncan Public Schools.

### 1. Term of Agreement

This Agreement shall commence on July 1, 2025, and shall continue in effect through June 30, 2026.

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- Comprehensive financial analysis and planning.
- Consultation regarding payroll, accounts payable, and treasury management.
- Guidance on state and federal financial reporting requirements.
- Customized support addressing the specific needs of Client throughout the school year.
- Timely consultation via phone, email, or in-person meetings as required.

Consultant shall use its best efforts and professional expertise to deliver the Services in a timely and effective manner.

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In consideration for the Services provided under this Agreement, Client agrees to pay Consultant a total fee of \$2,620.00 for the Term payable in twelve equal payments.

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- Maintain clear and open communication with Client regarding the progress and any issues encountered.
- Comply with all applicable laws and regulations in the performance of the Services.

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Each party agrees to indemnify and hold harmless the other party from any claims, losses, or damages arising out of the performance of this Agreement, except to the extent caused by the gross negligence or willful misconduct of the indemnified party.

#### 8. Governing Law

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10. Acceptance

By signing below, both parties acknowledge that they have read, understood, and agreed to all terms and conditions of this Agreement.

Fowler Financial

By: Stefannie Fowler

Name: Stefannie Fowler

Date: 4/28/2025

Duncan Public Schools

By: [Signature]

Name: Carl Buckhoffs

Title: Board President

Date: 05/13/2025



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

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School/Club/Department: SPECIAL SERVICES - CENTRAL OFFICE

Vendor Requested: ALLISON GARRETT

Item Request Description: CONTRACTED SPEECH AND LANGUAGE  
PATHOLOGY SERVICES FOR FY 2025-2026

Dollar Amount Requested (if applicable): \$60,000.00

Fund Requested: 11- General

Budget/Activity Account Requested: 6011- Federal SPED  
IDEA, Part B Flow Through

*Kevin Clayton*  
Signature of Requestor/Principal

May 1, 2025  
Date

\_\_\_\_\_  
Signature of Budget Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Assistant Superintendent

\_\_\_\_\_  
Date

# TRENDS Requisition Form



FY 25-26 FUND 11 - General Fund

VENDOR NAME & ADDRESS ALLISON GARRETT

VENDOR PHONE & FAX \_\_\_\_\_

DESCRIPTION/PURPOSE OF ITEM OR SERVICE CONTRACTED SPEECH AND LANGUAGE PATHOLOGY SERVICES FOR FY 25-26

Quantity	Item Number	Description	Unit Price	Amount
1		CONTRACTED SPEECH AND LANGUAGE	60,000.00	60,000.00
		PATHOLOGY SERVICES FOR FY 25-26		0.00
				0.00
				0.00
				0.00
				0.00
				0.00
		Shipping		0.00

TOTAL AMOUNT REQUESTED \$ \$ 60,000.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
6	11	<i>bmi</i>	2152	323	239	0000	0000	050

**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

Vendor	Amount
1.	
2.	
3.	

REQUESTOR/SITE: *Kevin Claster CO*

BUDGET APPROVER: \_\_\_\_\_

CHANNA BYERLY: \_\_\_\_\_

DATE: *May 1, 2025*

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

### Independent Contractor Agreement

This Agreement is entered into between the Duncan Public School District and Allison Garrett (contractor). CONTRACTOR is specifically trained, experienced, and competent to provide such services.

The parties agree as follows:

1. **Services:** CONTRACTOR agrees to provide services that align with the scope and practice for Speech and Language Pathology as defined by the Oklahoma Board of Examiners, for provision of speech/language therapy services in the public school setting. Services will be provided in accordance with the state of Oklahoma maximum caseload recommendation as per OSDE. Services include direct and indirect activities as they pertain to eligible students on the caseload and in accordance with the Individual Education Plan (IEP), which will define the type and frequency of service that each student is to receive.
2. **Duties of the District:** The DISTRICT shall:
  - a. Provide a confidential space, evaluation materials, and equipment necessary for the services to be rendered by the CONTRACTOR.
  - b. Have no right to control the means and methods by which the CONTRACTOR performs duties.
  - c. Alert the CONTRACTOR to any and all federal, state, and local regulations pertaining to the confidentiality of student records.
3. **Compensation:** As compensation for the CONTRACTOR's services hereunder, the DISTRICT shall pay the CONTRACTOR the sum of \$70.00 per hour or fraction thereof for services performed by the CONTRACTOR. The CONTRACTOR shall submit an invoice showing services performed by the CONTRACTOR and time spent for payment by the last working day of each month with payment to be made no later than seven days from the district's receipt of such invoice.
4. **Developmental Delay Evaluation Compensation:** the DISTRICT shall pay the CONTRACTOR the sum of \$600 per complete developmental evaluation. This will include the evaluation covering all 5 areas of the developmental evaluation components per OSDE (cognition, communication, motor, personal-social and adaptive), scoring, and evaluation data entered into the MEEGS document.
5. **Term:** CONTRACTOR shall commence work on July 1, 2025. The work shall be completed on June 30, 2026.
6. **Termination:** The agreement may be terminated by either party for any reason upon thirty (30) days written notice by certified mail to the other party. Said thirty (30) days shall begin to run upon the receipt of such notice by the receiving party.
7. **Insurance:** CONTRACTOR shall maintain general liability insurance coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage and provide Duncan Public Schools with proof of said insurance.

DPS Coordinator/Representative:

Name: Director of Special Ed.

Site: Duncan Public Schools

Address: PO Box 1548

Duncan, OK 73534

Phone: 580-255-0686

Notice shall be effective when received if personally, served or if mailed three days after mailing. Either party must give written notice of change in address.

8. **Approval:** This agreement (1 page total) shall become effective upon its approval by the undersigned persons:

Duncan Public Schools

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

Date: 05/13/2025

CONTRACTOR:

Name: Allison Garrett

[REDACTED]

Allison Garrett

By: X Allison Garrett

Date: 4-3-2025





DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

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School/Club/Department: SPECIAL SERVICES - CENTRAL OFFICE

Vendor Requested: JILL GARRETT/GARRETT THERAPY, LLC.

Item Request Description: CONTRACTED OCCUPATIONAL THERAPY SERVICES FOR FY 2025-2026

Dollar Amount Requested (if applicable): \$90,000

Fund Requested: 11 - General

Budget/Activity Account Requested: 6211 - Federal SPED  
IDEA, Part B Flow Through

*Genie Clayton*  
Signature of Requestor/Principal

May 1, 2025  
Date

*Cheryl*  
Signature of Budget Director

May 5, 2025  
Date

\_\_\_\_\_  
Signature of Assistant Superintendent

\_\_\_\_\_  
Date

# TRENDS Requisition Form



FY 2025-2026 FUND 11 - General Fund

VENDOR NAME & ADDRESS Jill Garrett/Garrett Therapy, LLC

VENDOR PHONE & FAX \_\_\_\_\_

DESCRIPTION/PURPOSE OF ITEM OR SERVICE CONTRACTED OCCUPATIONAL THERAPY SERVICES FOR FY 2025-2026

Quantity	Item Number	Description	Unit Price	Amount
1		CONTRACTED OCCUPATIONAL THERAPY	90,000.00	90,000.00
		SERVICES FOR FY 2025-2026		0.00
				0.00
				0.00
				0.00
				0.00
			Shipping	0.00

TOTAL AMOUNT REQUESTED \$ \$ 90,000.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
6	11	<i>601</i>	2135	323	239	0000	000	050

**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

Vendor	Amount
1.	
2.	
3.	

REQUESTOR/SITE: *Justin Clayton CO*

DATE: *May 1, 2025*

BUDGET APPROVER: *[Signature]*

DATE: *May 5, 2025*

CHANNA BYERLY: \_\_\_\_\_

DATE: \_\_\_\_\_

# Agreement to Provide Occupational Therapy Services

Duncan Public Schools  
And  
Garrett Therapy, LLC.

This agreement is entered into May 13, 2025, between Garrett Therapy, LLC, hereinafter referred to as "the VENDOR", and Duncan Public Schools, Duncan, OK, hereinafter referred to as "the SCHOOL" for the 2025-2026 school year ending on June 30, 2026.

Witnesseth:

Whereas, the SCHOOL is in need of Occupational services for eligible students; and WHEREAS, the VENDOR and SCHOOL desires to enter into a service agreement whereby the VENDOR shall furnishing the following described Occupational Therapy services upon the following terms and conditions.

1. (These requested amounts are based on several public schools and going contract rates in the area.) Services provided by the VENDOR and authorized by the SCHOOL shall be compensated at a rate to not exceed: \$16.00 per fifteen minutes per student. This time will include all items listed below. There will be a 30-minute cap on each therapy service per child per day. Children will not be seen more than twice a week per therapy service. The VENDOR will bill \$16.00 per fifteen minutes (not to exceed two children) of group therapy. Group therapy is defined as more than one child not to exceed two children per group. (However, the SCHOOL will be responsible for "treating time" for children who are on Sooner Care. The VENDOR will not bill Sooner Care separately for the charges that apply. All other children who are private pay or hold alternative insurance carriers will be paid by the SCHOOL to the VENDOR.)

Included in this time:

- Treating Time (Develop age-appropriate activities)
- Drive Time (No more than 30 minute drive time per therapist per day)
- Consultation with teachers and other administrative staff (including phone conversations, conferences)
- Meetings (IEP meetings)
- Documentation and Prep Time (Maximum of 2 hours per day for daily treatment sessions and an additional maximum of 1 hour per evaluation per day to allow for score, assessments, report preparation and EdPlan requirements when applicable)
- Travel Time to and from Classrooms
- Time Included for absent students or field trips.
- Reports or additional notes requested by teacher, parents or principal

2. A monthly statement of services by the VENDOR shall be submitted to the SCHOOL by the fifth (5th) of each month for the services from the previous month. Upon verification of the services, the SCHOOL will make payments to the VENDOR within fifteen (15) days from the date of receipt of the VENDOR's statement.

Statements should be mailed to:

Garrett Therapy, LLC.  
177835 N 3000 Rd  
Duncan, OK 73533

3. During the term of the Agreement, the VENDOR shall maintain professional liability (malpractice) insurance and meet any minimum coverage requirements set by the school or state regulations.

4. The relationship between the SCHOOL and and VENDOR, its employees and agents, shall be that of an independence contractor, and not that employer/employee and agent, shall be that of an independent contractor, and not that of employer/employee, Garrett Therapy will do it's best of work around th scheduling needs of the families and teachers-but exact times will not be guaranteed due to the constraints of teh the therapist's individual's schedule.

5. Either party may terminate this Agreement without cause upon thirty (30) days written notice to the other party. Services will continue from year to year unless otherwise specified.

6. The SCHOOL will not be responsible for payments to VENDOR when SCHOOL closes due to holidays, break. The VENDOR will be paid fro up to 3 hours of documentation time on weather related closing, virtual dyas, or other emergency closures.

7. The VENDOR will remain professional at all times. (This includes but is not limited to , dress, speech, time, relationship with both adults and students). If this is compromised at any time, The SCHOOL will inform the VENDOR and immediate action will be taken.

IN WITNESS THEREOF, the parties hereto have set their hands and seals this da and year written above.

THE SCHOOL: DUNCAN PUBLIC SCHOOLS

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

THE VENDOR: GARRETT THERAPY, LLC.

BY: Jillian Garrett DATE: 5.5.25  
Jillian Garrett, OTR/L, Owner



BOARD APPROVED

MAY 13 2025

ITEM # b.l.b.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

## BOARD AGENDA ITEM

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School/Club/Department: SPECIAL SERVICES - CENTRAL OFFICE

Vendor Requested: JILL GARRETT/GARRETT THERAPY, LLC.

Item Request Description: CONTRACTED OCCUPATIONAL THERAPY SERVICES FOR FY 2025-2026

Dollar Amount Requested (if applicable): \$90,000

Fund Requested: 11 - General

Budget/Activity Account Requested: b21 - Federal SPED  
IDEA, Part B Flow Through

Jenifer Claxton  
Signature of Requestor/Principal

May 1, 2025  
Date

[Signature]  
Signature of Budget Director

May 5, 2025  
Date

Dr Channa Bynley  
Signature of Superintendent

MAY 13 2025  
Date

# TRENDS Requisition Form



FY 2025-2026 FUND 11 - General Fund

VENDOR NAME & ADDRESS Jill Garrett/Garrett Therapy, LLC

VENDOR PHONE & FAX \_\_\_\_\_

DESCRIPTION/PURPOSE OF ITEM OR SERVICE CONTRACTED OCCUPATIONAL THERAPY SERVICES FOR FY 2025-2026

Quantity	Item Number	Description	Unit Price	Amount
1		CONTRACTED OCCUPATIONAL THERAPY	90,000.00	90,000.00
		SERVICES FOR FY 2025-2026		0.00
				0.00
				0.00
				0.00
				0.00
				0.00
		Shipping		0.00

TOTAL AMOUNT REQUESTED \$ \$ 90,000.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
6	11	<i>621</i>	2135	323	239	0000	000	050

**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

Vendor	Amount
1.	
2.	
3.	

