

# Ardmore Board of Education Regular Meeting

Tuesday, May 19, 2026 5:30 PM

Ardmore Administration Center - Board Room, 611 Veterans Blvd., Ardmore, OK 73401

1. Call the meeting to order, roll call, establish a quorum & state compliance with the Open Meeting Act. [Jaclyn Woods, Board Vice-President]
2. Pledge of Allegiance [Led By: Maxwell Bark, Senior, Ardmore High School]
3. Reports:
  - District Update, Andy Davis, Superintendent
  - Budget Information, Perry Zeiset, Director of Finance
4. Consent Agenda
  - A. Minutes
  - B. Monthly Financial Report for the Month Ending April 30, 2026
    - Activity Fund
    - Treasurer's Report
  - C. Encumbrance Orders and Change Orders as listed for FY26.
  - D. Fundraiser Requests from Schools, Clubs & Organizations
  - E. Contract Approvals/Renewals
  - F. Adoption|Revision to Board Policies and/or Administrative Procedures.
  - G. Renewal of OSSAA Fine Arts Cooperative Activities Program with Oak Hall Episcopal School for the 2026-2027 school year.
  - H. Annual approval for Southern Tech of Ardmore to provide 11th & 12th grade mathematics courses, science courses, and approved OHLAP credits, taken at Career Tech.
  - I. Temporary Appropriations FY27
  - J. Annual renewal of Parent Organizations and Booster Club Sanctioning:
  - K. Annual Board Appointments
  - L. Designation of Superintendent Andy Davis as the authorized agent for application and receipt of Federal Funds for FY27.
  - M. Appointment of Superintendent Andy Davis to serve as the authorized representative to handle insurance matters including, but not limited to, completing and signing of applications, uninsured motorist election/rejection forms, proof of loss on claims settlements, adding and deleting or changing coverage, and other matters related to the District's insurance policies for FY27.
5. Consider and take action on the purchase of a 2026 Chevy Suburban, 2-wheel drive, in the amount of \$63,170.00 [state bid pricing] to transport special needs students.
6. Consider and take action on a Transportation Agreement between Ardmore City Schools and Dickson Public Schools for the 2026-2027 school year to provide transportation services for a special needs senior student currently under DHS placement with a relative residing within the Ardmore City Schools district. [Andy Davis, Superintendent]
7. New Business not known at the time the agenda was posted.
8. The next regular Board Meeting is scheduled for **Tuesday**, June 16, 2026, 5:30p.m., in the Ardmore City Schools Administration Center Board Room, located at 611 Veterans Blvd., Ardmore, Oklahoma. *[If a revision is necessary, the Board will consider and vote on a change to the meeting date, time, and/or location.]*
9. Proposed executive session to discuss the following items, followed by a vote to convene into Executive Session.
10. The Board President to declare the Executive Session complete, acknowledge the Board's return to open session, and the meeting being reopened to the public; followed by the Executive Session Compliance Announcement as to who was present in the Executive Session, items discussed, note that no other business was discussed, and that no action was taken while in Executive Session.

11. Consider and take action on the recommended Certified employment for the 2026-2027 school year:
12. Consider and take action on the Non-Certified Support employment for the 2026-2027 school year:
13. Consider and take action to renew the employment contracts of the following **Career-Certified** staff members for the 2026-2027 school year, subject to a fully executed and mutually agreeable employment contract as to each employee, subject to reassignment. These staff members have submitted their intent to return to Ardmore City Schools and have valid teaching certificates on file in the Personnel Office for FY27.
14. Consider and take action to renew the employment contracts of the following certified staff members **[who have completed one year with the district]** for the 2026-2027 school year only, subject to a fully executed and mutually agreeable employment contract as to each employee, subject to reassignment. These staff members have submitted their intent to return to Ardmore City Schools and have a valid teaching certificate on file in the Personnel Office.
15. Consider and take action to renew the employment contracts of the following certified staff members **[who have completed two years with the district]** for an additional one-year temporary contract for the 2026-2027 school year, subject to a fully executed and mutually agreeable employment contract as to each employee, subject to reassignment. These staff members have submitted their intent to return to Ardmore City Schools and have valid teaching certificates on file in the Personnel Office.
16. Consider and take action on the listed 2026 Summer Programs employment and positions, contingent on enrollment:
17. The following resignations have been received and approved by the Superintendent.
18. Adjournment

Posted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_.M., at the south entrance of the Administration Center, 611 Veterans Blvd., Ardmore, OK 73401. Notice for this meeting was provided & verified Carter County Clerk on \_\_\_\_\_.

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Terrie Colaw, Board Minutes Clerk

## **Budget Summary**

### **May 19, 2026 Board of Education Meeting**

Good evening, this is our Financial Report

#### **General Fund**

Currently, total cash and CDs are \$7,536,995. Our revenue for the month is \$1,950,650 down 24% from this month last year. The primary reason is Ad Valorem collections are down and timing of Federal claims. We are down 8.5% overall in collections from this time last year due to the reduction in Federal funding for FY26.

Our expenses are the same as this month last year. We are down 9.5% overall in expenses from this time last year due primarily to the reduction in Federal spending for FY26.

There has been little change in the budget. We are still projected to have a FY27 carryover of \$2,847,316. As I stated in my last report, I expect this carryover balance to improve due to expenditure savings and Purchase Orders that will be carried over to FY27.

#### **Building Fund**

Total Cash and CDs are \$3,019,823.42. Our revenues for this month are \$241,262.35. We received an advance insurance payment of \$150,000 on the AHS Geo Thermal Claim. We are holding this in reserve to use for expenses related to the claim. We are working closely with OSIG (Our Insurance carrier) to be sure that all expenses are approved and coverable. At the close of April, we had not paid out expenses related to the claim.

There are no expenses out of the ordinary operations for this month. This leaves our ending balance at \$3,019,823.42. Of this amount \$1,054,100 is unrestricted.

The Fy27 Unrestricted Carryover is still projected to be \$411,127.

#### **Summary**

The district continues to maintain stable financial operations. General Fund revenues for the month were lower compared to the prior year; however, revenues and expenditures are balanced as compared to this time last year. At this time, the district's financial position remains stable, and there were no unusual expenditures during the month.

# Minutes

Regular Meeting | April 21, 2026 | Official Proceedings

Ardmore City Schools  
**RAISE THE BAR.**

The Ardmore City Schools' Board of Education for Independent School District No. 19, Carter County, Oklahoma met in regular session on April 21, 2026, at 5:30p.m. The meeting was held at the Administration Center Board Room, 611 Veterans Blvd, Ardmore, Oklahoma.

## Attendees

- |   |   |
|---|---|
| ▪ Mr. Steve Oliver, Board President         | ▪ Perry Zeiset, Director of Finance                                   |
| ▪ Mrs. Jaclyn Woods, Board Vice-President   | ▪ Johnathan Moreno, Director of Bands                                 |
| ▪ Mrs. Lori Capshaw, Board Clerk            | ▪ Mr. Trent Reid, Comfortworks, Inc. Geothermal HVAC                  |
| ▪ Mr. James Foreman, Member                 | ▪ Mr. Scott Sanders, Alvine Engineering (Mechanical)                  |
| ▪ Mr. Jimmy John, Member                    | ▪ Mr. John Bocox, ZFI Engineering Company (Structural)                |
| ▪ Andy Davis, Superintendent                | ▪ Ms. JaMia Baker, Executive Director, HFV Wilson<br>Community Center |
| ▪ Terrie Colaw, Board Minutes Clerk         | ▪ April Board Meeting Sign-in Sheet                                   |
| ▪ Morgan Manley, Board Deputy Minutes Clerk |   |

1. The meeting was called to order at 5:30 p.m. by Board Vice-President, Steve Oliver. Roll Call was conducted. Mr. Oliver noted that a quorum had been established with five (5) Board Members present. Mr. Oliver concluded by confirming that the agenda had been posted in compliance with the Open Meeting Act.
2. The Pledge of Allegiance was led by Mr. Andy Davis, Superintendent
3. Administration of Oath of Office to Mr. Jimmy John, Newly Elected Board Member, Seat 1. Mr. Jimmy John submitted a notarized Oath of Office dated April 15, 2026. Mr. Steve Oliver, Board Vice-President, presented Mr. John a State of Oklahoma Election Certificate for Ardmore School Board Seat 1.
4. Annual Reorganization of the Board of Education [Steve Oliver, Board Vice-President]

- Board position of President

### **MOTION: 2026-054**

Motion to appoint Mr. Steve Oliver as Board President. This motion was made by Mrs. Lori Capshaw and seconded by Mrs. Jaclyn Woods, passed. Voting Yes: Capshaw, Foreman, John, Oliver, Woods.

- Board position of Vice-President

### **MOTION: 2026-055**

Motion to appoint Mr. Jimmy John as Board Vice-President. This motion was made by Jimmy John and seconded by James Foreman, failed. Voting Yes: Foreman, John Voting No: Capshaw, Oliver, Woods

### **MOTION: 2026-056**

Motion to appoint Mrs. Jaclyn Woods as Board Vice-President. This motion was made by Lori Capshaw and seconded by Steve Oliver, passed. Voting Yes: Capshaw, Oliver, Woods Voting No: Foreman, John

- Board position of Board Clerk

### **MOTION: 2026-057**

- Motion to appoint Mrs. Lori Capshaw as Board Clerk. This motion was made by Jaclyn Woods and seconded by James Foreman, passed. Voting Yes: Capshaw, Foreman, John, Oliver, Woods

## 5. Reports

- **Quarterly Board Credit Report [Mr. Andy Davis, Superintendent]**

- All Board Members are compliant with required Board Training Credits.
  - Lori Capshaw has completed a total of 19 Board Training Credits. o 2 Board Training Credits needed before: December 2027
  - James Foreman has completed a total of 24 Board Training Credits.
  - Steve Oliver has completed a total of 24 Board Training Credits.
  - Jaclyn Woods has completed a total of 26 Board Training Credits. o 1 Board Training Credit needed before: December 2028
  - Jimmy John has completed the required 15 Month – 12 Credits. o 15 Board Training Credits needed before: December 2029
- Board Members have been registered to attend the 2026 OSSBA Education Leadership Conference August 13-15 at the Oklahoma City Convention Center. More information will be coming soon.

- **District Update, [Andy Davis, Superintendent]**

Yesterday was a truly special day for Ardmore City Schools. I am so grateful to everyone who helped make our Staff Appreciation Celebration such a meaningful and joyful event. It is one of my favorite opportunities to pause and recognize the incredible people who make our district what it is.

We had the honor of celebrating our Shift Award recipients, who are quietly but powerfully changing the culture of ACS, and our No Questions Asked Award winners, who consistently step up without hesitation to support others.

We also recognized our Site Support Staff Team Members of the Year—Jennifer Roller, Delores Jesse, Pam Roberts-Cox, Wayne Rogers, Lisa Wells, Ruth Manuel, Becky Jones, and Shenell Maytubby—and celebrated Lisa Wells as our District Support Staff of the Year.

It was equally special to honor our Teachers of the Year: Larry Coley, Charlie Jones, Bob Richmond, Amanda Maxson, Beth Pierce, Starla Newby, and Debbie Wakeman. Congratulations to our finalists—Beth Pierce, Charlie Jones, and Larry Coley—and to Larry Coley, our District Teacher of the Year.

We also took time to recognize our years of service recipients for their dedication to ACS—your commitment over time truly shapes who we are. And to our retirees, thank you for the lasting impact you've made on generations of students. We wish you all the very best in this next chapter.

Days like this remind me how fortunate we are to be part of something so special. Thank you for all you do for our students, our schools, and each other.

It was truly a fantastic day – and as always, a great day to be an Ardmore Tiger.

- **Ardmore High School Inspection Presentations, [Andy Davis, Superintendent]**

- o Mr. Trent Reid, Comfortworks, Inc. (Geothermal HVAC)
- o Mr. Scott Sanders, Alvine Engineering (Mechanical)
- o Mr. John Bocox, ZFI Engineering Company (Structural)
- o Board Questions and Board Discussion

- **Budget Information [Perry Zeiset, Director of Finance]**

General Fund

Currently, total cash and CDs are \$7,735,309. Our Fy27 carryover as reflected in the budget update has improved slightly by \$356,224 to a total projected Carryover of \$2,847,316. This improvement is due to an overall slight increase in our revenues and an overall reduction in expenses. I have made downward adjustments to our revenues which more closely reflect actual expected collection. We had an increase in federal funding primarily due to spring re-allocations. These adjustments resulted in a \$107,886 increase.

Our expenses had small adjustments with position changes throughout the district. Our federal grant expense reduction is due to removing indirect costs that the district recovers as revenues. The largest increase was in our District Wide category due primarily to CNF adjustments and software cost.

I believe that our carryover will improve as we draw closer to the end of the year. We are currently at 10.4% of our revenues. I would prefer it be closer to 15%. Since more than 80% of our budget is salaries, I want to be sure that we have sufficient General funds to cover our payroll until we receive the bulk of our Ad Valorem tax income in January. Our revenue cycle is driven primarily by the collection of AD Valorem taxes. In January, we receive the bulk of those taxes and for the remainder of the year we operate on this supplemented with other taxes, State and Federal funds/grants, and local grants. Last year, we had a carryover of 5.2 million and at the end of December we had a General Fund balance of 1.8 million. If our Carryover for Fy27 is \$4 million we will have just enough in our general fund to cover our Payroll until the January collection. For this reason and the insulation from economic changes is why I prefer to have a 15% carryover.

Building Fund

Total Cash and CD's are \$3,072,575. Our Fy27 carryover has been negatively impacted due to the repairs that we have seen this year. Our Carryover is projected to be reduced by \$246,404.

Our revenues primarily have increased by the amount of the advanced Insurance payment on the AHS Geo-Thermal leak. Interest income was reduced to mirror what we are experiencing in the market with reduced interest rates. This reduction was more than compensated by the Redbud funds received in March.

The increase in expenses is due to the unique repairs that we have seen this year, such as the Gas leak at the AHS, the Water damage at the Middle school and the PAC, and now the damage caused by the GeoThermal leak at the High school. With the insurance deductible having been covered with current cost, our budget should not be harmed going forward unless something changes.

Summary

As we come to the close of the third quarter in our fiscal year, we are looking at lower than average carryover that should improve over the next few months. It is important to note that the COVID years are over and our funding is settling back to the pre-Covid years. We have made considerable adjustments bringing our budget into balance without these federal grants. We are seeing the markets tightening up and costs are increasing but we are currently in a secured position.

## Consent Agenda

### 6. Consent Agenda

The following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one vote unless a 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

- Regular meeting of March 26, 2026.
- Special meeting of March 27, 2026.

B. Monthly Financial Report for the Month Ending March 31, 2026.

- Activity Fund
- Treasurer's Report

C. Encumbrance Orders and Change Orders as listed for FY26.

Fund Name & Number	Purchase Order Numbers
General Fund #11	914-915; 917; 919-920; 923; 926; 934-937; 939-998
Building Fund #21	285-296

Included, please find the detailed Encumbrance Register for the items above for the time of March 13, 2026 - April 15, 2026. Also, included are the Change Order Listings for changes to an original purchase order as of March 13, 2026 - April 15, 2026, in: General Fund #11 and Building Fund #21.

D. Fundraiser Requests from Schools, Clubs & Organizations

Number, Site, Fundraiser, Dates

- #835, AMS Girls Athletics (Softball), Ardmore Softball Raffle Contest
  - April 27,2026 - June 17, 2026
- #855, AHS POM, Calendar Ads in Football Schedule & Sponsor Banners for Football Stadium
  - May 1 - 31, 2026
- #857/923, AHS Forensics/AMS Drama, Dinner Theater
  - May 8, 2026 & May 15, 2026

E. Contract Approvals/Renewals

- Athletic Scoreboard FY27
  - Bramlett Agency [year 5 of 5]
  - Burger King [year 5 of 5]
  - County Building Center [year 5 of 5]
  - Citizens Bank & Trust [year 5 of 5]
  - Communication Federal Credit Union [year 5 of 5]
  - Valero Ardmore Refinery [year 5 of 5]
- Coca-Cola Southwest Beverages LLC [year 5 of 5]
- Lighthouse Behavioral Wellness Center Agreement FY27
- Prohab Therapy Specialists Agreement FY27
- Sylogist ed Accounting | Personnel Agreement FY27
- Sylogist ed Student Information FY27
- Vype Properties Agreement - AHS FY27

F. Adoption|Revision to Board Policies and/or Administrative Procedures.

REVISION:

- FA-BA Parent & Family Engagement Policy
  - Title I | Part A
    - Annual Review|Revisions in: English and Spanish

**MOTION: 2026-058**

Motion to approve the Consent Items as presented. This motion, made by Jaclyn Woods and seconded by Lori Capshaw, passed. Voting Yes: Capshaw, Foreman, Oliver, Woods. Voting No: John

## REGULAR AGENDA ITEMS

7. The Board took necessary action to approve the Facility Usage Agreement with HFV Wilson Community Center for the use of Jefferson Elementary during the Community Center renovation project.

**MOTION: 2026-059**

Motion was made to approve the Facility Usage Agreement with HFV Wilson Community Center for the use of Jefferson Elementary during the Community Center renovation project. This motion, made by James Foreman and seconded by Jimmy John, passed. Voting Yes: Capshaw, Foreman, John, Oliver, Woods.

8. The Board took necessary action to approve the Out-of-State Student Trip Request for the Ardmore Middle School Band Six Flags Trip on May 15, 2026. [Johnathan Moreno, Director of Bands]

**MOTION: 2026-060**

Motion was made to approve the Out-of-State Student Trip request for the AMS Band to travel to Six Flags on May 15, 2026. This motion, made by Jaclyn Woods and seconded by Lori Capshaw, passed. Voting Yes: Capshaw, Foreman, John, Oliver, Woods.

9. No New Business

10. The next regular Board Meeting is scheduled for **Tuesday**, May 19, 2026, 5:30p.m., in the Ardmore City Schools Administration Center Board Room, located at 611 Veterans Blvd., Ardmore, Oklahoma.

11. Board Vice-President Steve Oliver proposed executive session to discuss the listed items:

- Recommended Non-Certified Support Employment **2025-2026** school year, as authorized by the Oklahoma Open Meeting Act, 25 O.S. § 307(B)(1):
  - Custodian, Jefferson 5th and 6th Grade Center
- Recommended Non-Certified Support Employment **2026-2027** school year, as authorized by the Oklahoma Open Meeting Act, 25 O.S. § 307(B)(1):
  - Project Respect West Licensed Mental Health Professional (LMHP), Administration
- Recommended Certified Employment **2026-2027** school year, as authorized by the Oklahoma Open Meeting Act, 25 O.S. § 307(B)(1):
  - 6th Grade Teacher, Jefferson 5th and 6th Grade Center
  - Title One Teacher, Jefferson 5th and 6th Grade Center
  - Special Education Teacher, Lincoln 3rd and 4th Grade Center
  - Title One Teacher, Lincoln, 3rd and 4th Grade Center
  - Special Education Teacher, Will Rogers Early Childhood Center
- Non-Certified Support Retirement Requests, as authorized by the Oklahoma Open Meeting Act, 25 O.S. § 307(B)(1):
  - Angela Richard, Secretary, Ardmore Middle School
  - Vickie Sanders, English Teacher, Ardmore Middle School
  - Walter Moore, Custodian, Ardmore Middle School
  - Kim Brown, Paraprofessional, Jefferson 5th and 6th Grade Center
- April Resignation Listing, as authorized by the Oklahoma Open Meeting Act, 25 O.S. § 307(B)(1).

**MOTION: 2026-061**

Motion was made to convene into executive session. This motion, made by Lori Capshaw and seconded by Jaclyn Woods, passed. Voting Yes: Capshaw, Foreman, Oliver, Woods. Voting No: John

12. The Board Vice-President, Steve Oliver declared the Executive Session complete, acknowledged the Board's return to open session, and the meeting being reopened to the public; followed by the Executive Session Compliance Announcement stating that Board Members along with Andy Davis, Superintendent, were present in Executive Session. No other business was discussed, and no action was taken while in Executive Session.

13. The Board took necessary action to approve the recommended Non-Certified Support employment for the 2025-2026 school year as listed:

- Rigoberto Ruiz Palma, Custodian, Jefferson 5<sup>th</sup> and 6<sup>th</sup> Grade Center

**MOTION: 2026-062**

Motion was made to approve the listed recommended Non-Certified Support employment for the 2025-2026 school year. This motion, made by Lori Capshaw and seconded by Jaclyn Woods, passed. Voting Yes: Capshaw, Foreman, John, Oliver, Woods.

14. The Board took necessary action to approve the recommended Non-Certified Support employment for the 2026-2027 school year as listed:

- Angie Kemp-Miller, Project Respect West Licensed Mental Health Professional, Administration

**MOTION: 2026-063**

Motion was made to approve the listed recommended Non-Certified Support employment for the 2026-2027 school year. This motion, made by Lori Capshaw and seconded by James Foreman, passed. Voting Yes: Capshaw, Foreman, John, Oliver, Woods.

15. The Board took necessary action to approve the listed Certified employment for the 2026-2027 school year:

- Savannah Crittendon, 6<sup>th</sup> Grade Teacher, Jefferson 5<sup>th</sup> and 6<sup>th</sup> Grade Center
- Lesli Smith, Title One Teacher, Jefferson 5<sup>th</sup> and 6<sup>th</sup> Grade Center
- Maycee Featherston, Special Education Teacher, Lincoln 3<sup>rd</sup> and 4<sup>th</sup> Grade Center
- Jill Swenson, Title One Teacher, Lincoln 3<sup>rd</sup> and 4<sup>th</sup> Grade Center
- Brittany Lane, Special Education Teacher, Will Rogers Early Childhood Center

**MOTION: 2026-064**

Motion was made to approve the listed Certified employment for the 2026-2027 school year. This motion, made by Lori Capshaw and seconded by Jaclyn Woods, passed. Voting Yes: Capshaw, Foreman, Oliver, Woods. Abstain: John

16. The Board took necessary action to approve the recommended Non-Certified Support Retirement Requests:

- Angela Richard, Secretary, Ardmore Middle School
- Vickie Sanders, English Teacher, Ardmore Middle School
- Walter Moore, Custodian, Ardmore Middle School
- Kim Brown, Paraprofessional, Jefferson 5<sup>th</sup> and 6<sup>th</sup> Grade Center

**MOTION: 2026-065**

Motion was made to approve the listed Non-Certified Support Retirement Requests. This motion, made by Lori Capshaw and seconded by Jaclyn Woods, passed. Voting Yes: Capshaw, Foreman, John, Oliver, Woods.

17. The following resignation has been received and approved by the Superintendent.

- Amanda Lemelle, Custodian, Jefferson 5<sup>th</sup> and 6<sup>th</sup> Grade Center

18. Steve Oliver, Vice-President, adjourned the meeting.

**Minutes**  
**Special Meeting | April 27, 2026 | Official Proceedings**



The Ardmore City Schools' Board of Education for Independent School District No. 19, Carter County, Oklahoma met in special session on April 27, 2026, at 12:30 p.m. The meeting was held in the Ardmore City Schools Administration Board Room, Ardmore, Oklahoma.

**Attendees**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>▪ Jaclyn Woods, Vice President</li><li>▪ Lori Capshaw, Clerk</li><li>▪ James Foreman, Member</li><li>▪ Jimmy John, Member</li></ul> | <ul style="list-style-type: none"><li>▪ Andy Davis, Superintendent</li><li>▪ Greg D Loeffler, Rosenstein Fist &amp; Ringold</li><li>▪ Perry Zeiset, Director of Finance</li><li>▪ Terrie Colaw, Minutes Clerk</li></ul> |
|---|---|

1. The meeting was called to order at 12:30 p.m. by Board Vice-President, Mrs. Jaclyn Woods. Roll call was conducted. Mrs. Woods noted that a quorum had been established with four Board Members present. Mr. Oliver was absent. Mrs. Woods concluded by confirming that the agenda had been posted in compliance with the Open Meeting Act.
  
2. The Board took necessary action to adopt a resolution appointing Mr. Steve Oliver, Board President, as signatory on the following checking accounts with First National Bank & Trust Company of Ardmore, Oklahoma.
  - Ardmore City Schools' Treasurer's Account #110345
  - Ardmore City Schools' Activity Account #110353
  - Ardmore City Schools' Credit Card Account #145858

**MOTION: SM2026-004**

Motion was made to approve the appointment of Steve Oliver, Board President as signatory on the listed accounts with First Nation Bank and Trust Company. Motion was made by Lori Capshaw and seconded by James Foreman passed. Voting Yes: Capshaw, Foreman, Woods. Voting No: John

3. The Board considered and took necessary action to adopt a resolution declaring an emergency pursuant to Section 130 of the Oklahoma Public Competitive Bidding Act of 1974, for the purpose of authorizing the immediate repair and/or replacement of critical infrastructure at Ardmore High School, located at 701 Veterans Blvd., Ardmore, Oklahoma.

The scope of the emergency work includes, but is not limited to: roof and sub-roof systems; HVAC systems and all related components; ceiling grid and tiles; electrical and lighting systems; low voltage and data cabling; internet connectivity infrastructure; alarm and fire alarm systems; sheetrock and interior finishes; cabinetry; doors and hardware; flooring; and any other necessary components.

**MOTION: SM2026-005**

Motion was made to approve the resolution declaring an emergency pursuant to Section 130 of the Oklahoma Public Competitive Bidding Act of 1974, for the purpose of authorizing the immediate repair and/or replacement of critical infrastructure at Ardmore High School, 701 Veterans Blvd., Ardmore, Oklahoma. Motion was made by Lori Capshaw and seconded by James Foreman, failed. Voting Yes: Capshaw, Foreman, Woods. Voting No: John  
*This item required a unanimous yes vote to pass.*

4. Mrs. Jaclyn Woods, Board Vice-President adjourned the meeting.

\_\_\_\_\_  
Jaclyn Woods, Board Vice-President

  
\_\_\_\_\_  
Terrie Colaw, Minutes Clerk

**DISTRICT TREASURER'S MONTHLY REPORT**  
 To the Board of Education, District I-19, Ardmore, Carter County, Oklahoma  
 For the Month Ending April 30, 2026

**Form A**

Bank Accounts	Beginning Balance 4/1/2026	Deposits	Investment in CDs		Disbursed	Bank Balance 4/30/2026	Outstanding Checks	Ending Balance 4/30/2026
			Purchases	Maturities				
First Nat'l Bank & Trust Co., Ardmore, Okla.:								
Checking and Sweep Accounts	<u>\$ 9,484,855.82</u>	<u>\$ 3,187,833.00</u>	<u>\$ (16,000,000.00)</u>	<u>\$ 15,000,000.00</u>	<u>\$ (2,855,910.70)</u>	<u>\$ 8,816,778.12</u>	<u>\$ (1,171,377.04)</u>	<u>\$ 7,645,401.08</u>
Investments (CDs)	<u>\$ 19,500,000.00</u>	<u>\$ -</u>	<u>\$ 16,000,000.00</u>	<u>\$(15,000,000.00)</u>	<u>\$ -</u>	<u>\$ 20,500,000.00</u>	<u>\$ -</u>	<u>\$ 20,500,000.00</u>

Note: Investment Interest is included in "Checking and Sweep Accounts" Deposits.

**DISTRICT TREASURER'S MONTHLY REPORT**  
 To the Board of Education, District I-19, Ardmore, Carter County, Oklahoma  
 For the Month Ending April 30, 2026

**FUND BALANCES**

**Form B**

Name of Funds	Beginning Balance 4/1/2026	Deposits	Investment in CDs			Bank Balance 4/30/2026	Outstanding Checks	Ending Balance 4/30/2026	Short-Term CDs by Fund	Total Cash & CDs by Fund
			Purchases	Maturities	Disbursed					
General Fund	\$ 2,047,714.25	\$ 1,950,650.72	\$ (3,500,000.00)	\$ 3,500,000.00	\$ (2,384,483.55)	\$ 1,613,881.42	\$ (576,885.86)	\$ 1,036,995.56	6,500,000.00	\$ 7,536,995.56
Coop Fund	324,178.72	249,822.06	(500,000.00)	500,000.00	(61,191.52)	512,809.26	(17,240.45)	495,568.81	500,000.00	995,568.81
Building Fund	1,135,812.75	241,262.35	(2,000,000.00)	2,000,000.00	(283,290.20)	1,093,784.90	(73,961.48)	1,019,823.42	2,000,000.00	3,019,823.42
Child Nutrition Fund	345,493.40	165,984.25			(94,005.43)	417,472.22	(38,205.99)	379,266.23	-	379,266.23
County Sales Tax Fund	1,638,367.52	146,317.47	(1,500,000.00)	500,000.00	(32,940.00)	751,744.99	-	751,744.99	1,500,000.00	2,251,744.99
Bond Fund # 31 - 2018 Lease Purchase Pymts	1,502,347.19	19,479.52	(5,000,000.00)	5,000,000.00	-	1,521,826.71	-	1,521,826.71	5,000,000.00	6,521,826.71
Bond Fund #37 - 2013 Lease Purchase Pymts	675,276.95	2,549.20			-	677,826.15	(465,083.26)	212,742.89	-	212,742.89
2018 Bond Fund #38 Buses	-				-	-	-	-	-	-
2019 Bond Fund #39 PAC, Jeff, Vehicles	27,345.20	103.23			-	27,448.43	-	27,448.43	-	27,448.43
Sinking Fund	1,761,732.72	411,563.84	(3,500,000.00)	3,500,000.00	-	2,173,296.56	-	2,173,296.56	5,000,000.00	7,173,296.56
Endowments Fund	22,231.03	83.92			-	22,314.95	-	22,314.95	-	22,314.95
Gifts Fund	4,356.09	16.44			-	4,372.53	-	4,372.53	-	4,372.53
<b>TOTAL</b>	<b>\$ 9,484,855.82</b>	<b>\$ 3,187,833.00</b>	<b>\$ (16,000,000.00)</b>	<b>\$ 15,000,000.00</b>	<b>\$ (2,855,910.70)</b>	<b>\$ 8,816,778.12</b>	<b>\$ (1,171,377.04)</b>	<b>\$ 7,645,401.08</b>	<b>\$ 20,500,000.00</b>	<b>\$ 28,145,401.08</b>

Note: Investment Interest is included in the above "Deposits" total.