REQUESTOR/SITE: *Justin Clayton CO*  
 BUDGET APPROVER: *Channa Byerly*  
 CHANNA BYERLY: \_\_\_\_\_

DATE: *May 1, 2025*  
 DATE: *May 5, 2025*  
 DATE: MAY 13 2025

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And  
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1.(These requested amounts are based on several public schools and going contract rates in the area.) Services provided by the VENDOR and authorized by the SCHOOL shall be compensated at a rate to not exceed: \$16.00 per fifteen minutes per student. This time will include all items listed below. There will be a 30-minute cap on each therapy service per child per day. Children will not be seen more than twice a week per therapy service. The VENDOR will bill \$16.00 per fifteen minutes (not to exceed two children) of group therapy. Group therapy is defined as more than one child not to exceed two children per group. (However, the SCHOOL will be responsible for "treating time" for children who are on Sooner Care. The VENDOR will not bill Sooner Care separately for the charges that apply. All other children who are private pay or hold alternative insurance carriers will be paid by the SCHOOL to the VENDOR.)

Included in this time:

- Treating Time (Develop age-appropriate activities)
- Drive Time (No more than 30 minute drive time per therapist per day)
- Consultation with teachers and other administrative staff (including phone conversations, conferences)
- Meetings (IEP meetings)
- Documentation and Prep Time (Maximum of 2 hours per day for daily treatment sessions and an additional maximum of 1 hour per evaluation per day to allo for score, assessments, report preparation and EdPlan requirements when applicable)
- Travel Time to and from Classrooms
- Time Included for absent students or field trips.
- Reports or additional notes requested by teacher, parents or principal

2. A monthly statement of services by the VENDOR shall be submitted to the SCHOOL by the fifth (5th) of each month for the services from the previous month. Upon verification of the services, the SCHOOL will make payments to the VENDOR within fifteen (15) days from the date of receipt of the VENDOR's statement.

Statements should be mailed to:

Garrett Therapy, LLC.  
177835 N 3000 Rd  
Duncan, OK 73533

3. During the term of the Agreement, the VENDOR shall maintain professional liability (malpractice) insurance and meet any minimum coverage requirements set by the school or state regulations.

4. The relationship between the SCHOOL and and VENDOR, its employees and agents, shall be that of an independence contractor, and not that employer/employee and agent, shall be that of an independent contractor, and not that of employer/employee, Garrett Therapy will do it's best of work around th scheduling needs of the families and teachers-but exact times will not be guaranteed due to the constraints of teh the therapist's individual's schedule.

5. Either party may terminate this Agreement without cause upon thirty (30) days written notice to the other party. Services will continue from year to year unless otherwise specified.

6. The SCHOOL will not be responsible for payments to VENDOR when SCHOOL closes due to holidays, break. The VENDOR will be paid fro up to 3 hours of documentation time on weather related closing, virtual dyas, or other emergency closures.

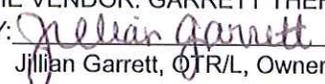
7. The VENDOR will remain professional at all times. (This includes but is not limited to , dress, speech, time, relationship with both adults and students). If this is compromised at any time, The SCHOOL will inform the VENDOR and immediate action will be taken.

IN WITNESS THEREOF, the parties hereto have set their hands and seals this da and year written above.

THE SCHOOL: DUNCAN PUBLIC SCHOOLS

BY:  DATE: 5/13/25

THE VENDOR: GARRETT THERAPY, LLC.

BY:  DATE: 5.5.25  
Jillian Garrett, OTR/L, Owner



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: SPECIAL SERVICES - CENTRAL OFFICE

Vendor Requested: NIKKI KECK - VISUAL SERVICES

Item Request Description: CONTRACTED VISUAL SERVICES FOR  
FY 2025-2026

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar Amount Requested (if applicable): \$6,000.00

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 6011- Federal SPED  
Flow Through IDEA, Part B

*Janis Claster*  
Signature of Requestor/Principal

May 1, 2025  
Date

*Allyson*  
Signature of Budget Director

5-5-25  
Date

\_\_\_\_\_  
Signature of Assistant Superintendent

\_\_\_\_\_  
Date

# TRENDS Requisition Form



FY 25-26 FUND 11 - General Fund ▼

VENDOR NAME & ADDRESS NIKKI KECK - VISUAL SERVICES

VENDOR PHONE & FAX \_\_\_\_\_

DESCRIPTION/PURPOSE OF ITEM OR SERVICE CONTRATED VISUAL SERVICES FOR FY 25-26

Quantity	Item Number	Description	Unit Price	Amount
1		CONTRACTED VISUAL SERVICES	6,000.00	6,000.00
				0.00
				0.00
				0.00
				0.00
				0.00
			Shipping	0.00

TOTAL AMOUNT REQUESTED \$ 6,000.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
6	11	<i>621</i>	2180	323	239	0000	000	050

**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

Vendor	Amount
1.	
2.	
3.	

REQUESTOR/SITE: *Jim Clark* CO

DATE: May 1, 2025

BUDGET APPROVER: *[Signature]*

DATE: 5-5-25

CHANNA BYERLY: \_\_\_\_\_

DATE: \_\_\_\_\_

## **Contract Agreement**

This agreement is established between Duncan Public Schools and Visual Senses (a consulting firm owned by April "Nikki" Keck), educational consultants. It is mutually agreed that Duncan Public Schools will pay Nikki Keck for specialized services as follows:

Consultation and assistance to educational staff with duties relating to the provision of special education for students who present a visual impairment – such services may include, but not be limited to, the review and study of education/confidential records, participation in IEP meetings and other staffings, completing of forms/reports, classroom observations, functional assessments, direct intervention, procurement of materials, assistive technology recommendations, team member contact, progress monitoring of student programs, and Orientation and Mobility training/consultation.

***The fee for these services is agreed upon at \$75 per hour with time billed at 15 minute minimums. Fees are calculated from starting points of origin to site of service (Duncan) and return to point of origin.***

To achieve these purposes, the following general provisions apply:

1. The scope of these services will be determined by the LEA team.
2. Consultation may include review of/access to individual student records as deemed necessary by the LEA team. Nikki Keck and any affiliations hereby agree to abide by all state and federal laws and district policies regarding confidentiality and other procedural safeguards.
3. A monthly itemized billing will be furnished by Nikki Keck to Duncan Public Schools following rendering of services. **Payment shall be remitted within 30 days of date of statement to Nikki Keck, PO Box 204, Blanchard, OK 73010.**
4. If scheduled meetings or consults are canceled for any reason, a reasonable notice or 24 hours must be given to Nikki Keck or servicing consultant. A one hour minimum plus drive time will be charged for lack of notice.
5. This agreement may be modified at any time by mutual consent of both parties. Services may be canceled by either party, if a request is put in writing, giving thirty (30) day notice.
6. Duncan Public Schools declares that there are no current litigations, due processes, or any other legal actions involving any of the current students being served with a visual impairment that Nikki Keck and/or Visual Senses consultants will be servicing.
7. This agreement becomes effective when the proper signatures are affixed below.

***This agreement shall begin on July 1, 2025 and expire on June 30, 2026 unless reviewed and renewed by both parties prior to that date.***

\_\_\_\_\_  
**Authorized Representative  
Duncan Public Schools**



\_\_\_\_\_  
**Nikki Keck, TVI, COMS  
Certification # 187290 EXP: 6/30/2028  
National O&M # 4086 EXP: 9/30/2026**

\_\_\_\_\_  
**Date**

4/11/2025

\_\_\_\_\_  
**Date**



# DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: SPECIAL SERVICES - CENTRAL OFFICE

Vendor Requested: NIKKI KECK - VISUAL SERVICES

Item Request Description: CONTRACTED VISUAL SERVICES FOR  
FY 2025-2026

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar Amount Requested (if applicable): \$6,000.00

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 6011- Federal SPED  
Flow Through IDEA, Part B

[Signature]  
Signature of Requestor/Principal

May 1, 2025  
Date

[Signature]  
Signature of Budget Director

5-5-25  
Date

[Signature]  
Signature of Superintendent

MAY 13 2025  
Date



# TRENDS Requisition Form

FY 25-26

FUND 11 - General Fund



VENDOR NAME & ADDRESS NIKKI KECK - VISUAL SERVICES

VENDOR PHONE & FAX \_\_\_\_\_

DESCRIPTION/PURPOSE OF ITEM OR SERVICE CONTRATED VISUAL SERVICES FOR FY 25-26

Quantity	Item Number	Description	Unit Price	Amount
1		CONTRACTED VISUAL SERVICES	6,000.00	6,000.00
				0.00
				0.00
				0.00
				0.00
				0.00
			Shipping	0.00

TOTAL AMOUNT REQUESTED \$ \$ 6,000.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
6	11	<i>621</i>	2180	323	239	0000	000	050

## LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:

Vendor	Amount
1.	
2.	
3.	

REQUESTOR/SITE: *Jim Clark* CO

BUDGET APPROVER: *[Signature]*

CHANNA BYERLY: *Ar Channa Byerly*

DATE: *May 1, 2025*

DATE: *5-5-25*

DATE: MAY 13 2025

## **Contract Agreement**

This agreement is established between Duncan Public Schools and Visual Senses (a consulting firm owned by April "Nikki" Keck), educational consultants. It is mutually agreed that Duncan Public Schools will pay Nikki Keck for specialized services as follows:

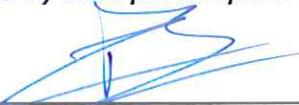
Consultation and assistance to educational staff with duties relating to the provision of special education for students who present a visual impairment – such services may include, but not be limited to, the review and study of education/confidential records, participation in IEP meetings and other staffings, completing of forms/reports, classroom observations, functional assessments, direct intervention, procurement of materials, assistive technology recommendations, team member contact, progress monitoring of student programs, and Orientation and Mobility training/consultation.

***The fee for these services is agreed upon at \$75 per hour with time billed at 15 minute minimums. Fees are calculated from starting points of origin to site of service (Duncan) and return to point of origin.***

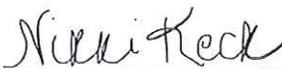
To achieve these purposes, the following general provisions apply:

1. The scope of these services will be determined by the LEA team.
2. Consultation may include review of/access to individual student records as deemed necessary by the LEA team. Nikki Keck and any affiliations hereby agree to abide by all state and federal laws and district policies regarding confidentiality and other procedural safeguards.
3. A monthly itemized billing will be furnished by Nikki Keck to Duncan Public Schools following rendering of services. **Payment shall be remitted within 30 days of date of statement to Nikki Keck, PO Box 204, Blanchard, OK 73010.**
4. If scheduled meetings or consults are canceled for any reason, a reasonable notice or 24 hours must be given to Nikki Keck or servicing consultant. A one hour minimum plus drive time will be charged for lack of notice.
5. This agreement may be modified at any time by mutual consent of both parties. Services may be canceled by either party, if a request is put in writing, giving thirty (30) day notice.
6. Duncan Public Schools declares that there are no current litigations, due processes, or any other legal actions involving any of the current students being served with a visual impairment that Nikki Keck and/or Visual Senses consultants will be servicing.
7. This agreement becomes effective when the proper signatures are affixed below.

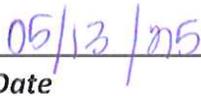
***This agreement shall begin on July 1, 2025 and expire on June 30, 2026 unless reviewed and renewed by both parties prior to that date.***

  
\_\_\_\_\_

**Authorized Representative  
Duncan Public Schools**

  
\_\_\_\_\_

**Nikki Keck, TVI, COMS  
Certification # 187290 EXP: 6/30/2028  
National O&M # 4086 EXP: 9/30/2026**

  
\_\_\_\_\_

**Date**

4/11/2025

\_\_\_\_\_  
**Date**



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: SPECIAL SERVICES - CENTRAL OFFICE

Vendor Requested: KELSEY STONE

Item Request Description: CONTRACTED SPEECH AND LANGUAGE  
PATHOLOGY SERVICES FOR FY 2025-2026

Dollar Amount Requested (if applicable): \$60,000.00

Fund Requested:  11 - General Fund

Budget/Activity Account Requested: 6011 - Federal SPED  
IDEA, Part B Flow Through

Signature of Requestor/Principal

May 1, 2025  
Date

Signature of Budget Director

5.5.25  
Date

\_\_\_\_\_  
Signature of Assistant Superintendent

\_\_\_\_\_  
Date

# TRENDS Requisition Form



FY 25-26 FUND 11 - General Fund

VENDOR NAME & ADDRESS KELSEY STONE

VENDOR PHONE & FAX \_\_\_\_\_

DESCRIPTION/PURPOSE OF ITEM OR SERVICE CONTRACTED SPEECH AND LANGUAGE PATHOLOGY SERVICES FOR FY 25-26

Quantity	Item Number	Description	Unit Price	Amount
1		CONTRACTED SPEECH AND LANGUAGE	60,000.00	60,000.00
		PATHOLOGY SERVICES FOR FY 25-26		0.00
				0.00
				0.00
				0.00
				0.00
			Shipping	0.00

TOTAL AMOUNT REQUESTED \$ \$ 60,000.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
6	11	<i>bmi</i>	2152	323	239	0000	000	050

**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

Vendor	Amount
1.	
2.	
3.	