**INVESTMENTS - CDs**

						Purchase Date	Maturity Date
1NB 3 month CDARS	4,500,000.00			-	4,500,000.00	2/26/2026	5/28/2026
1NB 1 month CDARS		16,000,000.00			16,000,000.00	4/29/2026	5/28/2026
1NB 1 month CDARS	15,000,000.00		(15,000,000.00)		-	3/26/2026	4/23/2026
	<u>\$ 19,500,000.00</u>	<u>\$ -</u>	<u>\$ 16,000,000.00</u>	<u>\$ (15,000,000.00)</u>	<u>\$ -</u>		
					<u>\$20,500,000.00</u>		

**DISTRICT TREASURER'S MONTHLY REPORT**  
 To the Board of Education, District I-19, Ardmore, Carter County, Oklahoma  
 For the Month Ending April 30, 2026  
**WARRANT RECORDS**

**Form C**

Fund and Fiscal Year	Warrants Outstanding 4/1/2026	During the Month of February 2026			Outstanding Warrants 4/30/2026	Total by Fund
		Warrants Issued	Warrants Paid	Voided Warrants		
General Fund FY26	\$ 809,658.14	\$ 2,148,964.50	\$ (2,382,256.73)		576,365.91	
General Fund FY25	\$ 2,556.82		(2,226.82)		330.00	
General Fund FY24	189.95				189.95	\$ 576,885.86
Coop Fund FY26	17,214.88	61,217.09	(61,191.52)		17,240.45	
Coop Fund FY25	-				-	17,240.45
Building Fund FY26	63,237.85	294,013.83	(283,290.20)		73,961.48	
Building Fund FY25	-				-	73,961.48
Child Nutrition Fund FY 26	40,328.04	91,883.38	(94,005.43)		38,205.99	
Child Nutrition Fund FY25	-				-	
Child Nutrition Fund FY24	-				-	38,205.99
County Sales Tax Fund FY26	-	32,940.00	(32,940.00)		-	
County Sales Tax Fund FY25	-				-	
Bond Fund # 31 - 2018 Lease Purchase Pymts FY26	-				-	
Bond Fund # 37 - 2013 Lease Purchase Pymts FY26	-	465,083.26			465,083.26	
Bond Fund # 37 - 2013 Lease Purchase Pymts FY25	-				-	465,083.26
2018 Bond Fund #38 FY26	-				-	
2019 Bond Fund #39 FY26	-				-	
2019 Bond Fund #39 FY25	-				-	
Sinking Fund FY26	-				-	
Sinking Fund FY25	-				-	
Endowments Fund FY26	-				-	
Endowments Fund FY25	-				-	
Gifts Fund FY26	-				-	
Gifts Fund FY25	-				-	
<b>TOTAL</b>	<b>\$ 933,185.68</b>	<b>\$ 3,094,102.06</b>	<b>\$ (2,855,910.70)</b>	<b>\$ -</b>	<b>\$ 1,171,377.04</b>	<b>\$ 1,171,377.04</b>

I hereby certify that the within foregoing reports are true and correct as shown by the records of my office and I further certify that the collections made by the office are deposited in the official depository bank as required by law.

RECEIVED BY THE BOARD OF EDUCATION  
 19th Day of May 2026

DISTRICT TREASURER

BOARD CLERK

## ARDMORE CITY SCHOOLS

## Receipt Register

Options: Fund: Governmental Funds, Show Detail: No, Date Range: 4/1/2026 - 4/30/2026, Account: FIRST NATIONAL BANK & TRUST, Status: All

Receipt No	Date	Received From	Amount	Status
362	4/2/2026	StrengthInNumbers Fndtn-NobleStdm-4/11/26	\$240.00	Posted
363	4/2/2026	Lonnie Esteph - Sale - 2006 Chevy Pickup	\$3,100.00	Posted
364	4/2/2026	Lonnie Esteph - Sale - 2007 Chevy Pickup	\$2,000.00	Posted
365	4/2/2026	Big Five Head Start - January Meals	\$1,155.72	Posted
366	4/2/2026	T-Mobile - Commissions - March	\$684.00	Posted
367	4/2/2026	Carter County Clerk - Sales Tax - February	\$82,173.51	Posted
368	4/2/2026	ACS - Taxable Fringe Benefits - March	\$1,043.00	Posted
369	4/2/2026	Child Nutrition - February Daily Deposits	\$2,660.75	Posted
370	4/4/2026	SDE - IDEA Flow Thru #621 Feb FY26 Claim	\$48,920.88	Posted
371	4/4/2026	SDE - IDEA Preschool #641 Feb FY26 Claim	\$1,750.83	Posted
372	4/4/2026	SDE - Project Respect Feb FY26 Claim	\$11,851.18	Posted
373	4/7/2026	Carter County Clerk - Ad Valorem - March	\$1,115,986.19	Posted
374	4/7/2026	OKDHS - HUGS Tuition - April	\$2,025.80	Posted
375	4/8/2026	AMS Students - Bus Badge Replacement	\$30.00	Posted
376	4/10/2026	OTC - Commissions - March	\$233,201.22	Posted
377	4/9/2026	Cost Solutions - Rebate for Sysco Purchases	\$5,095.17	Posted
378	4/14/2026	OKDHS - HUGS Tuition - April	\$2,138.80	Posted
379	4/14/2026	Keegan Laymance - Sale - HVAC Units	\$600.00	Posted
380	4/14/2026	OSIG - Geothermal Loss AHS FY26	\$150,000.00	Posted
381	4/15/2026	ACS - Take II 1st Semester FY26	\$246,867.00	Posted
382	4/16/2026	AMS Students - Bus Badge Replacement	\$5.00	Posted
383	4/16/2026	SDE - Textbooks	\$14,439.37	Posted
384	4/16/2026	SDE - Certified in Lieu of FBA	\$1,656.31	Posted
385	4/16/2026	SDE - Support In Lieu of FBA	\$14,750.29	Posted
386	4/16/2026	SDE - Certified Employee Health Allow	\$119,624.40	Posted
387	4/16/2026	SDE - Support Employee Health Allow	\$113,261.40	Posted
388	4/16/2026	SDE - Foundation & Salary Aid	\$649,528.76	Posted
389	4/17/2026	SDE - Child Nutrition Breakfast March	\$39,091.76	Posted
390	4/17/2026	SDE - Child Nutrition Lunch March	\$114,759.20	Posted
391	4/21/2026	OKDHS - HUGS Tuition - April	\$1,703.10	Posted
392	4/22/2026	OHCA - Medicaid Reimb	\$6,860.36	Posted
393	4/23/2026	OK Iron & Metal - Scrap Batteries	\$143.14	Posted
394	4/23/2026	DRS -Student Workers- Miller, Myles & Prado-Garcia	\$978.75	Posted
395	4/23/2026	Carter County Clerk - Sales Tax - March	\$58,262.87	Posted
396	4/23/2026	American Fidelity - Flex Refund R. Benson	\$2,100.00	Posted
397	4/23/2026	American Fidelity - SPF Refund - A. Lemelle	\$29.88	Posted
398	4/23/2026	Child Nutrition - March Daily Deposits	\$1,784.25	Posted
399	4/23/2026	ACS - Child Nutrition Reimb GF for Paper	\$79.98	Posted
400	4/23/2026	ACS - Co-Op Reimb GF For Paper	\$479.88	Posted
401	4/28/2026	OKDHS - HUGS Tuition - April	\$1,569.40	Posted
402	4/30/2026	SDE - RSA Stipend T. McMahan & R. Vaughn	\$1,292.00	Posted
403	4/30/2026	ACS - Taxable Fringe Benefits - April	\$1,043.00	Posted
404	4/30/2026	AHS Students - Bus Badge Replacement	\$5.00	Posted
405	4/30/2026	ACS - P/R Reimb TOY A. Coley	\$1,880.88	Posted
406	4/21/2026	Land Ofc - Land Earnings - Mar	\$42,750.22	Posted
407	4/30/2026	April 2026 IntraFI Interest	\$88,229.75	Posted

## Year and Fund Totals:

2026	11	\$1,950,650.72
2026	12	\$249,822.06

# ARDMORE CITY SCHOOLS

## Receipt Register

**Options:** Fund: Governmental Funds, Show Detail: No, Date Range: 4/1/2026 - 4/30/2026, Account: FIRST NATIONAL BANK & TRUST, Status: All

2026	21	\$241,262.35
2026	22	\$165,984.25
2026	25	\$146,317.47
2026	31	\$19,479.52
2026	37	\$2,549.20
2026	39	\$103.23
2026	41	\$411,563.84
2026	50	\$83.92
2026	81	\$16.44

**Total Receipts Posted =** \$3,187,833.00

**Total Receipts Not Posted =** \$0.00

## Treasurer's Report of School Activity Funds For the Month Ended April 30, 2026

	Checking & Sweep Accounts	*Investment in CDs	Total Activity Fund
First Nat'l Bank & Trust Co., Ardmore, Okla.:			
Beginning Balance as of 4/1/2026:	\$ 1,202,718.18		1,202,718.18
Receipts	97,791.55		97,791.55
Voided Check from Prior Month	405.00		405.00
Investment Purchases	-		-
Investment Maturities	-		-
Disbursements	(144,317.47)		(144,317.47)
	<u>\$ 1,156,597.26</u>	<u>\$ -</u>	<u>\$ 1,156,597.26</u>
Ending Balance as of 4/30/2026:	<u>\$ 1,156,597.26</u>	<u>\$ -</u>	<u>\$ 1,156,597.26</u>
FNB Balance as of 4/30/2026:	\$ 1,215,528.98		
Less Outstanding Checks	<u>(58,931.72)</u>		
Reconciled Bank Balance as of 4/30/2026:	<u>\$ 1,156,597.26</u>	-	
 <b><u>Investments - CDs</u></b>	 <u>\$ -</u>		

## ARDMORE CITY SCHOOLS

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 4/1/2026 - 4/30/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
<b>Unit - 052 ADMINISTRATION BUILDING</b>							
888 SPIRIT OF THE TIGERS	\$18,331.58	\$0.00	\$0.00	\$0.00	\$18,331.58	\$0.00	\$18,331.58
895 ELEMENTARY MUSIC	\$8,145.19	\$650.00	\$0.00	\$1,356.12	\$7,439.07	\$879.60	\$6,559.47
896 HUGS	\$75,674.64	\$5,234.00	\$0.00	\$3,699.65	\$77,208.99	\$0.00	\$77,208.99
898 TRANSPORTATION	\$527.82	\$0.00	\$0.00	\$0.00	\$527.82	\$0.00	\$527.82
899 OPERATIONAL	\$115,964.73	\$2,862.03	\$0.00	\$10,428.99	\$108,397.77	\$0.00	\$108,397.77
901 UNITED WAY DONATION ACCOUNT	\$971.26	\$0.00	\$0.00	\$0.00	\$971.26	\$0.00	\$971.26
907 SPECIAL OLYMPICS	\$7,074.22	\$0.00	\$0.00	\$0.00	\$7,074.22	\$0.00	\$7,074.22
912 ACS IEC BOOSTER	\$4,956.24	\$0.00	\$0.00	\$0.00	\$4,956.24	\$0.00	\$4,956.24
913 ACS NATIVE AMERICAN CLUB	\$2,841.34	\$0.00	\$0.00	\$0.00	\$2,841.34	\$0.00	\$2,841.34
917 SUNSHINE WELFARE	\$424.64	\$0.00	\$0.00	\$0.00	\$424.64	\$0.00	\$424.64
939 PUBLIC RELATIONS	\$6,033.86	\$4,070.99	\$0.00	\$3,047.01	\$7,057.84	\$0.00	\$7,057.84
962 CHILD NUTRITION	\$1,784.25	\$1,721.50	\$0.00	\$1,784.25	\$1,721.50	\$0.00	\$1,721.50
<b>Total Unit - 052 ADMINISTRATION BUILDING</b>	<b>\$242,729.77</b>	<b>\$14,538.52</b>	<b>\$0.00</b>	<b>\$20,316.02</b>	<b>\$236,952.27</b>	<b>\$879.60</b>	<b>\$236,072.67</b>
<b>Unit - 110 Charles Evans Elementary</b>							
801 CHARLES EVANS	\$13,334.96	\$4,829.00	\$0.00	\$2,892.72	\$15,271.24	\$558.60	\$14,712.64
802 CHARLES EVANS LIBRARY	\$2,154.51	\$365.00	\$0.00	\$0.00	\$2,519.51	\$0.00	\$2,519.51
803 CHARLES EVANS PTO	\$7,992.62	\$301.00	\$0.00	\$1,696.44	\$6,597.18	\$0.00	\$6,597.18
911 CHARLES EVANS WELFARE	\$704.83	\$600.00	\$0.00	\$211.65	\$1,093.18	\$0.00	\$1,093.18
<b>Total Unit - 110 Charles Evans Elementary</b>	<b>\$24,186.92</b>	<b>\$6,095.00</b>	<b>\$0.00</b>	<b>\$4,800.81</b>	<b>\$25,481.11</b>	<b>\$558.60</b>	<b>\$24,922.51</b>
<b>Unit - 120 Jefferson Elementary</b>							
811 JEFFERSON	\$11,667.59	\$350.00	\$0.00	\$423.97	\$11,593.62	\$0.00	\$11,593.62
812 JEFFERSON LIBRARY	\$134.00	\$1,817.88	\$0.00	\$1,899.20	\$52.68	\$0.00	\$52.68
813 JEFFERSON PTO	\$3,347.53	\$0.00	\$0.00	\$176.63	\$3,170.90	\$0.00	\$3,170.90
818 JEFFERSON STAFF ACTIVITY	\$565.29	\$28.25	\$0.00	\$0.00	\$593.54	\$0.00	\$593.54
893 6th GRADE ENVIROMENTAL CAMP	\$2,867.00	\$0.00	\$0.00	\$0.00	\$2,867.00	\$0.00	\$2,867.00
906 CLEARING ACCOUNT	\$95.75	\$0.00	\$0.00	\$0.00	\$95.75	\$0.00	\$95.75
<b>Total Unit - 120 Jefferson Elementary</b>	<b>\$18,677.16</b>	<b>\$2,196.13</b>	<b>\$0.00</b>	<b>\$2,499.80</b>	<b>\$18,373.49</b>	<b>\$0.00</b>	<b>\$18,373.49</b>
<b>Unit - 125 Lincoln Elementary</b>							
808 LINCOLN SUNSHINE ACCOUNT	\$3,043.11	\$0.00	\$0.00	\$290.73	\$2,752.38	\$0.00	\$2,752.38
814 LINCOLN	\$10,475.88	\$229.40	\$0.00	\$1,982.38	\$8,722.90	\$0.00	\$8,722.90
815 LINCOLN LIBRARY	\$5,494.38	\$0.00	\$0.00	\$0.00	\$5,494.38	\$0.00	\$5,494.38
816 LINCOLN PTO	\$8,812.87	\$800.00	\$0.00	\$1,035.55	\$8,577.32	\$0.00	\$8,577.32
906 CLEARING ACCOUNT	\$29.00	\$0.00	\$0.00	\$0.00	\$29.00	\$0.00	\$29.00
<b>Total Unit - 125 Lincoln Elementary</b>	<b>\$27,855.24</b>	<b>\$1,029.40</b>	<b>\$0.00</b>	<b>\$3,308.66</b>	<b>\$25,575.98</b>	<b>\$0.00</b>	<b>\$25,575.98</b>
<b>Unit - 135 Will Rogers Elementary</b>							
804 WILL ROGERS ACTIVITY	\$26,525.65	\$578.25	\$0.00	\$300.00	\$26,803.90	\$250.00	\$26,553.90
805 WILL ROGERS LIBRARY	\$2,692.38	\$0.00	\$0.00	\$0.00	\$2,692.38	\$0.00	\$2,692.38
806 WILL ROGERS WELFARE	\$720.57	\$0.00	\$0.00	\$68.06	\$652.51	\$0.00	\$652.51
817 WILL ROGERS PTO	\$13,724.91	\$400.15	\$0.00	\$682.38	\$13,442.68	\$0.00	\$13,442.68
906 CLEARING ACCOUNT	\$23.00	\$13.00	\$0.00	\$0.00	\$36.00	\$0.00	\$36.00
<b>Total Unit - 135 Will Rogers Elementary</b>	<b>\$43,686.51</b>	<b>\$991.40</b>	<b>\$0.00</b>	<b>\$1,050.44</b>	<b>\$43,627.47</b>	<b>\$250.00</b>	<b>\$43,377.47</b>
<b>Unit - 505 ARDMORE MIDDLE SCHOOL</b>							
823 AMS FOOTBALL	\$810.00	\$0.00	\$0.00	\$0.00	\$810.00	\$0.00	\$810.00
824 AMS COLLEGE READINESS	\$254.48	\$0.00	\$0.00	\$0.00	\$254.48	\$0.00	\$254.48
825 AMS ATHLETIC ACTIVITY	\$2,620.41	\$0.00	\$0.00	\$0.00	\$2,620.41	\$109.70	\$2,510.71
826 AMS VOCAL MUSIC	\$5,195.88	\$976.00	\$0.00	\$1,441.20	\$4,730.68	\$0.00	\$4,730.68
827 AMS POM SQUAD	\$188.03	\$0.00	\$0.00	\$0.00	\$188.03	\$0.00	\$188.03
828 AMS MISCELLANEOUS	\$3,022.54	\$0.00	(\$705.61)	\$0.00	\$2,316.93	\$0.00	\$2,316.93
829 AMS CHEERLEADERS	\$7,786.58	\$0.00	\$0.00	\$86.31	\$7,700.27	\$842.80	\$6,857.47
830 AMS SCIENCE EXPLORERS	\$3,991.19	\$0.00	\$0.00	\$0.00	\$3,991.19	\$0.00	\$3,991.19
831 AMS ART	\$499.11	\$75.00	\$0.00	\$0.00	\$574.11	\$0.00	\$574.11
832 AMS STUDENT COUNCIL	\$680.31	\$0.00	\$0.00	\$0.00	\$680.31	\$0.00	\$680.31
833 AMS FCCLA	\$2,994.03	\$0.00	\$0.00	\$502.00	\$2,492.03	\$572.00	\$1,920.03
834 AMS NJHS	\$9,401.10	\$235.00	\$0.00	\$288.00	\$9,348.10	\$0.00	\$9,348.10
835 AMS GIRLS ATHLETICS	\$5,215.61	\$0.00	\$0.00	\$2,190.00	\$3,025.61	\$216.75	\$2,808.86
884 AMS LIBRARY	\$3,476.54	\$0.00	\$0.00	\$625.84	\$2,850.70	\$0.00	\$2,850.70

## ARDMORE CITY SCHOOLS

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 4/1/2026 - 4/30/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Unit - 505 ARDMORE MIDDLE SCHOOL							
906 CLEARING ACCOUNT	\$139.61	\$0.00	\$0.00	\$0.00	\$139.61	\$0.00	\$139.61
923 AMS DRAMA CLUB	\$2,350.52	\$0.00	\$0.00	\$0.00	\$2,350.52	\$0.00	\$2,350.52
926 AMS PTO	\$2,386.19	\$0.00	\$0.00	\$385.00	\$2,001.19	\$0.00	\$2,001.19
931 AMS YEARBOOK	\$772.50	\$240.00	\$705.61	\$0.00	\$1,718.11	\$0.00	\$1,718.11
933 AMS STAFF ACTIVITY	\$217.23	\$0.00	\$0.00	\$0.00	\$217.23	\$0.00	\$217.23
<b>Total Unit - 505 ARDMORE MIDDLE SCHOOL</b>	<b>\$52,001.86</b>	<b>\$1,526.00</b>	<b>\$0.00</b>	<b>\$5,518.35</b>	<b>\$48,009.51</b>	<b>\$1,741.25</b>	<b>\$46,268.26</b>
Unit - 705 ARDMORE HIGH SCHOOL							
837 AHS ART	\$737.48	\$0.00	\$0.00	\$0.00	\$737.48	\$0.00	\$737.48
839 AHS BAND	\$45,439.44	\$7,170.75	\$0.00	\$1,245.67	\$51,364.52	\$10,995.30	\$40,369.22
841 AHS BAND BOOSTER CLUB	\$19,117.47	\$221.74	\$0.00	\$389.50	\$18,949.71	\$0.00	\$18,949.71
842 ARDMORE PIANO	\$564.71	\$0.00	\$0.00	\$0.00	\$564.71	\$0.00	\$564.71
843 AHS VOCAL MUSIC	\$5,984.47	\$462.00	\$0.00	\$2,583.88	\$3,862.59	\$360.00	\$3,502.59
844 AHS TEST FEES	\$6,342.09	\$0.00	\$0.00	\$0.00	\$6,342.09	\$0.00	\$6,342.09
845 AHS CLASS OF 2026	\$7,153.01	\$1,190.00	\$0.00	\$1,594.23	\$6,748.78	\$0.00	\$6,748.78
847 AHS CLASS OF 2028	\$743.16	\$0.00	\$0.00	\$0.00	\$743.16	\$0.00	\$743.16
848 AHS CLASS OF 2029	\$244.07	\$0.00	\$0.00	\$0.00	\$244.07	\$0.00	\$244.07
850 AHS CLASS OF 2027	\$2,659.48	\$2,570.00	\$0.00	\$2,071.34	\$3,158.14	\$0.00	\$3,158.14
851 AHS FORENSIC BOOSTER CLUB	\$11.29	\$0.00	\$0.00	\$0.00	\$11.29	\$0.00	\$11.29
852 AHS CRITERION	\$14,413.68	\$0.00	\$0.00	\$0.00	\$14,413.68	\$0.00	\$14,413.68
853 AHS ROBOTICS CLUB	\$1,284.13	\$0.00	\$0.00	\$0.00	\$1,284.13	\$0.00	\$1,284.13
854 YOUTH & GOVERNMENT	\$163.33	\$0.00	\$0.00	\$0.00	\$163.33	\$0.00	\$163.33
857 AHS FORENSICS	\$1,311.04	\$0.00	\$0.00	\$0.00	\$1,311.04	\$0.00	\$1,311.04
859 AHS FCCLA	\$3,169.05	\$0.00	\$0.00	\$26.64	\$3,142.41	\$0.00	\$3,142.41
863 AHS LIBRARY	\$858.47	\$0.00	\$0.00	\$782.12	\$76.35	\$0.00	\$76.35
864 AHS MISCELLANEOUS	\$12,764.47	\$71.00	\$0.00	\$54.21	\$12,781.26	\$0.00	\$12,781.26
867 AHS SCIENCE CLUB	\$709.95	\$0.00	\$0.00	\$0.00	\$709.95	\$0.00	\$709.95
869 AHS INTERNATIONAL CLUB	\$663.16	\$0.00	\$0.00	\$0.00	\$663.16	\$0.00	\$663.16
870 ARDMORE MUSICAL THEATRE	\$28,840.06	\$113.98	\$0.00	\$3,301.60	\$25,652.44	\$0.00	\$25,652.44
871 AHS STRINGS/ORCHESTRA	\$8,353.10	\$1,413.00	\$0.00	\$0.00	\$9,766.10	\$120.00	\$9,646.10
872 AHS STUDENT COUNCIL	\$532.79	\$0.00	\$0.00	\$0.00	\$532.79	\$0.00	\$532.79
906 CLEARING ACCOUNT	\$143.00	\$0.00	\$0.00	\$0.00	\$143.00	\$0.00	\$143.00
938 AHS BENEVOLENCE	\$1,526.87	\$0.00	\$0.00	\$0.00	\$1,526.87	\$0.00	\$1,526.87
<b>Total Unit - 705 ARDMORE HIGH SCHOOL</b>	<b>\$163,729.77</b>	<b>\$13,212.47</b>	<b>\$0.00</b>	<b>\$12,049.19</b>	<b>\$164,893.05</b>	<b>\$11,475.30</b>	<b>\$153,417.75</b>
Unit - 708 ATHLETICS							
838 AHS ATHLETICS	\$89,538.14	\$14,795.00	\$0.00	\$27,760.80	\$76,572.34	\$6,945.13	\$69,627.21
855 AHS POM SQUAD	\$7,277.67	\$1,550.00	\$0.00	\$623.71	\$8,203.96	\$0.00	\$8,203.96
856 AHS DUGOUT CLUB	\$21,143.84	\$7,120.00	\$0.00	\$7,325.12	\$20,938.72	\$1,455.00	\$19,483.72
866 AHS QUARTERBACK CLUB	\$655.37	\$0.00	\$0.00	\$0.00	\$655.37	\$0.00	\$655.37
868 AHS eSPORTS	\$6,786.42	\$0.00	\$0.00	\$2,332.86	\$4,453.56	\$0.00	\$4,453.56
873 AHS TAKEDOWN CLUB	\$5,899.26	\$0.00	\$0.00	\$957.61	\$4,941.65	\$0.00	\$4,941.65
874 AHS TENNIS CLUB	\$2,581.11	\$2,100.00	\$0.00	\$3,019.58	\$1,661.53	\$0.00	\$1,661.53
875 ARDMORE POWERLIFTING	\$3,978.39	\$0.00	\$0.00	\$2,005.56	\$1,972.83	\$305.00	\$1,667.83
878 AHS VARSITY CHEERLEADERS	\$3,836.49	\$2,398.00	\$0.00	\$100.00	\$6,134.49	\$0.00	\$6,134.49
879 TIGER SOCCER BOOSTER CLUB	\$23,063.72	\$5,746.00	\$0.00	\$5,738.28	\$23,071.44	\$1,152.75	\$21,918.69
897 AHS TIGER TRACK MEET	\$1,677.82	\$555.00	\$0.00	\$1,150.00	\$1,082.82	\$0.00	\$1,082.82
918 AHS GIRLS FASTPITCH CLUB	\$8,685.90	\$500.00	\$0.00	\$0.00	\$9,185.90	\$6,344.10	\$2,841.80
919 AHS SOCCER	\$8,380.20	\$0.00	\$0.00	\$0.00	\$8,380.20	\$6,728.09	\$1,652.11
921 AHS STATE TRACK MEET	\$6.75	\$0.00	\$0.00	\$0.00	\$6.75	\$0.00	\$6.75
943 AHS FOOTBALL CAMP	\$14,709.19	\$0.00	\$0.00	\$0.00	\$14,709.19	\$9,855.00	\$4,854.19
944 TIGER BOYS BASKETBALL	\$4,496.09	\$0.00	\$0.00	\$0.00	\$4,496.09	\$0.00	\$4,496.09
945 AHS ADVERTISING REVENUE	\$2,978.73	\$0.00	\$0.00	\$0.00	\$2,978.73	\$0.00	\$2,978.73
947 AHS BOYS RUNNING	\$500.00	\$770.00	\$0.00	\$240.00	\$1,030.00	\$0.00	\$1,030.00
951 LADY TIGER BASKETBALL	\$2,515.95	\$200.00	\$0.00	\$0.00	\$2,715.95	\$0.00	\$2,715.95
953 AHS TIGER RUN ACCOUNT	\$11,382.50	\$0.00	\$0.00	\$5,178.60	\$6,203.90	\$0.00	\$6,203.90
964 AHS SPORTS MEDICINE	\$31.55	\$0.00	\$0.00	\$0.00	\$31.55	\$0.00	\$31.55
972 AHS GOLF	\$17,248.25	\$11,210.00	\$0.00	\$6,283.96	\$22,174.29	\$0.00	\$22,174.29

**ARDMORE CITY SCHOOLS****Revenue/Expenditure Summary****Options:** Fund: 60, Date Range: 4/1/2026 - 4/30/2026

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
Unit - 708 ATHLETICS							
<b>Total Unit - 708 ATHLETICS</b>	<b>\$237,373.34</b>	<b>\$46,944.00</b>	<b>\$0.00</b>	<b>\$62,716.08</b>	<b>\$221,601.26</b>	<b>\$32,785.07</b>	<b>\$188,816.19</b>
Unit - 710 Westheimer Performing Arts Center							
858 WESTHEIMER PAC	\$392,882.61	\$11,258.63	\$0.00	\$32,058.12	\$372,083.12	\$3,500.00	\$368,583.12
<b>Total Unit - 710 Westheimer Performing Arts Center</b>	<b>\$392,882.61</b>	<b>\$11,258.63</b>	<b>\$0.00</b>	<b>\$32,058.12</b>	<b>\$372,083.12</b>	<b>\$3,500.00</b>	<b>\$368,583.12</b>
<b>Total</b>	<b>\$1,203,123.18</b>	<b>\$97,791.55</b>	<b>\$0.00</b>	<b>\$144,317.47</b>	<b>\$1,156,597.26</b>	<b>\$51,189.82</b>	<b>\$1,105,407.44</b>

**To: Board of Education**

**Date: 05.12.2026**

**From: Chaundra Holley, Encumbrance Clerk**

**Subject: Encumbrances (Purchase Orders) for Review & Approval**

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**Encumbrance Registers for FY26**

<u>Fund Name &amp; Number</u>	<u>Purchase Order Numbers</u>
General Fund #11	999 - 1069
Building Fund #21	297 - 298
Municipal/County Tax #25	24

**Included, please find the detailed Encumbrance Register for the items above for the time of April 16, 2026 - May 12, 2026. Also Included are the Change Order Listings for changes to an original purchase order as of April 16, 2026 - May 12, 2026, 2026 in: General Fund #11 Building Fund #21 and Child Nutrition #22**