REQUESTOR/SITE: *Jenifer Clayton CO*

DATE: *May 1, 2025*

BUDGET APPROVER: *[Signature]*

DATE: *5-5-25*

CHANNA BYERLY: \_\_\_\_\_

DATE: \_\_\_\_\_

## INDEPENDENT CONTRACTOR AGREEMENT

This agreement is made and entered into this 13<sup>th</sup> day of May, 2025, by and between Independent School District No. I-1 of Stephens County, Oklahoma, a/k/a Duncan Public Schools, (the "DISTRICT"), P.O. Box 1548, Duncan, Oklahoma 73534 and Kelsey Stone, LLC, an Oklahoma limited liability company, (the "PROVIDER"), 1526 Pearl Street, Duncan, Oklahoma 73533.

### RECITALS

WHEREAS, Kelsey Stone, Speech Language Pathologist – CCC-SLP, (“STONE”), as sole Member and the Manager of the PROVIDER, shall perform the services required in this agreement on behalf of the PROVIDER; and

WHEREAS, STONE has the special skills, training, experience, knowledge and ability to perform the services required to be performed by the PROVIDER pursuant to this agreement; and

WHEREAS, the DISTRICT desires to retain the PROVIDER to provide such speech therapy services for the students of the DISTRICT and the PROVIDER desires to be retained to provide such services under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and agreements hereinafter set forth, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **INDEPENDENT CONTRACTOR.** In furnishing services hereunder, the PROVIDER is acting as an independent contractor in relation to the DISTRICT. The PROVIDER shall have no authority to act for or on behalf of the DISTRICT or to bind the DISTRICT without its express written consent and the individuals providing the above speech therapy services, shall be members of the PROVIDER and shall not be employees of the DISTRICT. The PROVIDER shall secure and pay for all benefits of the individual(s) providing speech therapy services, including, but not limited to, salary, insurance, worker’s compensation insurance, disability benefit insurance and any other employment or insurance benefits received by such individual(s). The PROVIDER shall be responsible for payment of all federal, state and local taxes arising out of or related to the speech therapy services provided by the PROVIDER to the DISTRICT pursuant to this agreement. In addition, the PROVIDER shall secure at its expense appropriate

professional liability and/or malpractice insurance covering the individual(s) employed by the PROVIDER to provide speech therapy services to the DISTRICT.

2. **DUTIES AND RESPONSIBILITIES OF THE PROVIDER.** The PROVIDER shall:

- 2.1 Perform speech therapy duties that align with the scope and practice for Speech and Language Pathology, as defined by the Oklahoma Board of Examiners, for the children identified through evaluation, upon referral (subject to PROVIDER'S acceptance), who reside in the boundaries of the District or are eligible to attend Duncan Public Schools. Frequency and type of service and the amount of time for each child shall be determined through the Individualized Education Plan ("IEP") team.
- 2.2 Provide and maintain written documentation regarding evaluations, individual treatment sessions and progress reports in accordance with the policies of all state and federal governing agencies, the DISTRICT and third-party reimbursement sources.
- 2.3 Pay all required payroll taxes, whether federal, state or local in nature, including, but not limited to, income taxes, social security and medicare taxes, unemployment compensation taxes and any other fees, charges or licenses required by law.
- 2.4 Secure all necessary business and professional licenses at the PROVIDER'S sole expense prior to providing any speech therapy services for the DISTRICT.
- 2.5 Direct student care, evaluations and documentation of evaluations and treatments provided.
- 2.6 Abide by all federal, state and local regulations pertaining to the confidentiality of student records.
- 2.7 Make available for the DISTRICT'S review and inspection, upon the DISTRICT'S request, all records maintained by the PROVIDER with respect to the DISTRICT children.
- 2.8 Diligently perform all of its duties with the skill possessed by other individuals performing the same services.

3. **DUTIES OF THE DISTRICT.** The DISTRICT shall:
  - 3.1 Provide both space, evaluation materials and available equipment for the services to be rendered by the PROVIDER.
  - 3.2 Have no right to control the means and methods by which the PROVIDER performs its duties.
  - 3.3 Alert the PROVIDER to any and all federal, state and local regulations pertaining to the confidentiality of student records.
4. **COMPENSATION.** As compensation for the PROVIDER's services hereunder, the DISTRICT shall pay the PROVIDER the sum of \$75.00 per hour or fraction thereof for services performed by the PROVIDER. The PROVIDER shall maintain time records in 1/10th of an hour increments. There shall be no charge for mileage and travel time. The PROVIDER shall submit an invoice showing services performed by the PROVIDER and time spent for payment by the last working Friday of each month with payment to be made no later than seven (7) days from the DISTRICT's receipt of such invoice.
5. **TERM.** The term of this agreement shall be for the school year 2025-2026 commencing on July 1, 2025, and ending on June 30, 2026.
6. **TERMINATION.** This agreement may be terminated by either party for any reason upon thirty (30) days' written notice by certified mail to the other party. Said thirty (30) days shall begin to run upon receipt of such notice by the receiving party.
7. **CONFIDENTIAL INFORMATION.** While this agreement is in effect and thereafter without the prior written consent of the DISTRICT, the PROVIDER shall not divulge to anyone any student information which it may receive or acquire while performing its duties pursuant to this agreement.
8. **AMENDMENT.** No amendment, modification or addition to this agreement shall be valid unless and until executed in writing by both of the parties to this agreement.
9. **GOVERNING LAW.** This agreement and the performance of services hereunder shall be governed by the laws of the State of Oklahoma and all applicable federal laws and regulations.

10. **ENTIRE AGREEMENT.** This agreement contains the complete agreement of the parties and will supersede any and all other agreements, understandings and representations by and between the parties hereto.
11. **DEFAULT.** If the PROVIDER shall default under the terms of this agreement, then the DISTRICT may immediately terminate this agreement by giving written notice of such termination to the PROVIDER. If the DISTRICT shall default under the terms of this agreement, then the PROVIDER may immediately terminate this agreement by giving written notice of such termination to the DISTRICT.

IN WITNESS WHEREOF, the parties have signed this agreement the day and year first above written.

**INDEPENDENT SCHOOL DISTRICT  
NO. 1-1 OF STEPHENS COUNTY,  
OKLAHOMA, a/k/a DUNCAN PUBLIC  
SCHOOLS**

By: \_\_\_\_\_  
President, Board of Education



“DISTRICT”

**KELSEY STONE, LLC, an Oklahoma  
limited liability company**

By: Kelsey Stone  
Kelsey Stone, Manager

“PROVIDER”

**ATTEST:**

Kelly Hendon  
Clerk, Board of Education



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

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School/Club/Department: SPECIAL SERVICES - CENTRAL OFFICE

Vendor Requested: KELSEY STONE

Item Request Description: CONTRACTED SPEECH AND LANGUAGE  
PATHOLOGY SERVICES FOR FY 2025-2026

Dollar Amount Requested (if applicable): \$60,000.00

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 601 - Federal SPED  
IDEA, Part B Flow Through

*Jan Clayton*  
Signature of Requestor/Principal

May 1, 2025  
Date

*Chellie Cort*  
Signature of Budget Director

5.5.25  
Date

*Dr Charna Byrley*  
Signature of Superintendent

MAY 13 2025  
Date

# TRENDS Requisition Form



FY 25-26 FUND 11 - General Fund

VENDOR NAME & ADDRESS KELSEY STONE

VENDOR PHONE & FAX \_\_\_\_\_

DESCRIPTION/PURPOSE OF ITEM OR SERVICE CONTRACTED SPEECH AND LANGUAGE  
PATHOLOGY SERVICES FOR FY 25-26

Quantity	Item Number	Description	Unit Price	Amount
1		CONTRACTED SPEECH AND LANGUAGE	60,000.00	60,000.00
		PATHOLOGY SERVICES FOR FY 25-26		0.00
				0.00
				0.00
				0.00
				0.00
			Shipping	0.00

TOTAL AMOUNT REQUESTED \$ \$ 60,000.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
6	11	<i>621</i>	2152	323	239	0000	000	050

**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

Vendor	Amount
1.	
2.	
3.	

REQUESTOR/SITE: *Jenifer Clayton CO*  
 BUDGET APPROVER: *Channa Byerly*  
 CHANNA BYERLY: *Dr Channa Byerly*

DATE: *May 1, 2025*  
 DATE: *5-6-25*  
 DATE: *MAY 13 2025*

## INDEPENDENT CONTRACTOR AGREEMENT

This agreement is made and entered into this 13<sup>th</sup> day of May, 2025, by and between Independent School District No. I-1 of Stephens County, Oklahoma, a/k/a Duncan Public Schools, (the "DISTRICT"), P.O. Box 1548, Duncan, Oklahoma 73534 and Kelsey Stone, LLC, an Oklahoma limited liability company, (the "PROVIDER"), 1526 Pearl Street, Duncan, Oklahoma 73533.

### RECITALS

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WHEREAS, STONE has the special skills, training, experience, knowledge and ability to perform the services required to be performed by the PROVIDER pursuant to this agreement; and

WHEREAS, the DISTRICT desires to retain the PROVIDER to provide such speech therapy services for the students of the DISTRICT and the PROVIDER desires to be retained to provide such services under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and agreements hereinafter set forth, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **INDEPENDENT CONTRACTOR.** In furnishing services hereunder, the PROVIDER is acting as an independent contractor in relation to the DISTRICT. The PROVIDER shall have no authority to act for or on behalf of the DISTRICT or to bind the DISTRICT without its express written consent and the individuals providing the above speech therapy services, shall be members of the PROVIDER and shall not be employees of the DISTRICT. The PROVIDER shall secure and pay for all benefits of the individual(s) providing speech therapy services, including, but not limited to, salary, insurance, worker’s compensation insurance, disability benefit insurance and any other employment or insurance benefits received by such individual(s). The PROVIDER shall be responsible for payment of all federal, state and local taxes arising out of or related to the speech therapy services provided by the PROVIDER to the DISTRICT pursuant to this agreement. In addition, the PROVIDER shall secure at its expense appropriate

professional liability and/or malpractice insurance covering the individual(s) employed by the PROVIDER to provide speech therapy services to the DISTRICT.

2. **DUTIES AND RESPONSIBILITIES OF THE PROVIDER.** The PROVIDER shall:

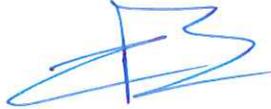
- 2.1 Perform speech therapy duties that align with the scope and practice for Speech and Language Pathology, as defined by the Oklahoma Board of Examiners, for the children identified through evaluation, upon referral (subject to PROVIDER'S acceptance), who reside in the boundaries of the District or are eligible to attend Duncan Public Schools. Frequency and type of service and the amount of time for each child shall be determined through the Individualized Education Plan ("IEP") team.
- 2.2 Provide and maintain written documentation regarding evaluations, individual treatment sessions and progress reports in accordance with the policies of all state and federal governing agencies, the DISTRICT and third-party reimbursement sources.
- 2.3 Pay all required payroll taxes, whether federal, state or local in nature, including, but not limited to, income taxes, social security and medicare taxes, unemployment compensation taxes and any other fees, charges or licenses required by law.
- 2.4 Secure all necessary business and professional licenses at the PROVIDER'S sole expense prior to providing any speech therapy services for the DISTRICT.
- 2.5 Direct student care, evaluations and documentation of evaluations and treatments provided.
- 2.6 Abide by all federal, state and local regulations pertaining to the confidentiality of student records.
- 2.7 Make available for the DISTRICT'S review and inspection, upon the DISTRICT'S request, all records maintained by the PROVIDER with respect to the DISTRICT children.
- 2.8 Diligently perform all of its duties with the skill possessed by other individuals performing the same services.