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**ARDMORE CITY SCHOOLS****Encumbrance Register****Options:** Year: 2025-2026, Date Range: 4/16/2026 - 5/12/2026, PO Range: 999 - 49999, Fund(s): GENERAL FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11	999	04/22/2026	1223	(VISA) TCM	Honor Luncheon/AHS/JOM #563	475.00
11	1000	04/22/2026	1223	(VISA) TCM	Graduation Balloons/AHS/JOM #563	80.00
11	1001	04/22/2026	73424	Sweet 16 Bakery	Awd Rcptn Cupcakes/all sites/JOM #563	714.00
11	1002	04/22/2026	83920	Garrett Book Co	Books for Library/CE/Library #084	4,245.53
11	1003	04/22/2026	1223	(VISA) TCM	Sr. Banquet & Honor Luncheon/AHS/JOM #563	308.00
11	1004	04/22/2026	85446	Alvin Independent School District	Registration/AISD Sum. Music Inst/Title II #541	500.00
11	1005	04/22/2026	1223	(VISA) TCM	Meals&Hotel/AISD Music Sumr Instit/Title II #541	2,610.54
11	1006	04/22/2026	84798	Melody Summers	Mileage/AISD Music Summer Institute/Title II #541	1,654.00
11	1007	04/22/2026	72501	WEST MUSIC COMPANY, INC	Books/CE Music/Dist. Wide #007	168.38
11	1008	04/22/2026	84380	Amazon Capital Services	Homeless School Supplies/Admin/Title IX #596	801.00
11	1009	04/22/2026	69206	SUGAR PILLS APPAREL	Wraps for Vehicles/Maint. Dept. #033	3,600.00
11	1010	04/22/2026	30908	CDW-G (CORPORATE HEADQUARTERS)	Scanners/Bus. Ofc./Dist Wide #007	639.78
11	1011	04/22/2026	1223	(VISA) TCM	Hotel/Elevate Conf Oak Hall/Title II #541	1,371.82
11	1012	04/22/2026	85440	Lerner Publishing Group, Inc.	Books/AMS/Library #144	77.96
11	1013	04/22/2026	85364	Norseman Defense Tech	Chromebooks/Tech #008	3,006.00
11	1014	04/22/2026	85182	Southern Tech	Sr. Banquet Meals/AHS/JOM #563	570.00
11	1015	04/22/2026	1223	(VISA) TCM	CCOSA Registration/Admin/IDEA Prof Dev #613	1,250.00
11	1016	04/22/2026	1223	(VISA) TCM	CCOSA Meals/Admin/SPED #278	234.00
11	1017	04/22/2026	1223	(VISA) TCM	CCOSA Hotel/Admin/IDEA Prof Dev #613	159.00
11	1018	04/22/2026	1223	(VISA) TCM	CCOSA Hotel/Admin/IDEA Prof Dev #613	159.00
11	1019	04/22/2026	100174	Amy C Howe	CCOSA Mileage/Admin/IDEA Prof Dev #613	165.30
11	1020	04/27/2026	85456	Lezlie Hicks Events	Balloon garlands and strands/all sites/JOM #563	250.00
11	1021	04/27/2026	85457	Janaya McIntosh	Banquet Presentation/All Sites/JOM #563	463.15
11	1022	04/29/2026	85416	(VISA) Arvest Bank Operations, Inc.	Nikon Z50II camera/AHS/Journalism #159	1,399.95
11	1023	04/29/2026	84380	Amazon Capital Services	Camera Bag/AHS/Journalism #159	29.99
11	1024	04/29/2026	5102	Staples Advantage	Reserves Supplies/All Sites/JOM #563	833.00
11	1025	04/29/2026	1223	(VISA) TCM	Meals/Oak Hall/Title II #541	468.00
11	1026	04/29/2026	84480	The Bramlett Agency	Notary Renewal/AHS/District Wide #007	30.00

## ARDMORE CITY SCHOOLS

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 4/16/2026 - 5/12/2026, PO Range: 999 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1027	04/29/2026	84380	Amazon Capital Services	Reserve for Supplies/All Sites/JOM #563	394.13
11	1028	04/29/2026	1223	(VISA) TCM	Reserve for Supplies/All Sites/JOM #563	1,000.00
11	1029	04/29/2026	976	OKLA. STATE SCHOOL BOARDS ASSOC.	OSSBA Webinar Registration/J. John/Dist. Wide	200.00
11	1030	05/06/2026	100939	Alexis Mcgee	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1031	05/06/2026	83319	Ambher Lynae Echols	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1032	05/06/2026	1223	(VISA) TCM	Group Meals/OSDE MTSS June 2026/#541 & #788	6,450.00
11	1033	05/06/2026	85132	Sara Roberts	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1034	05/06/2026	84341	Janice Booker	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1035	05/06/2026	65708	DEBRA FIELDS	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1036	05/06/2026	66817	PENNI BRADY	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1037	05/06/2026	85348	Donna Blackmon	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1038	05/06/2026	85434	Brittni Chaney	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1039	05/06/2026	85025	Cassie Brown	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1040	05/06/2026	84886	Kelly Butler	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1041	05/06/2026	84972	Jeri Hurt	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1042	05/06/2026	84125	Toni McMahan	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1043	05/06/2026	73264	Melissa Blanco	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1044	05/06/2026	85461	Candic Bruster	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1045	05/06/2026	84704	Sylvia Salazar	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1046	05/06/2026	84300	Lesli Smith	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1047	05/06/2026	85462	Mhyka Garrett	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1048	05/06/2026	85463	Taryn Rateliff	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1049	05/06/2026	85464	Brianne Mitchell	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1050	05/06/2026	85465	Melissa Cheek	Meals/OSDE MTSS June 2026/Title II #541	258.00
11	1051	05/06/2026	85466	Carol Ann Cox	Meals/OSDE MTSS June 2026/Title II #541	258.00

## ARDMORE CITY SCHOOLS

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 4/16/2026 - 5/12/2026, PO Range: 999 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1052	05/06/2026	65741	LISA CARPENTER	Meals/OSDE MTSS June 2026/Project Respect #788	258.00
11	1053	05/06/2026	66883	SABRA EMDE	Meals/OSDE MTSS June 2026/Project Respect #788	258.00
11	1054	05/06/2026	85377	Angie Kemp	Meals/OSDE MTSS June 2026/Project Respect #788	258.00
11	1055	05/06/2026	100567	Kristi Maxwell	Meals/OSDE MTSS June 2026/Project Respect #788	258.00
11	1056	05/06/2026	85131	NAEHCY Registration Center	Registration/NAEHCY/Title IX#596	1,810.50
11	1057	05/06/2026	1223	(VISA) TCM	Lodging/NAEHCY/Title IX #596	660.00
11	1058	05/06/2026	30908	CDW-G (CORPORATE HEADQUARTERS)	Projector/CE/Tech	4,344.43
11	1059	05/06/2026	84560	IT Outlet	Conference Phone & Switch/Admin & AMS/Tech	690.00
11	1060	05/06/2026	85460	Delta Hotels by Marriott	Lodging/OSDE MTSS June 2026/#541 & #788	8,700.00
11	1061	05/08/2026	85416	(VISA) Arvest Bank Operations, Inc.	CCOSA Meals/Admin/District Wide #007	134.00
11	1062	05/12/2026	30908	CDW-G (CORPORATE HEADQUARTERS)	LMHP Supplies/Admin/Respect #788	398.96
11	1063	05/12/2026	66699	Lisa Moore	MTSS Summer Conf Mileage/Admin/#613	153.70
11	1064	05/12/2026	1223	(VISA) TCM	MTSS Summer Conf Hotels/Admin/#613	823.72
11	1065	05/12/2026	1223	(VISA) TCM	MTSS Summer Conf Meals/Admin/#278	450.00
11	1066	05/12/2026	66699	Lisa Moore	MTSS Summer Conf Meals/Admin/#278	150.00
11	1067	05/12/2026	84746	Kim Blanton	MTSS Summer Conf Meals/Admin/#278	150.00
11	1068	05/12/2026	84696	Amy Howe	MTSS Summer Conf Meals/Admin/#278	150.00
11	1069	05/12/2026	84380	Amazon Capital Services	Summer School STEAM Supplies/LN/Title I #511	419.96

<b>Non-Payroll Total:</b>	<b>\$59,792.80</b>
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<b>Payroll Total:</b>	<b>\$0.00</b>
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<b>Balance Forward:</b>	<b>\$794.00</b>
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<b>Report Total:</b>	<b>\$60,586.80</b>
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### ARDMORE CITY SCHOOLS

#### Encumbrance Register

**Options:** Year: 2025-2026, Date Range: 4/16/2026 - 5/12/2026, PO Range: 297 - 49999, Fund(s): BUILDING FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
21	297	04/22/2026	85357	C2 Innovative Technologies, Inc.	Touch Panel/PAC/Building Fund	3,045.00
21	298	05/12/2026	1223	(VISA) TCM	TV/PAC/Westheimer #004	2,999.98
<b>Non-Payroll Total:</b>						<b>\$6,044.98</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$6,044.98</b>

# ARDMORE CITY SCHOOLS

## Encumbrance Register

**Options:** Year: 2025-2026, Date Range: 4/16/2026 - 5/12/2026, PO Range: 24 - 49999, Fund(s): MUNICIPAL/COUNTY TAX LEVY

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
25	24	05/06/2026	85357	C2 Innovative Technologies, Inc.	IntercomUpgrade/Admin/Sales Tax	1,395.00
<b>Non-Payroll Total:</b>						<b>\$1,395.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$1,395.00</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 4/16/2026 - 5/12/2026, PO Range: 999 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	999	04/22/2026	1223	(VISA) TCM	Honor Luncheon/AHS/JOM #563	475.00
			11-563-2199-682-000-0000-000-705		04/22/2026	475.00
					student and sponsor meals for honors luncheon on 4-22-26	
11	1000	04/22/2026	1223	(VISA) TCM	Graduation Balloons/AHS/JOM #563	80.00
			11-563-2199-682-000-0000-000-705		04/22/2026	80.00
					Banquet Graduation Balloons	
11	1001	04/22/2026	73424	Sweet 16 Bakery	Awd Rcptn Cupcakes/all sites/JOM #563	714.00
			11-563-2199-682-000-0000-000-110		04/22/2026	119.00
			11-563-2199-682-000-0000-000-120		04/22/2026	119.00
			11-563-2199-682-000-0000-000-125		04/22/2026	119.00
			11-563-2199-682-000-0000-000-135		04/22/2026	119.00
			11-563-2199-682-000-0000-000-505		04/22/2026	119.00
			11-563-2199-682-000-0000-000-705		04/22/2026	119.00
					Cupcakes for Award Reception	
11	1002	04/22/2026	83920	Garrett Book Co	Books for Library/CE/Library #084	4,245.53
			11-084-2220-641-000-0000-000-110		04/22/2026	4,245.53
					Library Book Order*Please See the Attached Quote*	
11	1003	04/22/2026	1223	(VISA) TCM	Sr. Banquet & Honor Luncheon/AHS/JOM #563	308.00
			11-563-2199-682-000-0000-000-705		04/22/2026	100.00
					cakes for sr. banquet and honor luncheon	
			11-563-2199-682-000-0000-000-052		04/27/2026	208.00
					Certificates for Banquet	
11	1004	04/22/2026	85446	Alvin Independent School District	Registration/AISD Sum. Music Inst/Title II #541	500.00
			11-541-2213-860-000-0000-000-110		04/22/2026	500.00
					Registration for Orff Level 1 - Alvin ISD Summer Music Institute Alvin, TX June 1 - 12, 2026 Attending: Melody Summer	
11	1005	04/22/2026	1223	(VISA) TCM	Meals&Hotel/AISD Music Sumr Instit/Title II #541	2,610.54
			11-541-2213-580-000-0000-000-110		04/22/2026	879.00
					Meals - Breakfast 12 x \$18= \$216, Lunch 13 x \$20= \$260, Dinner 13 x \$31= \$403	
			11-541-2213-580-000-0000-000-110		04/22/2026	1,731.54
					Hotel - Holiday Inn Express & Suites Houston - Alvin Confirmation # 29691169 Check in May 31, 2026 Check out June 12, 2026	
11	1006	04/22/2026	84798	Melody Summers	Mileage/AISD Music Summer Institute/Title II #541	1,654.00
			11-541-2213-580-000-0000-000-110		04/22/2026	725.00
					Mileage = 1,000 x 0.725 = 725.00	
			11-541-2213-580-000-0000-000-110		04/22/2026	879.00
					Meal Reimbursement - Breakfast 12 x \$18= \$216, Lunch 13 x \$20= \$260, Dinner 13 x \$31= \$403	
			11-541-2213-580-000-0000-000-110		04/22/2026	50.00
					Other trip expenses (parking, tolls, etc)	
11	1007	04/22/2026	72501	WEST MUSIC COMPANY, INC	Books/CE Music/Dist. Wide #007	168.38
			11-007-2213-641-000-0000-000-110		04/22/2026	168.38
					Required Books for Melody Summers to Use While Attending Alvin ISD Summer Music Institute June 1 - 12th, 2026. See attached cart. PROMO CODE: AISD26	
11	1008	04/22/2026	84380	Amazon Capital Services	Homeless School Supplies/Admin/Title IX #596	801.00
			11-596-2199-682-425-0000-000-052		04/22/2026	801.00
					Backpacks for Homeless Students (24 pack)	

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 4/16/2026 - 5/12/2026, PO Range: 999 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1009	04/22/2026	69206	SUGAR PILLS APPAREL	Wraps for Vehicles/Maint. Dept. #033	3,600.00
				Truck wraps for box truck, tech truck, transp van, nutrition van and 3 ops trucks	11-033-2650-612-000-0000-000-040	04/22/2026 3,600.00
11	1010	04/22/2026	30908	CDW-G (CORPORATE HEADQUARTERS)	Scanners/Bus. Ofc./Dist Wide #007	639.78
				Canon Image SFORMULA DR-C225 II Office - Document Scanner - Desktop. (MFG Part 3258C002, CDW Part 5170688)Quote # 1CK5J2R	11-007-2511-656-000-0000-000-052	04/22/2026 639.78
11	1011	04/22/2026	1223	(VISA) TCM	Hotel/Elevate Conf Oak Hall/Title II #541	1,371.82
				Lodging/Parking for Oak Hall Staff Members to attend Elevate ConferenceThe Gaylord TexanConfirmation # 94303335 and 94296884June 21-23, 2026Dallas, TXAttending: Jimmie Wallis, Jasmine Mosley, Elizabeth Sexton and Cathy Bartgis*Jasmine Mosley replaced Julia Tucker - See attached email request*	11-541-5500-580-000-0000-000-052	04/22/2026 1,371.82
11	1012	04/22/2026	85440	Lerner Publishing Group, Inc.	Books/AMS/Library #144	77.96
				How to manage your social power	11-144-2220-641-000-0000-000-505	04/22/2026 16.99
				how to master your mood in middle school	11-144-2220-641-000-0000-000-505	04/22/2026 16.99
				how to handle stress for middle school	11-144-2220-641-000-0000-000-505	04/22/2026 16.99
				how to navigate middle school	11-144-2220-641-000-0000-000-505	04/22/2026 16.99
				handling charge	11-144-2220-641-000-0000-000-505	04/22/2026 10.00
11	1013	04/22/2026	85364	Norseman Defense Tech	Chromebooks/Tech #008	3,006.00
				Lenovo 14" Chrombooks, Toughscreen 8GB(Replacements for BOE)	11-008-2319-653-000-0000-000-052	04/22/2026 2,814.00
				Google ChromeOS Management License	11-008-2319-653-000-0000-000-052	04/22/2026 192.00
11	1014	04/22/2026	85182	Southern Tech	Sr. Banquet Meals/AHS/JOM #563	570.00
				Banquet meals for sr. dinner	11-563-2199-682-000-0000-000-705	04/22/2026 570.00
11	1015	04/22/2026	1223	(VISA) TCM	CCOSA Registration/Admin/IDEA Prof Dev #613	1,250.00
				CCOSA Registration fee - May 28-29, 2026 for A Howe & L Moore	11-613-2573-860-239-0000-000-052	04/22/2026 1,250.00
11	1016	04/22/2026	1223	(VISA) TCM	CCOSA Meals/Admin/SPED #278	234.00
				CCOSA Conference - May 28-29,2026 - Meals - A Howe & L Moore	11-278-2573-580-239-0000-000-052	04/22/2026 234.00
11	1017	04/22/2026	1223	(VISA) TCM	CCOSA Hotel/Admin/IDEA Prof Dev #613	159.00
				CCOSA conf - May 28-29, 2026 - Hotel - L Moore	11-613-2573-580-239-0000-000-052	04/22/2026 159.00
11	1018	04/22/2026	1223	(VISA) TCM	CCOSA Hotel/Admin/IDEA Prof Dev #613	159.00
				CCOSA conference - May 28-29, 2026 - Hotel - A Howe	11-613-2573-580-239-0000-000-052	04/22/2026 159.00

**ARDMORE CITY SCHOOLS**

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 4/16/2026 - 5/12/2026, PO Range: 999 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1019	04/22/2026	100174	Amy C Howe	CCOSA Mileage/Admin/IDEA Prof Dev #613	165.30
			11-613-2573-580-239-0000-000-052		04/22/2026	165.30
				CCOSA CONF - Mileage - Amy Howe - May 28-29, 2026228 miles @ \$0.725		
11	1020	04/27/2026	85456	Lezlie Hicks Events	Balloon garlands and strands/all sites/JOM #563	250.00
			11-563-2199-682-000-0000-000-052		04/27/2026	250.00
				1 - 7ft. balloon pearl strand2 - 10 ft. organic balloon garland		
11	1021	04/27/2026	85457	Janaya McIntosh	Banquet Presentation/All Sites/JOM #563	463.15
			11-563-2199-320-000-0000-000-052		04/27/2026	250.00
				Honorarium Presentation by Miss Indian Oklahoma, Janaya McIntosh, for the Indian Ed Banquet on April 28, 2026 at Southern Tech, Ardmore.		
			11-563-2199-320-000-0000-000-052		04/27/2026	213.15
				Mileage from Eufaula, OK to Southern Tech, Ardmore for Indian Ed Banquet Presentation		
11	1022	04/29/2026	85416	(VISA) Arvest Bank Operations, Inc.	Nikon Z50II camera/AHS/Journalism #159	1,399.95
			11-159-1000-651-100-4111-000-705		04/29/2026	1,399.95
				Nikon Camera Z50II		
11	1023	04/29/2026	84380	Amazon Capital Services	Camera Bag/AHS/Journalism #159	29.99
			11-159-1000-653-100-4111-000-705		04/29/2026	29.99
				Camera Bag		
11	1024	04/29/2026	5102	Staples Advantage	Reserves Supplies/All Sites/JOM #563	833.00
			11-563-2199-619-000-0000-000-052		04/29/2026	500.00
			11-563-2199-682-000-0000-000-052		04/29/2026	208.00
			11-563-2212-619-000-0000-000-052		04/29/2026	25.00
			11-563-1000-619-100-0000-000-052		04/29/2026	100.00
				Reserve Student Supplies		
				1 group of 253 certificates		
				Reserve for director's supplies		
				Reserve for instructional supplies		
11	1025	04/29/2026	1223	(VISA) TCM	Meals/Oak Hall/Title II #541	468.00
			11-541-5500-580-000-0000-000-052		04/29/2026	468.00
				Meal Purchased for Elevate Conference in Dallas, Texas June 21-23 for Oak Hall Teachers Wallis, Tucker, Sexton, Bartgis		
11	1026	04/29/2026	84480	The Bramlett Agency	Notary Renewal/AHS/District Wide #007	30.00
			11-007-2410-810-000-0000-000-705		04/29/2026	30.00
				Notary Renewal: Should be pulled from the Business Office/Dist. Wide acct, I do not have access to this path so I selected our HS Office General Fund.		
11	1027	04/29/2026	84380	Amazon Capital Services	Reserve for Supplies/All Sites/JOM #563	394.13
			11-563-1000-619-100-0000-000-052		04/29/2026	50.00
			11-563-2199-619-000-0000-000-052		04/29/2026	50.00
			11-563-2212-619-000-0000-000-052		04/29/2026	50.00
			11-563-2199-682-000-0000-000-052		04/29/2026	50.00
			11-563-1000-619-100-0000-000-052		04/29/2026	194.13
				Reserve for Instructional Material *code by site*		
				Reserve for Student Supplies *code by site*		
				Reserve for Director Supplies		
				Reserve for Banquet Supplies		
				Reserve for Arts & Craft Supplies *Code by Site*		
11	1028	04/29/2026	1223	(VISA) TCM	Reserve for Supplies/All Sites/JOM #563	1,000.00
			11-563-2199-619-000-0000-000-052		04/29/2026	1,000.00
				Reserve for Student Supplies *code by site*		

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 4/16/2026 - 5/12/2026, PO Range: 999 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1029	04/29/2026	976	OKLA. STATE SCHOOL BOARDS ASSOC.	OSSBA Webinar Registration/J. John/Dist. Wide	200.00
				OSSBA Webinar Communicating About Personnel Issues 5-5-2026	11-007-2573-860-000-0000-000-052 04/29/2026	200.00
11	1030	05/06/2026	100939	Alexis Mcgee	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2213-580-000-0000-000-125 05/06/2026	258.00
11	1031	05/06/2026	83319	Ambher Lynae Echols	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 at the Reed Conference Center in Midwest City, OK	11-541-2213-580-000-0000-000-125 05/06/2026	258.00
11	1032	05/06/2026	1223	(VISA) TCM	Group Meals/OSDE MTSS June 2026/#541 & #788	6,450.00
				Group Meals for Instructional Staff June 23-26 to attend OSDE MTSS Summer Conference 2026 Attending: T. McMahan & M. Blanco (CE) C. Bruster & S. Salazar (WR) L. Smith, M. Garrett, T. Rateliff, B. Mitchell, M. Cheek & CA Cox (JF)A. McGee & A. Echols (LN)	11-541-2213-580-000-0000-000-110 11-541-2213-580-000-0000-000-120 11-541-2213-580-000-0000-000-125 11-541-2213-580-000-0000-000-135 05/06/2026 05/06/2026 05/06/2026 05/06/2026	516.00 1,548.00 516.00 516.00
				Group Meals for Non-Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Attending: S. Roberts, J. Booker, & D. Fields (CE) P. Brady, D. Blackmon, B. Chaney & C. Brown (WR) K. Butler (AMS) J. Hurt (JF)	11-541-2573-580-000-0000-000-110 11-541-2573-580-000-0000-000-120 11-541-2573-580-000-0000-000-135 11-541-2573-580-000-0000-000-505 05/06/2026 05/06/2026 05/06/2026 05/06/2026	774.00 258.00 1,032.00 258.00
				Group Meals for Non-Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026. Attending: L. Carpenter, S. Emde, A. Kemp & K. Maxwell (ADMIN)	11-788-2573-580-000-0000-000-052 05/06/2026	1,032.00
11	1033	05/06/2026	85132	Sara Roberts	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Non-Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2573-580-000-0000-000-110 05/06/2026	258.00
11	1034	05/06/2026	84341	Janice Booker	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Non-Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2573-580-000-0000-000-110 05/06/2026	258.00
11	1035	05/06/2026	65708	DEBRA FIELDS	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Non-Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2573-580-000-0000-000-110 05/06/2026	258.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 4/16/2026 - 5/12/2026, PO Range: 999 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1036	05/06/2026	66817	PENNI BRADY	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Non-Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2573-580-000-0000-000-135 05/06/2026	258.00
11	1037	05/06/2026	85348	Donna Blackmon	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Non-Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2573-580-000-0000-000-135 05/06/2026	258.00
11	1038	05/06/2026	85434	Brittni Chaney	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Non-Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2573-580-000-0000-000-135 05/06/2026	258.00
11	1039	05/06/2026	85025	Cassie Brown	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Non-Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2573-580-000-0000-000-135 05/06/2026	258.00
11	1040	05/06/2026	84886	Kelly Butler	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Non-Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2573-580-000-0000-000-505 05/06/2026	258.00
11	1041	05/06/2026	84972	Jeri Hurt	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Non-Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2573-580-000-0000-000-120 05/06/2026	258.00
11	1042	05/06/2026	84125	Toni McMahan	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2213-580-000-0000-000-110 05/06/2026	258.00
11	1043	05/06/2026	73264	Melissa Blanco	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2213-580-000-0000-000-110 05/06/2026	258.00
11	1044	05/06/2026	85461	Candic Bruster	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2213-580-000-0000-000-135 05/06/2026	258.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 4/16/2026 - 5/12/2026, PO Range: 999 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1045	05/06/2026	84704	Sylvia Salazar	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2213-580-000-0000-000-135 05/06/2026	258.00
11	1046	05/06/2026	84300	Lesli Smith	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2213-580-000-0000-000-120 05/06/2026	258.00
11	1047	05/06/2026	85462	Mhyka Garrett	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2213-580-000-0000-000-120 05/06/2026	258.00
11	1048	05/06/2026	85463	Taryn Rateliff	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2213-580-000-0000-000-120 05/06/2026	258.00
11	1049	05/06/2026	85464	Brianne Mitchell	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2213-580-000-0000-000-120 05/06/2026	258.00
11	1050	05/06/2026	85465	Melissa Cheek	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2213-580-000-0000-000-120 05/06/2026	258.00
11	1051	05/06/2026	85466	Carol Ann Cox	Meals/OSDE MTSS June 2026/Title II #541	258.00
				Meals for Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-541-2213-580-000-0000-000-120 05/06/2026	258.00
11	1052	05/06/2026	65741	LISA CARPENTER	Meals/OSDE MTSS June 2026/Project Respect #788	258.00
				Meals for Non-Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-788-2573-580-000-0000-000-052 05/06/2026	258.00
11	1053	05/06/2026	66883	SABRA EMDE	Meals/OSDE MTSS June 2026/Project Respect #788	258.00
				Meals for Non-Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-788-2573-580-000-0000-000-052 05/06/2026	258.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 4/16/2026 - 5/12/2026, PO Range: 999 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1054	05/06/2026	85377	Angie Kemp	Meals/OSDE MTSS June 2026/Project Respect #788	258.00
				Meals for Non-Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-788-2573-580-000-0000-000-052 05/06/2026	258.00
11	1055	05/06/2026	100567	Kristi Maxwell	Meals/OSDE MTSS June 2026/Project Respect #788	258.00
				Meals for Non-Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Reed Conference Center Midwest City, OK	11-788-2573-580-000-0000-000-052 05/06/2026	258.00
11	1056	05/06/2026	85131	NAEHCY Registration Center	Registration/NAEHCY/Title IX#596	1,810.50
				Pre-Conference and Conference Registration for Sabra Emde to attend the NAEHCY Conference in Nashville, TN 10/31- 11/03/2026	11-596-2573-860-425-0000-000-052 11-596-2573-860-425-0000-000-052 05/06/2026 05/06/2026	925.00 17.75
				Conference Registration for Holly Noble to attend the NAEHCY Conference in Nashville, TN 11/01- 11/03/2026	11-596-2573-860-425-0000-000-052 11-596-2573-860-425-0000-000-052 05/06/2026 05/06/2026	17.75 850.00
11	1057	05/06/2026	1223	(VISA) TCM	Lodging/NAEHCY/Title IX #596	660.00
				Payment of One Night Per Person for Lodging Deposit for Sabra Emde and Holly Noble to attend NAEHCY Conference in Nashville, TN 10/31 - 11/03/2026 OSDE approval obtained to encumber/pay with FY26 grant funds	11-596-2573-580-425-0000-000-052 05/06/2026	660.00
11	1058	05/06/2026	30908	CDW-G (CORPORATE HEADQUARTERS)	Projector/CE/Tech	4,344.43
				Epson PowerLite L790U Projector (Replacement)	11-008-2620-653-000-0000-000-110 05/06/2026	4,344.43
11	1059	05/06/2026	84560	IT Outlet	Conference Phone & Switch/Admin & AMS/Tech	690.00
				Cisco CP-8832-w-K9 Conference Phone	11-008-2620-530-000-0000-000-052 05/06/2026	250.00
				WS-C4500X-16SFP CATALYST 4500-X SWITCH	11-008-2660-653-000-0000-000-505 05/06/2026	440.00
11	1060	05/06/2026	85460	Delta Hotels by Marriott	Lodging/OSDE MTSS June 2026/#541 & #788	8,700.00
				Lodging for Instructional Staff June 23-26 to attend OSDE MTSS Summer Conference 2026 Attending: T. McMahan & M. Blanco (CE) C. Bruster & S. Salazar (WR) L. Smith, M. Garrett, T. Rateliff, B. Mitchell, M. Cheek & CA Cox (JF) A. McGee & A. Echols (LN)	11-541-2213-580-000-0000-000-110 11-541-2213-580-000-0000-000-120 11-541-2213-580-000-0000-000-125 11-541-2213-580-000-0000-000-135 05/06/2026 05/06/2026 05/06/2026 05/06/2026	696.00 2,088.00 696.00 696.00
				Lodging for Non-Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026 Attending: S. Roberts, J. Booker, & D. Fields (CE) P. Brady, D. Blackmon, B. Chaney & C. Brown (WR) K. Butler (AMS) J. Hurt (JF)	11-541-2573-580-000-0000-000-110 11-541-2573-580-000-0000-000-120 11-541-2573-580-000-0000-000-135 11-541-2573-580-000-0000-000-505 05/06/2026 05/06/2026 05/06/2026 05/06/2026	1,044.00 348.00 1,392.00 348.00
				Lodging for Non-Instructional Staff June 23-26, 2026 to attend OSDE MTSS Summer Conference 2026. Attending: L. Carpenter, S. Emde, A. Kemp & K. Maxwell (ADMIN)	11-788-2573-580-000-0000-000-052 05/06/2026	1,392.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 4/16/2026 - 5/12/2026, PO Range: 999 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1061	05/08/2026	85416	(VISA) Arvest Bank Operations, Inc.	CCOSA Meals/Admin/District Wide #007	134.00
				CCOSA Leadership Conference - Marty Rhodes meals	11-007-2573-580-000-0000-000-052 05/08/2026	134.00
11	1062	05/12/2026	30908	CDW-G (CORPORATE HEADQUARTERS)	LMHP Supplies/Admin/Respect #788	398.96
				Computer monitor privacy screens for Project Respect West LMHPs per attached spec sheet.	11-788-2132-619-000-0000-000-052 05/12/2026	398.96
11	1063	05/12/2026	66699	Lisa Moore	MTSS Summer Conf Mileage/Admin/#613	153.70
				MTSS Summer Conference Mileage June 24-26	11-613-2573-580-239-0000-000-052 05/12/2026	153.70
11	1064	05/12/2026	1223	(VISA) TCM	MTSS Summer Conf Hotels/Admin/#613	823.72
				MTSS Summer Conference Hotels June 24-26 Lisa Moore, Kim Blanton, Amy Howe	11-613-2573-580-239-0000-000-052 05/12/2026	823.72
11	1065	05/12/2026	1223	(VISA) TCM	MTSS Summer Conf Meals/Admin/#278	450.00
				MTSS Summer Conf Meals June 24-26 Lisa Moore, Kim Blanton, Amy Howe	11-278-2573-580-239-0000-000-052 05/12/2026	450.00
11	1066	05/12/2026	66699	Lisa Moore	MTSS Summer Conf Meals/Admin/#278	150.00
				MTSS Summer Conference Meals: 06.24.2026 - Dinner \$3306.25.2026 - Breakfast - \$20, Lunch - \$22 - Dinner \$33 = \$7506.26.2025 - Breakfast - \$20, Lunch - \$22 = \$42MTSS Summer Conference June 24 - 26, 2026Attending: Lisa Moore	11-278-2573-580-239-0000-000-052 05/12/2026	150.00
11	1067	05/12/2026	84746	Kim Blanton	MTSS Summer Conf Meals/Admin/#278	150.00
				MTSS Summer Conference Meals: 06.24.2026 - Dinner \$3306.25.2026 - Breakfast - \$20, Lunch - \$22 - Dinner \$33 = \$7506.26.2025 - Breakfast - \$20, Lunch - \$22 = \$42MTSS Summer Conference June 24 - 26, 2026Attending: Kim Blanton	11-278-2573-580-239-0000-000-052 05/12/2026	150.00
11	1068	05/12/2026	84696	Amy Howe	MTSS Summer Conf Meals/Admin/#278	150.00
				MTSS Summer Conference Meals: 06.24.2026 - Dinner \$3306.25.2026 - Breakfast - \$20, Lunch - \$22 - Dinner \$33 = \$7506.26.2025 - Breakfast - \$20, Lunch - \$22 = \$42MTSS Summer Conference June 24 - 26, 2026Attending: Amy Howe	11-278-2573-580-239-0000-000-052 05/12/2026	150.00
11	1069	05/12/2026	84380	Amazon Capital Services	Summer School STEAM Supplies/LN/Title I #511	419.96
				Assorted supplies and materials for Summer STEAM Camp as per attached cart	11-511-1000-619-441-0000-000-125 05/12/2026	419.96