3. **DUTIES OF THE DISTRICT.** The DISTRICT shall:
  - 3.1 Provide both space, evaluation materials and available equipment for the services to be rendered by the PROVIDER.
  - 3.2 Have no right to control the means and methods by which the PROVIDER performs its duties.
  - 3.3 Alert the PROVIDER to any and all federal, state and local regulations pertaining to the confidentiality of student records.
4. **COMPENSATION.** As compensation for the PROVIDER's services hereunder, the DISTRICT shall pay the PROVIDER the sum of \$75.00 per hour or fraction thereof for services performed by the PROVIDER. The PROVIDER shall maintain time records in 1/10th of an hour increments. There shall be no charge for mileage and travel time. The PROVIDER shall submit an invoice showing services performed by the PROVIDER and time spent for payment by the last working Friday of each month with payment to be made no later than seven (7) days from the DISTRICT's receipt of such invoice.
5. **TERM.** The term of this agreement shall be for the school year 2025-2026 commencing on July 1, 2025, and ending on June 30, 2026.
6. **TERMINATION.** This agreement may be terminated by either party for any reason upon thirty (30) days' written notice by certified mail to the other party. Said thirty (30) days shall begin to run upon receipt of such notice by the receiving party.
7. **CONFIDENTIAL INFORMATION.** While this agreement is in effect and thereafter without the prior written consent of the DISTRICT, the PROVIDER shall not divulge to anyone any student information which it may receive or acquire while performing its duties pursuant to this agreement.
8. **AMENDMENT.** No amendment, modification or addition to this agreement shall be valid unless and until executed in writing by both of the parties to this agreement.
9. **GOVERNING LAW.** This agreement and the performance of services hereunder shall be governed by the laws of the State of Oklahoma and all applicable federal laws and regulations.

10. **ENTIRE AGREEMENT.** This agreement contains the complete agreement of the parties and will supersede any and all other agreements, understandings and representations by and between the parties hereto.
11. **DEFAULT.** If the PROVIDER shall default under the terms of this agreement, then the DISTRICT may immediately terminate this agreement by giving written notice of such termination to the PROVIDER. If the DISTRICT shall default under the terms of this agreement, then the PROVIDER may immediately terminate this agreement by giving written notice of such termination to the DISTRICT.

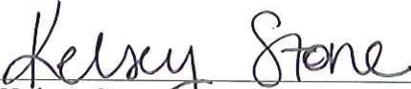
IN WITNESS WHEREOF, the parties have signed this agreement the day and year first above written.

**INDEPENDENT SCHOOL DISTRICT  
NO. 1-1 OF STEPHENS COUNTY,  
OKLAHOMA, a/k/a DUNCAN PUBLIC  
SCHOOLS**

By:   
Carl Buckholts  
President, Board of Education

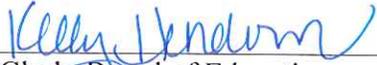
“DISTRICT”

**KELSEY STONE, LLC, an Oklahoma  
limited liability company**

By:   
Kelsey Stone, Manager

“PROVIDER”

**ATTEST:**

  
Kelly Hendon  
Clerk, Board of Education



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: SPECIAL SERVICES CENTRAL OFFICE

Vendor Requested: ANN MADDOX - iNspire

Item Request Description: CONTRACTED SCHOOL PSYCHOLOGY  
AND EVALUATION SERVICES TO DETERMINE ELIGIBILITY FOR  
SPECIAL EDUCATION SERVICES FOR FY 2025-2026

Dollar Amount Requested (if applicable): \$85,000

Fund Requested: 11 - General

Budget/Activity Account Requested: 601 - Federal SPED Flow Through  
IDEA Part B

[Signature]  
Signature of Requestor/Principal

5/5/2025  
Date

[Signature]  
Signature of Budget Director

5/5/25  
Date

\_\_\_\_\_  
Signature of Assistant Superintendent

\_\_\_\_\_  
Date

# TRENDS Requisition Form



FY 25-26 FUND 11 - General Fund

VENDOR NAME & ADDRESS ANN MADDOX - iNspire

VENDOR PHONE & FAX \_\_\_\_\_

DESCRIPTION/PURPOSE OF ITEM OR SERVICE CONTRACTED SCHOOL PSYCHOLOGY AND EVALUATION SERVICES FOR FY 2025-2026

Quantity	Item Number	Description	Unit Price	Amount
1		CONTRACTED SCHOOL PSYCHOLOGY	85,000.00	85,000.00
		AND EVALUATION SERVICES FOR		0.00
		FY 2025-2026		0.00
				0.00
				0.00
				0.00
			<b>Shipping</b>	0.00

TOTAL AMOUNT REQUESTED \$ \$ 85,000.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
6	11	<i>601</i>	2140	323	239	0000	000	050

**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

Vendor	Amount
1.	
2.	
3.	

REQUESTOR/SITE: *Janis Clayton*

BUDGET APPROVER: *[Signature]*

CHANNA BYERLY: \_\_\_\_\_

DATE: 5/5/2025

DATE: 5/5/25

DATE: \_\_\_\_\_

# iNspire Contract

[Ann Maddox]

2025/2026

## **Evaluations: Academic and Cognitive Components for grades K-12**

\$ 575.00/evaluation

A School Psychologist or Psychometrist for student evaluations and educational support. Dates will be provided by iNspire staff; district staff will schedule and provide notifications, copies, and parent rights to the families/guardians. Evaluations and interpretation meetings will be held utilizing an evaluation report and the MEEGS as documentation of evaluation data/components and outcomes. Meetings may be held utilizing a conference call [recommended] scheduled by district staff and will result in savings to your district. \*Protocols and evaluation kits provided by Duncan Public Schools.

- \*MEEGS Data Entry \$ 95.00/hour
- \*MEEGS Interpretation meeting \$ 95.00/hour
- \*Consent - Initial & Reevaluation - Data Entry [REDS, Parent Consent, Written Notice - utilizing a phone conference] \$ 395.00/per student
- \*Re-evaluation meeting [No additional testing – REDS, MEEGS, Written Notice, Data entry - utilizing a conference call] \$ 395.00/per re-evaluation
- \*Brief Evaluation components and/or Screening only results will result in a \$100.00 savings per student evaluation to your district \$ 475.00/per evaluation
- \*Meetings held by Duncan Public School staff and/or by conference call will result in savings to your district.

## **Additional Testing Components, Planning and/or Meetings**

\$ 95.00/hour

Rating scales, observations, reporting, interpretation, data review, data entry, etc. will be billed per student [i.e., ED, OHI, etc.]. Required information will be provided to iNspire for review prior to scheduling a meeting. All meetings may be held utilizing a conference call [recommended] and will result in savings to your district.

\*Protocols and evaluation kits provided by Duncan Public Schools.

## **Consultation and/or Additional Meetings**

\$ 95.00/hour

Consultation and recommendation on Sooner Start and early childhood education components; IEP, MEEGS, REDS, Parent Consent, Initial or Re-Evaluations, Failing Grade Justification, Transition, Exit, Suspension, Observations, Recommendations, etc. All data required for input and consideration will be made available by Duncan Public Schools.

- \*iNspire staff request a monthly projection sheet outlining evaluations and criteria a minimum of 60 calendar days prior to due dates.
- \*iNspire staff requests a projected number of both re-evaluation and initial evaluations prior to the beginning of the 2025/2026 school term.
- \*iNspire staff recognize extenuating circumstances may occur and will do our best to accommodate; however, please contact us to discuss availability.
- \*iNspire staff request no more than SIX "6" signed consents be open at one time. This allows scheduling, planning, evaluating, consultations, and data interpretation meetings to occur in a timely and efficient manner ensuring compliance.
- \*iNspire staff may provide interpretation results for iNspire team-mates.
- \*iNspire staff will work under the direct leadership of the Director of Special Services.
- \*iNspire staff will receive copies of student documents required through an email (documents scanned and attached).
- \*iNspire staff will provide evaluation results in a timely manner, to the Director of Special Services.
- \*iNspire staff may decline an evaluation, in rare instances, if extenuating circumstances arise (i.e., need for glasses, hearing deficits, student failure to take daily medication, etc.).
- \*iNspire staff will provide multiple dates and times for meetings; DPS staff will notify/schedule all meetings and confirm with iNspire staff. Conference calls and/or stacking meeting times will result in savings to your district.
- \*iNspire staff will elicit flexibility with scheduling, which will result in savings to your district.
- \*Also provided should be a list of buildings, addresses, names and contact information of the building representative(s) we should communicate with to schedule evaluations, etc.

Mileage will be billed at \$.75 per mile. Travel will be billed at \$20.00 per hour, per evaluator. iNspire will plan cooperatively to coordinate meetings, and/or utilize virtual meetings to decrease costs which will result in savings to Duncan Public Schools.

iNspire will invoice Duncan Public Schools monthly for services provided.

Duncan Public Schools will provide payment for services on or before the last day of each month. Payment should be addressed to: Ann Maddox, 930 W. Main, Yukon, OK 73099. Contact 405-519-4466. maddoxann@yahoo.com

The term of this agreement shall be from July 1, 2025 to June 30, 2026.

This contract may be terminated upon agreement by both parties in writing with a minimum of 30 days written notice.

iNspire will require access to individual confidential student records. iNspire staff hereby agree to abide by all applicable State/Federal Laws and District Policies regarding confidentiality and other procedural safeguards.

The parties acknowledge and agree that neither party has agreed to assume any liability of the other party as a result of this agreement. Each party assumes liability with respect to its own negligence, including that of its employees. Furthermore, this agreement does not create any legal relationship between the parties such as a partnership or joint venture, which would subject one party to any liability for the acts or the omissions of the other party.

The terms of this agreement shall be governed by and construed in accordance with the laws of Oklahoma.

This agreement constitutes the entire agreement between the two parties hereto with respect to the subject matter hereof, and supersedes all prior oral or written agreements, commitments, or understandings, with respect to the matters provided herein.

This agreement may be executed in one or more original or facsimile counterparts, all of which shall be considered one and the same agreement and shall become effective when one or more such counterparts have been executed by each of the parties and delivered to the other parties.

By signing below, I represent that: (a) I am authorized to bind the Party to, and contract for, obligations under this Agreement; (b) I understand and agree to the mutual and reciprocal obligations outlined herein. Cancellation of this contract requires 30 days notice with both party's agreement to terminate being documented in written form.

This agreement of outlined services will be considered ongoing, unless iNspire is notified in writing by Duncan Public Schools no later than May 1, 2026 of their intentions to modify or terminate this agreement.

Duncan Public Schools

Signature

Carl Buckholts

Printed Name

Board President

Position

05/13/2025

Date

iNspire [Ann Maddox, M.Ed.] Teacher #175537

Ann Maddox  
Signature

Ann Maddox

Printed Name

Educational Consultant

Position

5/5/2025

Date



BOARD APPROVED  
MAY 13 2025  
ITEM # b.2.10.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: SPECIAL SERVICES CENTRAL OFFICE

Vendor Requested: ANN MADDOX - iNspire

Item Request Description: CONTRACTED SCHOOL PSYCHOLOGY  
AND EVALUATION SERVICES TO DETERMINE ELIGIBILITY FOR  
SPECIAL EDUCATION SERVICES FOR FY 2025-2026

Dollar Amount Requested (if applicable): \$85,000

Fund Requested: 11 - General

Budget/Activity Account Requested: 621 - Federal SPED Flow Through  
IDEA Part B

[Signature]  
Signature of Requestor/Principal

5/5/2025  
Date

[Signature]  
Signature of Budget Director

5/5/25  
Date

[Signature]  
Signature of Superintendent

MAY 13 2025  
Date

# TRENDS Requisition Form



FY 25-26 FUND 11 - General Fund

VENDOR NAME & ADDRESS ANN MADDOX - iNspire

VENDOR PHONE & FAX \_\_\_\_\_

DESCRIPTION/PURPOSE OF ITEM OR SERVICE CONTRACTED SCHOOL PSYCHOLOGY AND EVALUATION SERVICES FOR FY 2025-2026

Quantity	Item Number	Description	Unit Price	Amount
1		CONTRACTED SCHOOL PSYCHOLOGY	85,000.00	85,000.00
		AND EVALUATION SERVICES FOR		0.00
		FY 2025-2026		0.00
				0.00
				0.00
				0.00
		Shipping		0.00

TOTAL AMOUNT REQUESTED \$ \$ 85,000.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
6	11	<i>ban</i>	2140	323	239	0000	000	050

**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

Vendor	Amount
1.	
2.	
3.	

REQUESTOR/SITE: *Jamie Clayton*

BUDGET APPROVER: *[Signature]*

CHANNA BYERLY: *Dr Channa Byerly*

DATE: *5/5/2025*

DATE: *5/5/25*

DATE: MAY 13 2025

# iNspire Contract

[Ann Maddox]

2025/2026

## **Evaluations: Academic and Cognitive Components for grades K-12**

\$ 575.00/evaluation

A School Psychologist or Psychometrist for student evaluations and educational support.

Dates will be provided by iNspire staff; district staff will schedule and provide notifications, copies, and parent rights to the families/guardians. Evaluations and interpretation meetings will be held utilizing an evaluation report and the MEEGS as documentation of evaluation data/components and outcomes. Meetings may be held utilizing a conference call [recommended] scheduled by district staff and will result in savings to your district. \*Protocols and evaluation kits provided by Duncan Public Schools.

*MEEGS Data Entry	\$ 95.00/hour
*MEEGS Interpretation meeting	\$ 95.00/hour
*Consent - Initial & Reevaluation - Data Entry [REDS, Parent Consent, Written Notice - utilizing a phone conference]	\$ 395.00/per student
*Re-evaluation meeting [No additional testing – REDS, MEEGS, Written Notice, Data entry - utilizing a conference call]	\$ 395.00/per re-evaluation
*Brief Evaluation components and/or Screening only results will result in a \$100.00 savings per student evaluation to your district	\$ 475.00/per evaluation
*Meetings held by Duncan Public School staff and/or by conference call will result in savings to your district.	

## **Additional Testing Components, Planning and/or Meetings**

\$ 95.00/hour

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## **Consultation and/or Additional Meetings**

\$ 95.00/hour

Consultation and recommendation on Sooner Start and early childhood education components; IEP, MEEGS, REDS, Parent Consent, Initial or Re-Evaluations, Failing Grade Justification, Transition, Exit, Suspension, Observations, Recommendations, etc. All data required for input and consideration will be made available by Duncan Public Schools.

- \*iNspire staff request a monthly projection sheet outlining evaluations and criteria a minimum of 60 calendar days prior to due dates.
- \*iNspire staff requests a projected number of both re-evaluation and initial evaluations prior to the beginning of the 2025/2026 school term.
- \*iNspire staff recognize extenuating circumstances may occur and will do our best to accommodate; however, please contact us to discuss availability.
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- \*iNspire staff will provide evaluation results in a timely manner, to the Director of Special Services.
- \*iNspire staff may decline an evaluation, in rare instances, if extenuating circumstances arise (i.e., need for glasses, hearing deficits, student failure to take daily medication, etc.).
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- \*iNspire staff will elicit flexibility with scheduling, which will result in savings to your district.
- \*Also provided should be a list of buildings, addresses, names and contact information of the building representative(s) we should communicate with to schedule evaluations, etc.

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Duncan Public Schools will provide payment for services on or before the last day of each month. Payment should be addressed to: Ann Maddox, 930 W. Main, Yukon, OK 73099. Contact 405-519-4466. maddoxann@yahoo.com

The term of this agreement shall be from July 1, 2025 to June 30, 2026.

This contract may be terminated upon agreement by both parties in writing with a minimum of 30 days written notice.

iNspire will require access to individual confidential student records. iNspire staff hereby agree to abide by all applicable State/Federal Laws and District Policies regarding confidentiality and other procedural safeguards.

The parties acknowledge and agree that neither party has agreed to assume any liability of the other party as a result of this agreement. Each party assumes liability with respect to its own negligence, including that of its employees. Furthermore, this agreement does not create any legal relationship between the parties such as a partnership or joint venture, which would subject one party to any liability for the acts or the omissions of the other party.

The terms of this agreement shall be governed by and construed in accordance with the laws of Oklahoma.

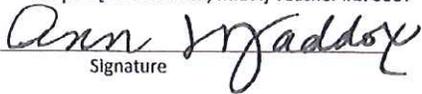
This agreement constitutes the entire agreement between the two parties hereto with respect to the subject matter hereof, and supersedes all prior oral or written agreements, commitments, or understandings, with respect to the matters provided herein.

This agreement may be executed in one or more original or facsimile counterparts, all of which shall be considered one and the same agreement and shall become effective when one or more such counterparts have been executed by each of the parties and delivered to the other parties.

By signing below, I represent that: (a) I am authorized to bind the Party to, and contract for, obligations under this Agreement; (b) I understand and agree to the mutual and reciprocal obligations outlined herein. Cancellation of this contract requires 30 days notice with both party's agreement to terminate being documented in written form.

This agreement of outlined services will be considered ongoing, unless iNspire is notified in writing by Duncan Public Schools no later than May 1, 2026 of their intentions to modify or terminate this agreement.

Duncan Public Schools  
  
\_\_\_\_\_  
Signature  
Carl Buckholts  
\_\_\_\_\_  
Printed Name  
Board President  
\_\_\_\_\_  
Position  
05/13/2025  
\_\_\_\_\_  
Date

iNspire [Ann Maddox, M.Ed.] Teacher #175537  
  
\_\_\_\_\_  
Signature  
Ann Maddox  
\_\_\_\_\_  
Printed Name  
\_\_\_\_\_  
Educational Consultant  
\_\_\_\_\_  
Position  
5/5/2025  
\_\_\_\_\_  
Date



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: SPECIAL SERVICES - CENTRAL OFFICE

Vendor Requested: TARA SCOTT

Item Request Description: CONTRACTED SPEECH AND LANGUAGE  
PATHOLOGY SERVICES FOR FY 2025-2026

Dollar Amount Requested (if applicable): \$60,000.00

Fund Requested: 11 - General

Budget/Activity Account Requested: 6011 - Federal SPED  
IDEA Flow Through, Part B

*Janis Clayton*  
Signature of Requestor/Principal

May 1, 2025  
Date

*Chloe Cort*  
Signature of Budget Director

5-5-25  
Date

\_\_\_\_\_  
Signature of Assistant Superintendent

\_\_\_\_\_  
Date

# TRENDS Requisition Form



FY 25-26 FUND 11 - General Fund

VENDOR NAME & ADDRESS TARA SCOTT

VENDOR PHONE & FAX \_\_\_\_\_

DESCRIPTION/PURPOSE OF ITEM OR SERVICE CONTRACTED SPEECH & LANGUAGE  
PATHOLOGY SERVICES FOR FY 24-25

Quantity	Item Number	Description	Unit Price	Amount
1		CONTRACTED SPEECH AND LANGUAGE	60,000.00	60,000.00
		PATHOLOGY SERVICES FOR FY 25-26		0.00
				0.00
				0.00
				0.00
				0.00
			Shipping	0.00

TOTAL AMOUNT REQUESTED \$ \$ 60,000.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
6	11		2152	323	239	0000	000	050

**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

Vendor	Amount
1.	
2.	
3.	

REQUESTOR/SITE: Janis Clayton 10

DATE: May 1, 2025

BUDGET APPROVER: [Signature]

DATE: 5-5-25

CHANNA BYERLY: \_\_\_\_\_

DATE: \_\_\_\_\_

**Independent Contractor Agreement**

This Agreement is entered into between the Duncan Public School District and Tara Scott (contractor). CONTRACTOR is specifically trained, experienced, and competent to provide such services.

The parties agree as follows:

1. **Services:** CONTRACTOR agrees to provide services that align with the scope and practice for Speech and Language Pathology as defined by the Oklahoma Board of Examiners, for provision of speech/language therapy services in the public school setting. Services will be provided in accordance with the state of Oklahoma maximum caseload recommendation as per OSDE. Services include direct and indirect activities as they pertain to eligible students on the caseload and in accordance with the Individual Education Plan (IEP), which will define the type and frequency of service that each student is to receive.
2. **Duties of the District:** The DISTRICT shall:
  - a. Provide space, equipment, and evaluation materials necessary for the services to be rendered by the CONTRACTOR.
  - b. Have no right to control the means and methods by which the CONTRACTOR performs duties.
  - c. Alert the CONTRACTOR to any and all federal, state, and local regulations pertaining current OSDE policy and procedures.
3. **Compensation:** As compensation for the CONTRACTOR's services hereunder, the DISTRICT shall pay the CONTRACTOR the sum of \$75.00 per hour or fraction thereof for services performed by the CONTRACTOR. The CONTRACTOR shall submit an invoice showing services performed by the CONTRACTOR and time spent for payment within 7 days of the last working day of each month with payment to be made within 7 days of receipt of such invoice.
4. **Developmental Delay Evaluation Compensation:** the DISTRICT shall pay the CONTRACTOR the sum of \$600 per complete developmental evaluation. This will include the evaluation covering all 5 areas of the developmental evaluation components per OSDE (cognition, communication, motor, personal-social and adaptive), online scoring, and evaluation data entered into the MEEGS document.
5. **Term:** CONTRACTOR shall commence work on July 1, 2025. The work shall be completed by June 30, 2026 and shall be completed on school premises.
6. **Termination:** The agreement may be terminated by either party for any reason upon thirty (30) days written notice by certified mail to the other party. Said thirty (30) days shall begin to run upon the receipt of such notice by the receiving party.
7. **Insurance:** CONTRACTOR shall maintain general liability insurance coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage and provide Duncan Public Schools with proof of said insurance.

DPS Coordinator/Representative:

Name: Jessica Clayton Director of Special Ed.  
Site: Duncan Public Schools  
Address: PO Box 1548  
Duncan, OK 73534  
Phone: 580-255-0686

CONTRACTOR:

Name: Tara Scott

A  
[REDACTED] r.  
P  
S

Notice shall be effective when received if personally, served or if mailed three days after mailing. Either party must give written notice of change in address.

8. **Approval:** This agreement (1 page total) shall become effective upon its approval by the undersigned persons:

Duncan Public Schools

By: X \_\_\_\_\_  
Date: \_\_\_\_\_

Tara Scott

By: X Tara Scott  
Date 4-8-25



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: SPECIAL SERVICES - CENTRAL OFFICE

Vendor Requested: TARA SCOTT

Item Request Description: CONTRACTED SPEECH AND LANGUAGE  
PATHOLOGY SERVICES FOR FY 2025-2026

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar Amount Requested (if applicable): \$60,000.00

Fund Requested: 11 - General

Budget/Activity Account Requested: 6011 - Federal SPED  
IDEA Flow Through, Part B

[Signature]  
Signature of Requestor/Principal

May 1, 2025  
Date

[Signature]  
Signature of Budget Director

5-5-25  
Date

[Signature]  
Signature of Superintendent

MAY 13 2025  
Date

# TRENDS Requisition Form



FY 25-26 FUND 11 - General Fund

VENDOR NAME & ADDRESS TARA SCOTT

VENDOR PHONE & FAX \_\_\_\_\_

DESCRIPTION/PURPOSE OF ITEM OR SERVICE CONTRACTED SPEECH & LANGUAGE  
PATHOLOGY SERVICES FOR FY 24-25

Quantity	Item Number	Description	Unit Price	Amount
1		CONTRACTED SPEECH AND LANGUAGE	60,000.00	60,000.00
		PATHOLOGY SERVICES FOR FY 25-26		0.00
				0.00
				0.00
				0.00
				0.00
				0.00
			Shipping	0.00

TOTAL AMOUNT REQUESTED \$ \$ 60,000.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
6	11		2152	323	239	0000	000	050

**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

Vendor	Amount
1.	
2.	
3.	

REQUESTOR/SITE: Janis Clayton 10  
 BUDGET APPROVER: [Signature]  
 CHANNA BYERLY: Dr Channa Byerly

DATE: May 1, 2025  
 DATE: 5-5-25  
 DATE: MAY 13 2025

Independent Contractor Agreement

This Agreement is entered into between the Duncan Public School District and Tara Scott (contractor). CONTRACTOR is specifically trained, experienced, and competent to provide such services.

The parties agree as follows:

- 1. Services: CONTRACTOR agrees to provide services that align with the scope and practice for Speech and Language Pathology as defined by the Oklahoma Board of Examiners, for provision of speech/language therapy services in the public school setting. Services will be provided in accordance with the state of Oklahoma maximum caseload recommendation as per OSDE. Services include direct and indirect activities as they pertain to eligible students on the caseload and in accordance with the Individual Education Plan (IEP), which will define the type and frequency of service that each student is to receive.
2. Duties of the District: The DISTRICT shall:
a. Provide space, equipment, and evaluation materials necessary for the services to be rendered by the CONTRACTOR.
b. Have no right to control the means and methods by which the CONTRACTOR performs duties.
c. Alert the CONTRACTOR to any and all federal, state, and local regulations pertaining current OSDE policy and procedures.
3. Compensation: As compensation for the CONTRACTOR's services hereunder, the DISTRICT shall pay the CONTRACTOR the sum of \$75.00 per hour or fraction thereof for services performed by the CONTRACTOR. The CONTRACTOR shall submit an invoice showing services performed by the CONTRACTOR and time spent for payment within 7 days of the last working day of each month with payment to be made within 7 days of receipt of such invoice.
4. Developmental Delay Evaluation Compensation: the DISTRICT shall pay the CONTRACTOR the sum of \$600 per complete developmental evaluation. This will include the evaluation covering all 5 areas of the developmental evaluation components per OSDE (cognition, communication, motor, personal-social and adaptive), online scoring, and evaluation data entered into the MEEGS document.
5. Term: CONTRACTOR shall commence work on July 1, 2025. The work shall be completed by June 30, 2026 and shall be completed on school premises.
6. Termination: The agreement may be terminated by either party for any reason upon thirty (30) days written notice by certified mail to the other party. Said thirty (30) days shall begin to run upon the receipt of such notice by the receiving party.
7. Insurance: CONTRACTOR shall maintain general liability insurance coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage and provide Duncan Public Schools with proof of said insurance.