# ARDMORE CITY SCHOOLS

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 4/16/2026 - 5/12/2026, PO Range: 999 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
					<b>Non-Payroll Total:</b>	<b>\$59,792.80</b>
					<b>Payroll Total:</b>	<b>\$0.00</b>
					<b>Balance Forward:</b>	<b>\$794.00</b>
					<b>Report Total:</b>	<b>\$60,586.80</b>

**ARDMORE CITY SCHOOLS**

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 4/16/2026 - 5/12/2026, PO Range: 297 - 49999, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount	
21	297	04/22/2026	85357	C2 Innovative Technologies, Inc.	Touch Panel/PAC/Building Fund	3,045.00	
				QSC TSC-101-G3Touch Panel	21-000-2620-653-000-0000-000-710	04/22/2026	2,795.00
				Intallation and configuration	21-000-2620-653-000-0000-000-710	04/22/2026	250.00
21	298	05/12/2026	1223	(VISA) TCM	TV/PAC/Westheimer #004	2,999.98	
				Hisense 100" Class QD6 Series Hi-QLED 4K UHD HDR Smart Fire V	21-004-2620-652-000-0000-000-710	05/12/2026	2,499.99
				5-Year Standard Geek Squad Protection	21-004-2620-652-000-0000-000-710	05/12/2026	499.99

<b>Non-Payroll Total:</b>	<b>\$6,044.98</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$6,044.98</b>

**ARDMORE CITY SCHOOLS**

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 4/16/2026 - 5/12/2026, PO Range: 24 - 49999, Fund(s): MUNICIPAL/COUNTY TAX LEVY

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
25	24	05/06/2026	85357	C2 Innovative Technologies, Inc.	IntercomUpgrade/Admin/Sales Tax	1,395.00
			25-008-2660-653-000-0000-000-052		05/06/2026	1,395.00
Atlas IP-ZCM IP to Analog Gateway (for new Admin-Test device for conversion to informacast)						

<b>Non-Payroll Total:</b>	<b>\$1,395.00</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$1,395.00</b>

## ARDMORE CITY SCHOOLS

## Change Order Listing

Options: Fund(s): GENERAL FUND, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 4/16/2026 - 5/12/2026, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
68	07/01/2025	5102	Staples Advantage	Reserve for Printer Toner/Toner Budget	1,204.09
73	07/01/2025	1223	(VISA) TCM	Reserve for Tech Parts, Cloud fee, Spotify/TECH	250.00
116	07/01/2025	65069	A T & T MOBILITY	Reserve for Cell Phones/DISTRICT-WIDE	126.76
140	07/01/2025	65956	UMB BANK N.A.	Agent Fee CPB & GO Bonds/DISTRICT-WIDE Exp.	300.00
179	07/01/2025	84273	UniFirst Holdings, Inc.	Reserve for Uniform Cleaning/Transp. Dept.	2,500.00
208	07/01/2025	84955	Cintas Corporation No. 2	Reserve for Medical Supplies/Transp. Dept.	1,000.00
218	07/01/2025	85137	Offen Petroleum LLC	Reserve for Parts/Fuel Tanks/Pumps/Transp. Dept.	15,000.00
265	07/09/2025	5102	Staples Advantage	Reserve for Paper/All Sites/Dist. Wide #007	1,000.00
321	07/14/2025	1223	(VISA) TCM	Reserve Supplies/Garage/Transp. Dept #070	1,000.00
335	07/17/2025	84834	J.W. Pepper	Choir Literature/AMS Vocal Music #149	74.82
341	07/17/2025	84834	J.W. Pepper	Choir Literature/AHS Vocal Music #160	6.06
359	07/22/2025	5102	Staples Advantage	Office Supplies/AHS Inst. Budget #153	56.28
370	07/25/2025	5102	Staples Advantage	Classroom & Office Supplies/CE Instr. #083	2,935.00
429	07/31/2025	73308	OSCA	Fees/Soccer/Athletics	150.00
640	10/14/2025	84995	Presentation Solutions	Supplies/MS/Instructional #143	35.00
701	11/19/2025	73505	Ashley Gilmore	Project Respect West Scholarship/Admin/#788	1,092.36
740	01/08/2026	228	BOUND TO STAY BOUND (ORDERS)	Books WR/Library #124	25.67
822	02/12/2026	533	OSSAA	Solo & Ensemble Fees/Strings Budget #162	134.00
952	03/26/2026	73026	Crown Awards	Music Awards/JF/Music #107	13.99
975	03/31/2026	85416	(VISA) Arvest Bank Operations, Inc.	Uniforms/AHS/AHS Pom #164	10.34
978	04/06/2026	84380	Amazon Capital Services	Pom Supplies/AHS/AHS Pom #164	72.34
<b>Non-Payroll Total:</b>					<b>\$26,986.71</b>
<b>Payroll Total:</b>					<b>\$84,854.50</b>
<b>Report Total:</b>					<b>\$111,841.21</b>

**ARDMORE CITY SCHOOLS**

**Change Order Listing**

**Options:** Fund(s): BUILDING FUND, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 4/16/2026 - 5/12/2026, Include Negative Changes: False

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
16	07/01/2025	67521	LOWE'S	Reserve for Building Supplies/Maint.	3,000.00
17	07/01/2025	34	AGRI PRODUCTS, INC.	Reserve for Ground Chemicals & Supplies/Maint.	2,000.00
19	07/01/2025	64888	ALLSTATE TERMITE & PEST CONTROL INC	Reserve for Pest Control/Maint.	4,000.00
28	07/01/2025	288	EMPIRE PAPER COMPANY	Reserve/Janitorial & Paper Supplies/Maint. Bldg	9,000.00
39	07/01/2025	4452	THE TRANE COMPANY	Reserve for HVAC Parts/Maint.	1,000.00
49	07/01/2025	1948	Vernon's Plumbing Heating & AC Inc.	Reserve for Plumbing & HVAC Repairs/Maint.	17,982.73
59	07/01/2025	374	SHERWIN-WILLIAMS	Reserve for Paint & Supplies/Maint.	1,000.00
61	07/01/2025	1369	NANCE'S	Reserve for Appliances/Maint.	500.00
91	07/01/2025	84950	Equipment Share	Reserve for Equipment Rentals/Maint.	7,000.00
125	07/01/2025	84380	Amazon Capital Services	Reserve for Building Supplies/Maint.	2,000.00
139	07/01/2025	85188	John Blackwood	Yard Spraying/Building Fund	5,550.00
173	07/02/2025	65074	TELCO SUPPLY COMPANY	New Cabling/Tech Office/TIF #003	1,082.56
205	08/14/2025	85188	John Blackwood	Yard Spraying/PAC/Building Fund	500.00
<b>Non-Payroll Total:</b>					<b>\$54,615.29</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$54,615.29</b>

### ARDMORE CITY SCHOOLS

#### Change Order Listing

**Options:** Fund(s): CHILD NUTRITION FUND, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 4/16/2026 - 5/12/2026,  
Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
48	09/04/2025	85382	City Grease Trap Service LLC.	Reserve Grease Disposal/CNP Dept.	625.00
<b>Non-Payroll Total:</b>					<b>\$625.00</b>
<b>Payroll Total:</b>					<b>\$2,386.00</b>
<b>Report Total:</b>					<b>\$3,011.00</b>

# Fundraiser Request | School Year 25-26

Submit this completed form to the Business Office at least 10 days before each school board meeting

815  
Activity Acct #

Lincoln Library  
Activity Account Name

Lincoln Elementary  
School

5-11-14/26  
Fundraiser Date

Fundraiser Requested End of Year Bogo Bookfair

Purpose of Fundraiser The Purchase Inventory & Supplies for the Library

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?  
 No  Yes  
If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

**What expenditures will you have with this fundraiser?**  
Cost to purchase product, cost to make product...etc...

\$  
**Estimated Expense**

\$ 1800.00  
**Estimated Net Profit After Expenses**

## Is this fundraiser to sell a " food item "

**No** [Complete Page 1 Only]  **Yes** Complete both pages to determine Eligibility for your food fundraiser

## Is this fundraiser a " raffle "

**No**  **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Angeline LeBron  
Sponsor's Name

Angeline LeBron  
Sponsor's Signature

\_\_\_\_\_  
Principal/Administrator Name

[Signature]  
Principal/Administrator Signature

**Communications Office**  
Design Review for Spirit Items  
 Approved  Denied  
NA  
\_\_\_\_\_  
Communications Liaison

**Central Office Administration**  
Date Received by Bus Ofc: 5-5-26  
Date Received by Supt Ofc: 5-12-26  
 Approved  Denied  
[Signature]  
Superintendent

**Board of Education**  
Date of Board Meeting: 5-19-26  
 Approved  Denied  
\_\_\_\_\_  
Board of Education

# Fundraiser Request | School Year 2025-2026

Submit this completed form to the Business Office at least 10 days before each school board meeting

856 <small>Activity Acct #</small>	AHS Dugout Club <small>Activity Account Name</small>
Ardmore HS <small>School</small>	6/15-6/17 <small>Fundraiser Date</small>
Fundraiser Requested	Baseball Camp
Purpose of Fundraiser	Instruction

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?  
 No  Yes  
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

<b>What expenditures will you have with this fundraiser?</b> <small>Cost to purchase product, cost to make product...etc...</small>	\$ N/A <small>Estimated Expense</small>	\$ 1,500 <small>Estimated Net Profit After Expenses</small>
N/A		

**Is this fundraiser to sell a " food item "**

**No** [Complete Page 1 Only]  **Yes** Complete both pages to determine Eligibility for your food fundraiser

**Is this fundraiser a " raffle "**

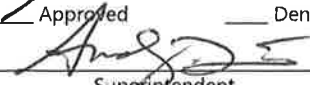
**No**  **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Reed Downing  
 \_\_\_\_\_  
 Sponsor's Name  
 Josh Newby  
 \_\_\_\_\_  
 Principal/Administrator Name

  
 \_\_\_\_\_  
 Sponsor's Signature  
 Josh Newby  
 \_\_\_\_\_  
 Principal/Administrator Signature

Communications Office
Design Review for Spirit Items
<input type="checkbox"/> Approved <span style="font-size: 2em; color: blue; font-weight: bold;">NA</span> <input type="checkbox"/> Denied
_____ Communications Liaison

Central Office Administration
Date Received by Bus Ofc: <u>5-11-26</u>
Date Received by Supt Ofc: <u>5-12-26</u>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied
 _____ Superintendent

Board of Education
Date of Board Meeting: <u>5-19-26</u>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Board of Education

# Fundraiser Request | School Year 25/26

Submit this completed form to the Business Office at least 10 days before each school board meeting

# <u>868</u> Activity Acct #	<u>AHS ESPORTS</u> Activity Account Name
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<u>AHS</u> School	<u>6/15 - 6/17 2026</u> Fundraiser Date
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Fundraiser Requested ESPORTS SUMMER CAMP WITH ARDMORE PARKS AND REC

Purpose of Fundraiser RAISE MONEY AND COMMUNITY INVOLVEMENT

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?  
 No  Yes  
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

<b>What expenditures will you have with this fundraiser?</b> Cost to purchase product, cost to make product...etc... <u>N/A</u>	\$ <u>0</u> Estimated Expense	\$ <u>700</u> Estimated Net Profit After Expenses
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**Is this fundraiser to sell a " food item "**

No [Complete Page 1 Only]  Yes Complete both pages to determine Eligibility for your food fundraiser

**Is this fundraiser a " raffle "**

No  Yes If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

JOSIAH CUSTAR  
Sponsor's Name

Kelly Carroll  
Principal/Administrator Name

[Signature]  
Sponsor's Signature

[Signature]  
Principal/Administrator Signature

**Communications Office**

Design Review for Spirit Items

Approved N/A  Denied

\_\_\_\_\_  
Communications Liaison

**Central Office Administration**

Date Received by Bus Ofc: 5-11-26

Date Received by Supt Ofc: 5-12-26

Approved  Denied

[Signature]  
Superintendent

**Board of Education**

Date of Board Meeting: 5-19-26

Approved  Denied

\_\_\_\_\_  
Board of Education

# Fundraiser Request | School Year 25/26

Submit this completed form to the Business Office at least 10 days before each school board meeting

#873  
Activity Acct #

TAKEDOWN CLUB  
Activity Account Name

AHS  
School

6/22-6/24  
Fundraiser Date

Fundraiser Requested  
WRESTLING SUMMER CAMP WITH ARDMORE PARKS AND REC

Purpose of Fundraiser  
RAISE MONEY AND COMMUNITY INVOLVEMENT

➔ Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?  
 No  Yes  
If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser?  
Cost to purchase product, cost to make product...etc...  
N/A

\$  
Estimated Expense

\$ 700  
Estimated Net Profit After Expenses

## Is this fundraiser to sell a " food item "

No [Complete Page 1 Only]  Yes Complete both pages to determine Eligibility for your food fundraiser

## Is this fundraiser a " raffle "

No  Yes If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

➔ As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

JOSIAH CUSTAR  
Sponsor's Name  
Kelly Carroll  
Principal/Administrator Name

*[Signature]*  
Sponsor's Signature  
*[Signature]*  
Principal/Administrator Signature

Communications Office  
Design Review for Spirit Items  
 Approved  Denied  
N/A  
Communications Liaison

Central Office Administration  
Date Received by Bus Ofc: 5-11-26  
Date Received by Supt Ofc: 5-12-26  
 Approved  Denied  
*[Signature]*  
Superintendent

Board of Education  
Date of Board Meeting: 5-19-26  
 Approved  Denied  
Board of Education

# Fundraiser Request | School Year \_\_\_\_\_

Submit this completed form to the Business Office at least 10 days before each school board meeting

874 <b>Activity Acct #</b>	Tennis <b>Activity Account Name</b>
High School <b>School</b>	May 26-28 <b>Fundraiser Date</b>
<b>Fundraiser Requested</b>	Parks and Rec Summer Youth Tennis Camp
<b>Purpose of Fundraiser</b>	To raise funds for various expenses including tennis balls, rackets, and travel expenses.