DPS Coordinator/Representative:
Name: Jessica Clayton Director of Special Ed.
Site: Duncan Public Schools
Address: PO Box 1548
Duncan, OK 73534
Phone: 580-255-0686

CONTRACTOR:
Name: Tara Scott



Notice shall be effective when received if personally, served or if mailed three days after mailing. Either party must give written notice of change in address.

- 8. Approval: This agreement (1 page total) shall become effective upon its approval by the undersigned persons:

Duncan Public Schools
By: X [Signature]
Date: 05/13/2025

Tara Scott
By: X [Signature]
Date: 4-8-25



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: SPECIAL SERVICES

Vendor Requested: SOUTHWEST THERAPY SOLUTIONS, LLC

Item Request Description: CONTRACTED PHYSICAL THERAPY  
SERVICES FOR FY 25-26

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar Amount Requested (if applicable): \$60,000.00

Fund Requested: 11 - General

Budget/Activity Account Requested: 601 - Federal SPED  
Flow Through IDEA, Part B

Justin Clayton  
Signature of Requestor/Principal

May 1, 2025  
Date

[Signature]  
Signature of Budget Director

May 5, 2025  
Date

\_\_\_\_\_  
Signature of Assistant Superintendent

\_\_\_\_\_  
Date

# TRENDS Requisition Form



FY 25-26 FUND 11 - General Fund

VENDOR NAME & ADDRESS SOUTHWEST THERAPY SOLUTIONS, LLC

VENDOR PHONE & FAX \_\_\_\_\_

DESCRIPTION/PURPOSE OF ITEM OR SERVICE CONTRACTED PHYSICAL THERAPY SERVICES FOR FY 25-26

Quantity	Item Number	Description	Unit Price	Amount
1		CONTRACTED PHYSICAL THERAPY	60,000.00	60,000.00
		SERVICES FOR FY 25-26		0.00
				0.00
				0.00
				0.00
				0.00
				0.00
			Shipping	0.00

TOTAL AMOUNT REQUESTED \$ \$ 60,000.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
6	11	<i>6011</i>	2170	323	239	0000	000	050

**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

Vendor	Amount
1.	
2.	
3.	

REQUESTOR/SITE: *Jessie Cleaver CO*

DATE: *May 1, 2025*

BUDGET APPROVER: *[Signature]*

DATE: *5-5-25*

CHANNA BYERLY: \_\_\_\_\_

DATE: \_\_\_\_\_

**REHABILITATION SERVICES AGREEMENT**

This Agreement is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2025 by and between Southwest Therapy Solutions, LLC (Contractor) and Duncan Public Schools for the school year 2025-2026 ending June 30, 2026.

The parties agree as follows:

1. Contractor will provide **PHYSICAL THERAPY** services for students attending Duncan Public Schools without regards to sex, race, color, religion, national origin, or handicap needing and ordered **PHYSICAL THERAPY** services.
2. As full compensation for its services hereunder, Duncan Public Schools agree to pay Contractor \$65.00/hour for travel and duties performed.
3. Contractor is responsible and will provide all necessary teletherapy training to Contractor staff and will provide teletherapy during periods of distance learning.
4. Contractor will provide evidence of licensure by the state of Oklahoma.
5. Contractor will maintain confidentiality of any privileged information learned regarding the student's or family member's medical, educational, or personal information.
6. This agreement shall be also be terminated upon the first to occur of the following:
  - (i) In the event the Contractor and Duncan Public Schools shall agree in writing, this Agreement may be terminated.
  - (ii) This Agreement may be terminated at any time for any reason whatsoever by either party upon 30 days prior written notice of termination.
  - (iii) This Agreement shall terminate forthwith in the event Duncan Public Schools shall fail to pay to Contractor any compensation payable.
7. Contractor shall maintain, at Contractor's sole cost and expense, professional liability insurance.
8. This Agreement is to be construed according to the laws of the State of Oklahoma.
9. This Agreement contains the entire understanding of the parties with respect to the subject matter of this Agreement. This Agreement supersedes all prior agreements and understandings between the parties with respect to its subject matter.
10. Only a written instrument duly executed by all of the parties involved may amend this Agreement.

**Duncan Public Schools:**

**Contractor:**

\_\_\_\_\_  
Board President  
Duncan Public Schools

\_\_\_\_\_  
Date



\_\_\_\_\_  
Timothy Carroll, MBA, PTA  
Southwest Therapy Solutions, LLC

April 3, 2025  
Date



BOARD APPROVED

MAY 13 2025

ITEM # b.L.12.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

## BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: SPECIAL SERVICES

Vendor Requested: SOUTHWEST THERAPY SOLUTIONS, LLC

Item Request Description: CONTRACTED PHYSICAL THERAPY SERVICES FOR FY 25-26

Dollar Amount Requested (if applicable): \$60,000.00

Fund Requested: 11 - General

Budget/Activity Account Requested: b01 - Federal SPED Flow Through IDEA, Part B

[Signature]  
Signature of Requestor/Principal

May 1, 2025  
Date

[Signature]  
Signature of Budget Director

May 5, 2025  
Date

[Signature]  
Signature of Superintendent

MAY 13 2025  
Date

# TRENDS Requisition Form



FY 25-26 FUND 11 - General Fund ▼

VENDOR NAME & ADDRESS SOUTHWEST THERAPY SOLUTIONS, LLC

VENDOR PHONE & FAX \_\_\_\_\_

DESCRIPTION/PURPOSE OF ITEM OR SERVICE CONTRACTED PHYSICAL THERAPY SERVICES FOR FY 25-26

Quantity	Item Number	Description	Unit Price	Amount
1		CONTRACTED PHYSICAL THERAPY	60,000.00	60,000.00
		SERVICES FOR FY 25-26		0.00
				0.00
				0.00
				0.00
				0.00
			Shipping	0.00

TOTAL AMOUNT REQUESTED \$ \$ 60,000.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
6	11	<i>601</i>	2170	323	239	0000	000	050

**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

Vendor	Amount
1.	
2.	
3.	

REQUESTOR/SITE: *Jessie Clayton CO*  
 BUDGET APPROVER: *[Signature]*  
 CHANNA BYERLY: *Dr Channa Byerly*

DATE: *May 1, 2025*  
 DATE: *5-5-25*  
 DATE: *MAY 13 2025*

**REHABILITATION SERVICES AGREEMENT**

This Agreement is made and entered into as of this 13<sup>th</sup> day of May, 2025 by and between Southwest Therapy Solutions, LLC (Contractor) and Duncan Public Schools for the school year 2025-2026 ending June 30, 2026.

The parties agree as follows:

1. Contractor will provide **PHYSICAL THERAPY** services for students attending Duncan Public Schools without regards to sex, race, color, religion, national origin, or handicap needing and ordered **PHYSICAL THERAPY** services.
2. As full compensation for its services hereunder, Duncan Public Schools agree to pay Contractor \$65.00/hour for travel and duties performed.
3. Contractor is responsible and will provide all necessary teletherapy training to Contractor staff and will provide teletherapy during periods of distance learning.
4. Contractor will provide evidence of licensure by the state of Oklahoma.
5. Contractor will maintain confidentiality of any privileged information learned regarding the student's or family member's medical, educational, or personal information.
6. This agreement shall be also be terminated upon the first to occur of the following:
  - (i) In the event the Contractor and Duncan Public Schools shall agree in writing, this Agreement may be terminated.
  - (ii) This Agreement may be terminated at any time for any reason whatsoever by either party upon 30 days prior written notice of termination.
  - (iii) This Agreement shall terminate forthwith in the event Duncan Public Schools shall fail to pay to Contractor any compensation payable.
7. Contractor shall maintain, at Contractor's sole cost and expense, professional liability insurance.
8. This Agreement is to be construed according to the laws of the State of Oklahoma.
9. This Agreement contains the entire understanding of the parties with respect to the subject matter of this Agreement. This Agreement supersedes all prior agreements and understandings between the parties with respect to its subject matter.
10. Only a written instrument duly executed by all of the parties involved may amend this Agreement.

**Duncan Public Schools:**

**Contractor:**

  
 \_\_\_\_\_  
 Board President  
 Duncan Public Schools

MAY 13 2025  
 Date

  
 \_\_\_\_\_  
 Timothy Carroll, MBA, PTA  
 Southwest Therapy Solutions, LLC

April 3, 2025  
 Date



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: SPECIAL SERVICES - CENTRAL OFFICE

Vendor Requested: HALLEY WILKINS

Item Request Description: CONTRACTED SPEECH AND LANGUAGE  
PATHOLOGY SERVICES FOR FY 2025-2026

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar Amount Requested (if applicable): \$35,000.00

Fund Requested: 11-General

Budget/Activity Account Requested: 621 - Federal SPED  
IDEA, part B Flow Through

*Janis Clayton*  
Signature of Requestor/Principal

May 1, 2025  
Date

*Colleen Cort*  
Signature of Budget Director

5-5-25  
Date

\_\_\_\_\_  
Signature of Assistant Superintendent

\_\_\_\_\_  
Date

# TRENDS Requisition Form



FY 25-26 FUND 11 - General Fund

VENDOR NAME & ADDRESS HALLEY WILKINS

VENDOR PHONE & FAX \_\_\_\_\_

DESCRIPTION/PURPOSE OF ITEM OR SERVICE CONTRACTED SPEECH AND LANGUAGE PATHOLOGY SERVICES FOR FY 25-26

Quantity	Item Number	Description	Unit Price	Amount
1		CONTRACTED SPEECH AND LANGUAGE	35,000.00	35,000.00
		PATHOLOGY SERVICES FOR FY 25-26		0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Shipping				0.00

TOTAL AMOUNT REQUESTED \$ \$ 35,000.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
6	11	<i>601</i>	2152	323	239	0000	000	050

**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

Vendor	Amount
1.	
2.	
3.	

REQUESTOR/SITE: *Janis Clayton* CO

BUDGET APPROVER: *Channa Byerly*

CHANNA BYERLY: \_\_\_\_\_

DATE: *May 1, 2005*

DATE: *5-25-05*

DATE: \_\_\_\_\_

**Independent Contractor Agreement**

This Agreement is entered into between the Duncan Public School District and Halley Wilkins (contractor). CONTRACTOR is specifically trained, experienced, and competent to provide such services.

The parties agree as follows:

1. **Services:** CONTRACTOR agrees to provide services that align with the scope and practice for Speech and Language Pathology as defined by the Oklahoma Board of Examiners, for provision of speech/language therapy services in the public school setting. Services will be provided in accordance with the state of Oklahoma maximum caseload recommendation as per OSDE. Services include direct and indirect activities as they pertain to eligible students on the caseload and in accordance with the Individual Education Plan (IEP), which will define the type and frequency of service that each student is to receive.
2. **Duties of the District:** The DISTRICT shall:
  - a. Provide space, equipment, and evaluation materials necessary for the services to be rendered by the CONTRACTOR.
  - b. Have no right to control the means and methods by which the CONTRACTOR performs duties.
  - c. Alert the CONTRACTOR to any and all federal, state, and local regulations pertaining to the confidentiality of student records.
3. **Compensation:** As compensation for the CONTRACTOR's services hereunder, the DISTRICT shall pay the CONTRACTOR the sum of \$70.00 per hour or fraction thereof for services performed by the CONTRACTOR. The CONTRACTOR shall submit an invoice showing services performed by the CONTRACTOR and time spent for payment by the last working day of each month with payment to be made within 7 business days from date of invoice submission.
4. **Term:** CONTRACTOR shall commence work on July 1, 2025. The work shall be completed on June 30, 2026.
5. **Termination:** The agreement may be terminated by either party for any reason upon thirty (30) days written notice by certified mail to the other party. Said thirty (30) days shall begin to run upon the receipt of such notice by the receiving party.
6. **Insurance:** CONTRACTOR shall maintain general liability insurance coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage and provide Duncan Public Schools with proof of said insurance.

DPS Coordinator/Representative:

Name: Director of Special Ed.  
Site: Duncan Public Schools  
Address: PO Box 1548  
Duncan, OK 73534  
Phone: 580-255-0686

CONTRACTOR:

Name: Halley S. Wilkins

[REDACTED]

Notice shall be effective when received if personally, served or if mailed three days after mailing. Either party must give written notice of change in address.

7. **Approval:** This agreement (1 page total) shall become effective upon its approval by the undersigned persons:

Duncan Public Schools

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

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

Halley S. Wilkins

By: *Halley Wilkins*

Date 04/03/2025



BOARD APPROVED

MAY 13 2025

ITEM # b.L.13.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

## BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: SPECIAL SERVICES - CENTRAL OFFICE

Vendor Requested: HALLEY WILKINS

Item Request Description: CONTRACTED SPEECH AND LANGUAGE  
PATHOLOGY SERVICES FOR FY 2025-2026

Dollar Amount Requested (if applicable): \$35,000.00

Fund Requested: 11-General

Budget/Activity Account Requested: 6011 - Federal SPED  
IDEA, part B Flow Through

[Signature]  
Signature of Requestor/Principal

May 1, 2025  
Date

[Signature]  
Signature of Budget Director

5-5-25  
Date

[Signature]  
Signature of Superintendent

MAY 13 2025  
Date

# TRENDS Requisition Form



FY 25-26 FUND 11 - General Fund

VENDOR NAME & ADDRESS HALLEY WILKINS

VENDOR PHONE & FAX \_\_\_\_\_

DESCRIPTION/PURPOSE OF ITEM OR SERVICE CONTRACTED SPEECH AND LANGUAGE PATHOLOGY SERVICES FOR FY 25-26

Quantity	Item Number	Description	Unit Price	Amount
1		CONTRACTED SPEECH AND LANGUAGE	35,000.00	35,000.00
		PATHOLOGY SERVICES FOR FY 25-26		0.00
				0.00
				0.00
				0.00
				0.00
			Shipping	0.00

TOTAL AMOUNT REQUESTED \$ \$ 35,000.00

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
6	11	<i>601</i>	2152	323	239	0000	000	050

**LIST QUOTES IN ORDER ATTACHED TO THIS REQUISITION FORM:**

Vendor	Amount
1.	
2.	
3.	

REQUESTOR/SITE: *Jamir Clayton CO*  
 BUDGET APPROVER: *Channa Byrley*  
 CHANNA BYERLY: *Dr Channa Byrley*

DATE: *May 1, 2025*  
 DATE: *5-25-25*  
 DATE: MAY 13 2025

### Independent Contractor Agreement

This Agreement is entered into between the Duncan Public School District and Halley Wilkins (contractor). CONTRACTOR is specifically trained, experienced, and competent to provide such services.

The parties agree as follows:

1. **Services:** CONTRACTOR agrees to provide services that align with the scope and practice for Speech and Language Pathology as defined by the Oklahoma Board of Examiners, for provision of speech/language therapy services in the public school setting. Services will be provided in accordance with the state of Oklahoma maximum caseload recommendation as per OSDE. Services include direct and indirect activities as they pertain to eligible students on the caseload and in accordance with the Individual Education Plan (IEP), which will define the type and frequency of service that each student is to receive.
2. **Duties of the District:** The DISTRICT shall:
  - a. Provide space, equipment, and evaluation materials necessary for the services to be rendered by the CONTRACTOR.
  - b. Have no right to control the means and methods by which the CONTRACTOR performs duties.
  - c. Alert the CONTRACTOR to any and all federal, state, and local regulations pertaining to the confidentiality of student records.
3. **Compensation:** As compensation for the CONTRACTOR's services hereunder, the DISTRICT shall pay the CONTRACTOR the sum of \$70.00 per hour or fraction thereof for services performed by the CONTRACTOR. The CONTRACTOR shall submit an invoice showing services performed by the CONTRACTOR and time spent for payment by the last working day of each month with payment to be made within 7 business days from date of invoice submission.
4. **Term:** CONTRACTOR shall commence work on July 1, 2025. The work shall be completed on June 30, 2026.
5. **Termination:** The agreement may be terminated by either party for any reason upon thirty (30) days written notice by certified mail to the other party. Said thirty (30) days shall begin to run upon the receipt of such notice by the receiving party.
6. **Insurance:** CONTRACTOR shall maintain general liability insurance coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage and provide Duncan Public Schools with proof of said insurance.

DPS Coordinator/Representative:

Name: Director of Special Ed.  
Site: Duncan Public Schools  
Address: PO Box 1548  
Duncan, OK 73534  
Phone: 580-255-0686

Notice shall be effective when received if personally, served or if mailed three days after mailing. Either party must give written notice of change in address.

7. **Approval:** This agreement (1 page total) shall become effective upon its approval by the undersigned persons:

Duncan Public Schools

By: X 

Date: 05/13/2025

CONTRACTOR:

Name: Halley S. Wilkins

  
[REDACTED]

Halley S. Wilkins

By: 

Date 04/03/2025

**SCHEDULE A**

05/13/25

RETIREMENT				
Last Name	First Name	Site/Assignment	Years of Service	Effective

RESIGNATIONS				
Last Name	First Name	Site/Assignment	Years of Service	Effective
Cook	Tara	DHS/Secondary Counselor	7	6/30/2025
Dittner	Judy	Mark Twain/Licensed Professional Counselor	11	5/23/2025
Jones	Laura	DMS/Secondary Counselor	35	6/5/2025
Ross	Alyssa	DHS/ English Teacher	1	5/23/2025
Wall	Stephanie	HM/Elementary Principal	2	6/19/2025
Wattenbarger	Kevin	DHS/Special Education Teacher	2	5/23/2025
Albertson	Devera	Maintenance/Maintenance Director	8	6/30/2025
Greenwood	Candace	Cafeteria-Cashier/Helper	6	5/23/2025
Helton	Gunther	Transportation/Non-CDL Bus Driver	-	5/8/2025
Newman	Kara	WW/SPED Paraprofessional/Teacher Assistant	-	4/15/2015
Stewart	Alexandra	DMS/Attendance Clerk	4	5/30/2025

EMPLOYMENT				
Last Name	First Name	New Position	Pending	Contract
		Teacher	Background	Temporary
		Head HS Girls Wrestling Coach	Background/Emergency Certification	Temporary
		SPED Teacher	Certification	Temporary
		Teacher	Background	Temporary
		SPED Teacher	Background/Certification	Temporary
		Elementary Principal	Admin	Admin
Mitchell	Sandra	SPED Teacher (rehire 25-26)		Temporary
Nold	Makayla	Licensed Professional Counselor (rehire 25-26)		Temporary
Robinson	Alexandria	Music Teacher (rehire 25-26)		Temporary
		SPED Teacher	Background/Certification	Temporary
		Teacher		Temporary
		Teacher		Temporary
Albert	Allyson	Licensed Practical Nurse (rehire 25-26)		Support
Bennett	Faith	Personal Care Assistant (rehire 25-26)		Support
Culbertson	Edmond	Library/Media Assistant-Paraprofessional (rehire 25-26)		Support
Evans	Steve	Bus Driver w/CDL (rehire 25-26)		Support
Foster	Cristina	Pre-K Teacher Assistant/Paraprofessional (rehire 25-26)		Support
Heulitt	Amy	SPED Paraprofessional/Teacher Assistant (rehire 25-26)		Support
Kaus	Angela	Licensed Practical Nurse (rehire 25-26)		Support
Martin	Damon	Supervisor/Maintenance (rehire 25-26)		Support
Prieto	Erik	SPED Paraprofessional/Teacher Assistant (rehire 25-26)		Support
Sanders	Beverly	Custodian (rehire 25-26)		Support
Smith	Erin	SPED Paraprofessional/Teacher Assistant (rehire 25-26)		Support
		Communication Director	Background	Support
Trivett	Joshua	Bus Driver w/CDL (rehire 25-26)		Support
Vaughn	Marcia	Pre-K Teacher Assistant/Paraprofessional		Support
Jeffords	Kathryn	Head HS Volleyball Coach (25-26)		Extra Duty
Howard	Toni	ESY SPED Teacher		ESY
Dotson	Stacy	ESY SPED Paraprofessional/Teacher Assistant		ESY
Wright	Shayla	ESY SPED Paraprofessional/Teacher Assistant		ESY

Courtney Allbritton  
 Cheyenne Davis  
 Jared Ellis  
 Elizabeth Garcia  
 Chelsey Hurlocker  
 Dakota Kaus

Breanna Scott  
 Susan Scott  
 Misty Wood

Allison Spurlin

ADJUNCT TEACHERS				
Last Name	First Name	Position	Site	

CONTRACT CHANGES			
Last Name	First Name	Site Assignment	Effective
Green	Cortni	from a 9 mo to 10 mo School Based Family Specialist	2025-26
Jeffords	Kathryn	from a 10 mo Teacher to 9 mo Teacher	2025-26
Tarpley	Marcella	from a 9 mo to 10 mo School Based Family Specialist	2025-26
Owens	Jennifer	from 9 mo SPED Paraprofessional/Teacher Assistant to 9 mo SPED Teacher pending Certification	2025-26

EXTRA-DUTY CONTRACT CHANGES		
Last Name	First Name	New Position

**SCHEDULE A**

05/13/25

RETIREMENT				
Last Name	First Name	Site/Assignment	Years of Service	Effective

RESIGNATIONS				
Last Name	First Name	Site/Assignment	Years of Service	Effective
Cook	Tara	DHS/Secondary Counselor	7	6/30/2025
Dittner	Judy	Mark Twain/Licensed Professional Counselor	11	5/23/2025
Jones	Laura	DMS/Secondary Counselor	35	6/5/2025
Ross	Alyssa	DHS/ English Teacher	1	5/23/2025
Wall	Stephanie	HM/Elementary Principal	2	6/19/2025
Wattenbarger	Kevin	DHS/Special Education Teacher	2	5/23/2025
Albertson	Devera	Maintenance/Maintenance Director	8	6/30/2025
Greenwood	Candace	Cafeteria-Cashier/Helper	6	5/23/2025
Helton	Gunther	Transportation/Non-CDL Bus Driver	-	5/8/2025
Newman	Kara	WW/SPED Paraprofessional/Teacher Assistant	-	4/15/2015
Stewart	Alexandra	DMS/Attendance Clerk	4	5/30/2025

EMPLOYMENT				
Last Name	First Name	New Position	Pending	Contract
		Teacher	Background	Temporary
		Head HS Girls Wrestling Coach	Background/Emergency Certification	Temporary
		SPED Teacher	Certification	Temporary
		Teacher	Background	Temporary
		SPED Teacher	Background/Certification	Temporary
		Elementary Principal	Admin	Admin
Mitchell	Sandra	SPED Teacher (rehire 25-26)		Temporary
Nold	Makayla	Licensed Professional Counselor (rehire 25-26)		Temporary
Robinson	Alexandria	Music Teacher (rehire 25-26)		Temporary
		SPED Teacher	Background/Certification	Temporary
		Teacher		Temporary
		Teacher		Temporary
Albert	Allyson	Licensed Practical Nurse (rehire 25-26)		Support
Bennett	Faith	Personal Care Assistant (rehire 25-26)		Support
Culbertson	Edmond	Library/Media Assistant-Paraprofessional (rehire 25-26)		Support
Evans	Steve	Bus Driver w/CDL (rehire 25-26)		Support
Foster	Cristina	Pre-K Teacher Assistant/Paraprofessional (rehire 25-26)		Support
Heulitt	Amy	SPED Paraprofessional/Teacher Assistant (rehire 25-26)		Support
Kaus	Angela	Licensed Practical Nurse (rehire 25-26)		Support
Martin	Damon	Supervisor/Maintenance (rehire 25-26)		Support
Prieto	Erik	SPED Paraprofessional/Teacher Assistant (rehire 25-26)		Support
Sanders	Beverly	Custodian (rehire 25-26)		Support
Smith	Erin	SPED Paraprofessional/Teacher Assistant (rehire 25-26)		Support
		Communication Director	Background	Support
Trivett	Joshua	Bus Driver w/CDL (rehire 25-26)		Support
Vaughn	Marcia	Pre-K Teacher Assistant/Paraprofessional		Support
Jeffords	Kathryn	Head HS Volleyball Coach (25-26)		Extra Duty
Howard	Toni	ESY SPED Teacher		ESY
Dotson	Stacy	ESY SPED Paraprofessional/Teacher Assistant		ESY
Wright	Shayla	ESY SPED Paraprofessional/Teacher Assistant		ESY

ADJUNCT TEACHERS				
Last Name	First Name	Position	Site	

CONTRACT CHANGES			
Last Name	First Name	Site Assignment	Effective
Green	Cortni	from a 9 mo to 10 mo School Based Family Specialist	2025-26
Jeffords	Kathryn	from a 10 mo Teacher to 9 mo Teacher	2025-26
Tarpley	Marcella	from a 9 mo to 10 mo School Based Family Specialist	2025-26
Owens	Jennifer	from 9 mo SPED Paraprofessional/Teacher Assistant to 9 mo SPED Teacher pending Certification	2025-26

EXTRA-DUTY CONTRACT CHANGES		
Last Name	First Name	New Position

NOV 12 2024

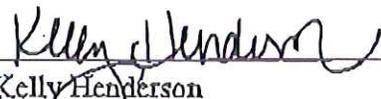
ITEM # J.F.

NOTICE TO THE STEPHENS COUNTY CLERK OF THE 2025 REGULAR MEETINGS OF THE DUNCAN SCHOOL BOARD OF EDUCATION OF DUNCAN INDEPENDENT SCHOOL DISTRICT NUMBER ONE OF STEPHENS COUNTY, OKLAHOMA.

All Regular Meetings will start at 6:00 P.M. and will be held in the Board Room of the Administration Office, located at 1740 West Spruce, Duncan, OK.

The dates for the monthly Regular Meetings in 2025 are as follows:

- Tuesday, January 14, 2025
- Tuesday, February 11, 2025
- Tuesday, March 11, 2025
- Tuesday, April 8, 2025
- Tuesday, May 13, 2025
- Tuesday, June 10, 2025
- Thursday, June 26, 2025
- Tuesday, July 15, 2025
- Thursday, August 19, 2025
- Tuesday, September 9, 2025
- Tuesday, October 14, 2025
- Tuesday, November 11, 2025
- Tuesday, December 9, 2025

  
 Kelly Henderson  
 Clerk, Duncan Board of Education

STATE OF OKLAHOMA  
 STEPHENS COUNTY  
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 COUNTY CLERK  
 BY \_\_\_\_\_ DEPUTY

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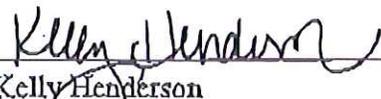
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## Minutes



### 1. **Call to order** and roll call:

Buckholts Davis Lolar Neal Schreckengost  
Attendance Taken at 6:02 PM.

Carl Buckholts: Present  
Eric Davis: Present  
Krista Lolar: Present  
Greg Neal: Present  
Christopher Schreckengost: Present

Also present were the following: Kim Ellis, Charlsie Harty, Cheree Orr, Jessica Clayton, Donna McConnell, Josh Albert, Lori McCann, Brooke Alston, Michael Allie, Tara Smith, Jill Garrett, Josh Harris, Ashton Cooper, Merry Stone, Anthony Fiorillo, Toni Howard, Brooke Evans, Jonathan Jeffrey, and student athletes from Duncan High School Wrestling, Girls Golf, and the Unified Special Olympics Softball Team(s).

### 2. **Flag Salute**

The flag salute was led by three Duncan High School student athletes.

### 3. **Public participation and/or discussion**

There was no public participation and/or discussion.

### 4. **Superintendent's Report**

#### 4.A. **Student & Staff Celebrations**

Representatives from the Red River Best Chevy Dealers Teacher Appreciation Contest and Merit Auto Group surprised Laura Archer with a check for \$1,000.00 to congratulate her on being selected. Mrs. Archer will be able to put these funds to use in her self-contained classroom.

Student athletes from the High School Wrestling Team, Girls Golf Team, and Unified Softball Team were in attendance where Dr. Byerly celebrated and highlighted their accomplishments throughout the year.

#### 4.B. **Endurance Federal Credit Union Duncan Demon Debit Card annual donation**

Charlsie Harty of Endurance Federal Credit Union presented the annual donation to Duncan Public Schools from their Duncan Demon Debit Card Program.

4.C. Accreditation Audit Report for FY 24-25

This report is not yet available and will be addressed next month. No action or discussion took place, and the meeting continued.

4.D. District Update

Dr. Byerly reviewed with the board updates regarding the High School Awards and Scholarship Assembly that took place earlier that day, as well as the upcoming Oklahoma Academic Scholars Banquet. Retirees were also invited, announced, and celebrated by Dr. Byerly for their service to the district.

5. Consideration and vote to elect or not elect the following as **new member fo the board of directors of the Oklahoma Public School Investment Interlocal Cooperative (55K001)**:

5.A. Position No. 12: Mandy Kincannon (OSSBA), School Board Member of Moore Public Schools, to a 2025-2028 term

Motion to approve and elect Mandy Kincannon (OSSBA), School Board Member of Moore Public Schools, to Position No. 12 as a new member of the Oklahoma Public School Investment Interlocal Cooperative (55K001) board of directors with a term of 2025-2028. This motion, made by Eric Davis and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea

Yea: 5, Nay: 0

6. **Consent Agenda**

*All of the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one 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:*

Motion to approve Consent Agenda items # 6.A. - 6.L.13. This motion, made by Krista Lolar and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea

Yea: 5, Nay: 0

6.A. **Minutes** of the April 8, 2025

6.B. **Cafeteria Monthly Reports**

6.C. **Financial Reports**

6.D. **Activity Fund Reports**

6.E. **District Fundraisers**

6.F. **Encumbrance Reports**

6.G. **Out-of-State Travel** - Baylor University Tennis Camp June 15-19, 2025 in Waco, TX

6.H. **The SpyGlass Group, LLC** - Agreement to audit the use of district technology systems

6.I. **CDW Government** - DPS 2020 Vision Bond purchase of new desktop computers for district staff in the amount of \$364,261.00

6.J. **UMB Bank N.A.** - Bond and Interest payment for the Stephens County OK ISD #1 General Obligation Combined Purpose Bond Series 2023 in the amount of \$2,787,600.00 paid by the Sinking Fund

6.K. **Hurley's Creative Tile** - install tile flooring in the Commons and Hallways at Duncan Middle School in the amount of \$150,350.00 paid by the Insurance Fund

6.L. Contracts and Encumbrance requests for FY 25-26:

6.L.1. **Cameron University** Memorandum of Understanding for on-campus, in-person instruction at Duncan High School

6.L.2. **Duncan Public Schools Foundation** License Agreement for the Hoover Family Wrestling Facility

6.L.3. **Oklahoma Department of Human Services** - contract for School-Based Family Services Program

6.L.4. **CNA Surety** - Surety Bonds for Superintendent, Treasurer, Board Clerk, and district clerks in the amount of \$2,440.00

6.L.5. **Fowler Financial** - agreement for Financial Services Consulting in the amount of \$2,620.00

6.L.6. **Garrett, Allison** - contracted Speech and Language Pathology services in the amount of \$60,000.00 paid by Federal Funds

6.L.7. **Garrett Therapy, LLC** - contracted Occupational Therapy services in the amount of \$90,000.00 paid by Federal Funds

6.L.8. **Keck, Nikki/Visual Senses** - contracted Vision Therapy services in the amount of \$6,000.00 paid by Federal Funds

6.L.9. **Kelsey Stone, LLC** - contracted Speech and Language Pathology services in the amount of \$60,000.00 paid by Federal Funds

6.L.10. **Maddox, Ann** - contracted student Psychology and Evaluation services in the amount of \$85,000.00 paid by Federal Funds

6.L.11. **Scott, Tara** - contracted Speech and Language Pathology services in the amount of \$60,000.00 paid by Federal Funds

6.L.12. **Southwest Therapy Solutions** - contracted Physical Therapy services in the amount of \$60,000.00 paid by Federal Funds

6.L.13. **Wilkins, Halley** - contracted Speech and Language Pathology services in the amount of \$35,000.00 paid by Federal Funds

7. Proposed **Executive Session** to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, terminations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective District employees as outlined on Schedule A, inclusive; and **(b)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent.

Vote to convene or not convene into Executive Session

Motion to convene into Executive Session at 6:26 P.M. This motion, made by Greg Neal and seconded by Christopher Schreckengost, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea

Yea: 5, Nay: 0

8. Vote to acknowledge the Board's **return to Open Session**

Executive Session Minutes Compliance Announcement/Statement: The matters considered, Proposed Executive Session to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, terminations, hiring of employees, employment, rehiring, and changes to employment contracts of current and prospective District employees as outlined on Schedule A, inclusive; and **(b)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent. No action was taken in Executive Session.

The following board members were present in Executive Session: Carl Buckholts, Eric Davis, Krista Lolar, Greg Neal and Christopher Schreckengost. In addition the following person(s) were present in Executive Session: Dr. Channa Byerly.

Motion to acknowledge the Board's return to Open Session at 6:41 P.M. This motion, made by Greg Neal and seconded by Krista Lolar, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea

Yea: 5, Nay: 0

9. Discussion and possible action regarding resignations, employment, and changes of contract as listed on **Schedule A** attached

Motion to approve the resignations, employment, and changes of contract as listed on Schedule A. This motion, made by Eric Davis and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea

Yea: 5, Nay: 0

10. Discussion and possible action regarding **New Business**

There was no New Business.

**11. The next Regular Meeting of the Board of Education will be held on Tuesday, June 10, 2025 at 6:00 P.M. at the Administration Building at 1740 W. Spruce, Duncan, OK**

12. Vote to **Adjourn**

This concludes the business that came before the Board on May 13, 2025 and the motion was made to adjourn at 6:42 P.M. This motion, made by Krista Lolar and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea

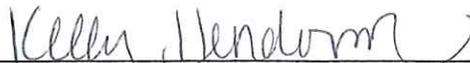
Yea: 5, Nay: 0

I, the undersigned Clerk of the Duncan Public Schools Board of Education, District I-001, of Stephens County, Oklahoma certify that the agenda for this Regular Meeting of May 13, 2025 was posted on the door of the Administration Building at 4:15 P.M., Monday, May 12, 2025 by Board Clerk, Kelly Henderson. Notice of this meeting was filed with the Stephens County Clerk November 13, 2024.

I also certify that at least 24 hours prior to this meeting the agenda of this meeting was posted on the school district website located at [www.duncanps.org](http://www.duncanps.org).

Respectfully submitted and witness my hand and seal of the Duncan Public School District.

DUNCAN BOARD OF EDUCATION

  
\_\_\_\_\_  
Kelly Henderson, Board Clerk



**SCHEDULE A**  
05/13/25

RETIREMENT				
Last Name	First Name	Site/Assignment	Years of Service	Effective

RESIGNATIONS				
Last Name	First Name	Site/Assignment	Years of Service	Effective
Cook	Tara	DHS/Secondary Counselor	7	6/30/2025
Dittner	Judy	Mark Twain/Licensed Professional Counselor	11	5/23/2025
Jones	Laura	DMS/Secondary Counselor	35	6/5/2025
Ross	Alyssa	DHS/ English Teacher	1	5/23/2025
Wall	Stephanie	HM/Elementary Principal	2	6/19/2025
Wattenbarger	Kevin	DHS/Special Education Teacher	2	5/23/2025
Albertson	Devera	Maintenance/Maintenance Director	8	6/30/2025
Greenwood	Candace	Cafeteria-Cashier/Helper	6	5/23/2025
Helton	Gunther	Transportation/Non-CDL Bus Driver	-	5/8/2025
Newman	Kara	WW/SPED Paraprofessional/Teacher Assistant	-	4/15/2015
Stewart	Alexandra	DMS/Attendance Clerk	4	5/30/2025

EMPLOYMENT				
Last Name	First Name	New Position	Pending	Contract
		Teacher	Background	Temporary
		Head HS Girls Wrestling Coach	Background/Emergency Certification	Temporary
		SPED Teacher	Certification	Temporary
		Teacher	Background	Temporary
		SPED Teacher	Background/Certification	Temporary
		Elementary Principal	Admin	
		SPED Teacher (rehire 25-26)		Temporary
		Licensed Professional Counselor (rehire 25-26)		Temporary
		Music Teacher (rehire 25-26)		Temporary
		SPED Teacher	Background/Certification	Temporary
		Teacher		Temporary
		Teacher		Temporary
		Licensed Practical Nurse (rehire 25-26)		Support
		Personal Care Assistant (rehire 25-26)		Support
		Library/Media Assistant-Paraprofessional (rehire 25-26)		Support
		Bus Driver w/CDL (rehire 25-26)		Support
		Pre-K Teacher Assistant/Paraprofessional (rehire 25-26)		Support
		SPED Paraprofessional/Teacher Assistant (rehire 25-26)		Support
		Licensed Practical Nurse (rehire 25-26)		Support
		Supervisor/Maintenance (rehire 25-26)		Support
		SPED Paraprofessional/Teacher Assistant (rehire 25-26)		Support
		Custodian (rehire 25-26)		Support
		SPED Paraprofessional/Teacher Assistant (rehire 25-26)		Support
		Communication Director	Background	Support
		Bus Driver w/CDL (rehire 25-26)		Support
		Pre-K Teacher Assistant/Paraprofessional		Support
		Head HS Volleyball Coach (25-26)		Extra Duty
		ESY SPED Teacher		ESY
		ESY SPED Paraprofessional/Teacher Assistant		ESY
		ESY SPED Paraprofessional/Teacher Assistant		ESY

Courtney Alibritton  
Cheyenne Davis  
Jared Ellis  
Elizabeth Garcia  
Chelsey Hurlocker  
Dakota Kaus

Breanna Scott  
Susan Scott  
Misty Wood

Allison Spurlin

ADJUNCT TEACHERS				
Last Name	First Name	Position	Site	

CONTRACT CHANGES				
Last Name	First Name	Site Assignment		Effective
Green	Cortni	from a 9 mo to 10 mo School Based Family Specialist		2025-26
Jeffords	Kathryn	from a 10 mo Teacher to 9 mo Teacher		2025-26
Tarpley	Marcella	from a 9 mo to 10 mo School Based Family Specialist		2025-26
Owens	Jennifer	from 9 mo SPED Paraprofessional/Teacher Assistant to 9 mo SPED Teacher pending Certification		2025-26

EXTRA-DUTY CONTRACT CHANGES		
Last Name	First Name	New Position