**➡ Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?**  
 No    Yes  
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

<b>What expenditures will you have with this fundraiser?</b> Cost to purchase product, cost to make product...etc... None	\$ 0 <b>Estimated Expense</b>	\$ 900 <b>Estimated Net Profit After Expenses</b>
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**Is this fundraiser to sell a food item "**

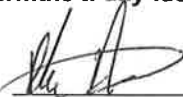
**No** [Complete Page 1 Only]       **Yes**      Complete both pages to determine Eligibility for your food fundraiser

**Is this fundraiser a raffle "**

**No**       **Yes**      If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

**➡ As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.**


Nathan Roberts  
 \_\_\_\_\_  
 Sponsor's Name

  
 \_\_\_\_\_  
 Sponsor's Signature

\_\_\_\_\_  
 Principal/Administrator Name

\_\_\_\_\_  
 Principal/Administrator Signature

<b>Communications Office</b>
<b>Design Review for Spirit Items</b>
_____ Approved      _____ Denied <div style="font-size: 2em; color: blue; opacity: 0.5; transform: rotate(-45deg); position: absolute; top: 50%; left: 50%; pointer-events: none;">N/A</div>
_____ Communications Liaison

<b>Central Office Administration</b>
Date Received by Bus Ofc: <u>5-7-26</u>
Date Received by Supt Ofc: <u>5-12-26</u>
<input checked="" type="checkbox"/> Approved      _____ Denied  _____ Superintendent

<b>Board of Education</b>
Date of Board Meeting: <u>5-19-26</u>
<input checked="" type="checkbox"/> Approved      _____ Denied
_____ Board of Education

# Fundraiser Request | School Year 2025-2026

Submit this completed form to the Business Office at least 10 days before each school board meeting

<u>878</u> Activity Acct #	<u>AHS Varsity Cheer</u> Activity Account Name
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<u>High School</u> School	<u>May 2024</u> Fundraiser Date
------------------------------	------------------------------------

Fundraiser Requested: Team Funded

Purpose of Fundraiser: Raise money for spirit items, uniforms, snacks for Varsity team baskets, supplies, anything necessary to promote School Spirit and AHS Cheer.

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?  
 No  Yes  
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? Cost to purchase product, cost to make product...etc...	\$ <u>None</u> Estimated Expense	\$ <u>3000<sup>est</sup></u> Estimated Net Profit After Expenses
<u>None</u>		

## Is this fundraiser to sell a " food item "

**No** [Complete Page 1 Only]  **Yes** Complete both pages to determine Eligibility for your food fundraiser

## Is this fundraiser a " raffle "

**No**  **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Elizabeth Savage  
Sponsor's Name

Kelly Carrell  
Principal/Administrator Name

Elizabeth Savage  
Sponsor's Signature

Kelly Carrell  
Principal/Administrator Signature

Communications Office
Design Review for Spirit Items
<input type="checkbox"/> Approved <span style="font-size: 2em; color: blue; font-weight: bold;">NA</span> <input type="checkbox"/> Denied
_____ Communications Liaison

Central Office Administration
Date Received by Bus Ofc: <u>5-14-26</u>
Date Received by Supt Ofc: <u>5-17-26</u>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied
<u>[Signature]</u> Superintendent

Board of Education
Date of Board Meeting: <u>5-19-26</u>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied
_____ Board of Education

2025-2026

# Fundraiser Request | School Year = \_\_\_\_\_

Submit this completed form to the Business Office at least 10 days before each school board meeting

<div style="border: 1px solid black; padding: 2px; display: inline-block;">878</div> Activity Acct #	<div style="border: 1px solid black; padding: 2px; display: inline-block;">AHS Varsity Cheer</div> Activity Account Name
---	---

<div style="border: 1px solid black; padding: 2px; display: inline-block;">Ardmore High School</div> School	<div style="border: 1px solid black; padding: 2px; display: inline-block;">May 2026</div> Fundraiser Date
--	--

Fundraiser Requested Calendar Fundraiser (Pay the \$ on the megaphone)

Purpose of Fundraiser To help raise money to purchase uniforms, cold gear, team items, pa items to promote school spirit, sweats for cheer & Varsity cheer team, soft-balls and other costs associated with cheer.

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?  
 No  Yes

If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? Cost to purchase product, cost to make product...etc... <span style="font-size: large; font-weight: bold;">There is no cost to this fundraiser.</span>	\$ <span style="font-size: large; font-weight: bold;">None</span> Estimated Expense	\$ <span style="font-size: large; font-weight: bold;">19,000<sup>00</sup></span> Estimated Net Profit After Expenses
--	--	---

**Is this fundraiser to sell a " food item "**

**No** [Complete Page 1 Only]  **Yes** Complete both pages to determine Eligibility for your food fundraiser

**Is this fundraiser a " raffle "**

**No**  **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

**As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.**

Elizabeth Savage  
Sponsor's Name

Kerry Carrell  
Principal/Administrator Name

Elizabeth Savage  
Sponsor's Signature

Kerry Carrell  
Principal/Administrator Signature

Communications Office

Design Review for Spirit Items

Approved  Denied

Communications Liaison

Central Office Administration

Date Received by Bus Ofc: 4-30-26

Date Received by Supt Ofc: 5-12-26

Approved  Denied

Superintendent

Board of Education

Date of Board Meeting: 5-19-26

Approved  Denied

Board of Education

# Fundraiser Request | School Year 2025-26

Submit this completed form to the Business Office at least 10 days before each school board meeting

878  
Activity Acct #

AHS Varsity Cheer  
Activity Account Name

High School  
School

June 15-17  
Fundraiser Date

Fundraiser Requested Ardmore Parks & Rec. Mini Cheer Camp

Purpose of Fundraiser To raise funds for uniforms, snack baskets, supplies, travel gear, spirit items or anything needed to improve/show school spirit and team support

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?  
 No  Yes  
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

**What expenditures will you have with this fundraiser?**  
 Cost to purchase product, cost to make product...etc...  
None

\$ None  
Estimated Expense

\$ 500.00  
Estimated Net Profit After Expenses

**Is this fundraiser to sell a " food item "**

**No** [Complete Page 1 Only]  **Yes** Complete both pages to determine Eligibility for your food fundraiser

**Is this fundraiser a " raffle "**

**No**  **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Elizabeth Savage  
Sponsor's Name  
Kelly Carroll  
Principal/Administrator Name

Elizabeth Savage  
Sponsor's Signature  
Kelly Carroll  
Principal/Administrator Signature

**Communications Office**  
 Design Review for Spirit Items  
 Approved  Denied  
 \_\_\_\_\_  
 Communications Liaison

**Central Office Administration**  
 Date Received by Bus Ofc: 5-7-26  
 Date Received by Supt Ofc: 5-12-26  
 Approved  Denied  
 \_\_\_\_\_  
 Superintendent

**Board of Education**  
 Date of Board Meeting: 5-19-26  
 Approved  Denied  
 \_\_\_\_\_  
 Board of Education

# Fundraiser Request | School Year 2025-2026

Submit this completed form to the Business Office at least 10 days before each school board meeting

879 <b>Activity Acct #</b>	Tiger Soccer Booster Club <b>Activity Account Name</b>
-------------------------------	---

AHS <b>School</b>	6/1/26-8/1/26 <b>Fundraiser Date</b>
----------------------	---

**Fundraiser Requested** City of Ardmore soccer camp

**Purpose of Fundraiser** Raise funds for equipment, supplies, snacks

No  Yes  
 Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?  
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

<b>What expenditures will you have with this fundraiser?</b> Cost to purchase product, cost to make product...etc...	\$ 0 <b>Estimated Expense</b>	\$ 1500 <b>Estimated Net Profit After Expenses</b>
n/a		

**Is this fundraiser to sell a food item "**

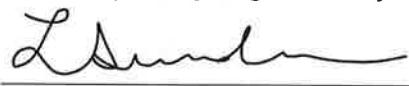
**No** [Complete Page 1 Only]       **Yes**      Complete both pages to determine Eligibility for your food fundraiser

**Is this fundraiser a raffle "**

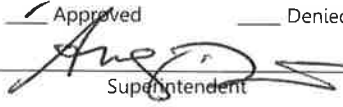
**No**       **Yes**      If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

LeeAnn Swindall  
 \_\_\_\_\_  
 Sponsor's Name  
 JOSH NEWBY  
 \_\_\_\_\_  
 Principal/Administrator Name

  
 \_\_\_\_\_  
 Sponsor's Signature  
 Josh Newby  
 \_\_\_\_\_  
 Principal/Administrator Signature

Communications Office	
<b>Design Review for Spirit Items</b>	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
 _____ Communications Liaison	

Central Office Administration
Date Received by Bus Ofc: <u>5-5-26</u>
Date Received by Supt Ofc: <u>5-12-26</u>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied  _____ Superintendent

Board of Education
Date of Board Meeting: <u>5-19-26</u>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Board of Education



# Fundraiser Request | School Year 25-26

**Submit this completed form to the Business Office at least 10 days before each school board meeting**

<div style="border: 1px solid black; padding: 2px; display: inline-block;">944</div> Activity Acct #	<div style="border: 1px solid black; padding: 2px;">Boys Basketball</div> Activity Account Name
---	--

<div style="border: 1px solid black; padding: 2px;">Ardmore HS</div> School	<div style="border: 1px solid black; padding: 2px; text-align: center;">May 27-29</div> Fundraiser Date
--	--

**Fundraiser Requested** youth basketball comp

**Purpose of Fundraiser** To Teach the youth common basketball fundraiser

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?  
 No  Yes  
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

<b>What expenditures will you have with this fundraiser?</b> Cost to purchase product, cost to make product...etc... <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	\$ <span style="border: 1px solid black; padding: 2px 10px;"> </span> Estimated Expense	\$ 300 Estimated Net Profit After Expenses
--	--	---

**Is this fundraiser to sell a " food item "**

**No** [Complete Page 1 Only]       **Yes**      Complete both pages to determine Eligibility for your food fundraiser

**Is this fundraiser a " raffle "**

**No**       **Yes**      If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

**As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.**

Packman Club  
 Sponsor's Name

Josh Newby  
 Principal/Administrator Name

Sponsor's Signature

Josh Newby  
 Principal/Administrator Signature

**Communications Office**

**Design Review for Spirit Items**

Approved NA  Denied

\_\_\_\_\_  
 Communications Liaison

**Central Office Administration**

Date Received by Bus Ofc: 5-13-26

Date Received by Supt Ofc: 5-15-26

Approved  Denied

\_\_\_\_\_  
 Superintendent

**Board of Education**

Date of Board Meeting: 5-19-26

Approved  Denied

\_\_\_\_\_  
 Board of Education

# Fundraiser Request | School Year 25-26

Submit this completed form to the Business Office at least 10 days before each school board meeting

<u>944</u> Activity Acct #	<u>Boys Basketball</u> Activity Account Name
<u>Ardmore High School</u> School	<u>June 1-29</u> Fundraiser Date

Fundraiser Requested: 1 on 1 + 3 on 3 Basketball League + Tournament

Purpose of Fundraiser: Raise money for Basketball Program as well as bring Community involvement

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?  
 No  Yes  
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

<b>What expenditures will you have with this fundraiser?</b> Cost to purchase product, cost to make product...etc... <u>None</u>	\$ 0 Estimated Expense	\$ 500 Estimated Net Profit After Expenses
--	---------------------------	---

**Is this fundraiser to sell a " food item "**

No [Complete Page 1 Only]  Yes Complete both pages to determine Eligibility for your food fundraiser

**Is this fundraiser a " raffle "**

No  Yes If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Dackwon Cebit  
Sponsor's Name

Josh Newby  
Principal/Administrator Name

[Signature]  
Sponsor's Signature

Josh Newby  
Principal/Administrator Signature

**Communications Office**

Design Review for Spirit Items

Approved  Denied

NA

Communications Liaison

**Central Office Administration**

Date Received by Bus Ofc: 5-13-26

Date Received by Supt Ofc: 5-15-26

Approved  Denied

[Signature]  
Superintendent

**Board of Education**

Date of Board Meeting: 5-19-26

Approved  Denied

Board of Education

# Fundraiser Request | School Year 25-26

Submit this completed form to the Business Office at least 10 days before each school board meeting

944  
Activity Acct #

Boys Basketball  
Activity Account Name

Ardmore High School  
School

June 1-26  
Fundraiser Date

Fundraiser Requested Basketball Team Camp/Summer League

Purpose of Fundraiser To raise money for buy Basketball

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?  
 No  Yes  
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

**What expenditures will you have with this fundraiser?**  
 Cost to purchase product, cost to make product...etc...  
none

\$  
**Estimated Expense**

\$ 1000  
**Estimated Net Profit After Expenses**

**Is this fundraiser to sell a " food item "**

**No** [Complete Page 1 Only]  **Yes** Complete both pages to determine Eligibility for your food fundraiser

**Is this fundraiser a " raffle "**

**No**  **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

Darwin Cubit  
Sponsor's Name

[Signature]  
Sponsor's Signature

Josh Newby  
Principal/Administrator Name

Josh Newby  
Principal/Administrator Signature

**Communications Office**  
**Design Review for Spirit Items**  
 Approved NA  Denied  
 Communications Liaison

**Central Office Administration**  
 Date Received by Bus Ofc: 5/13/26  
 Date Received by Supt Ofc: 5/15/26  
 Approved  Denied  
[Signature]  
 Superintendent

**Board of Education**  
 Date of Board Meeting: 5/19/26  
 Approved  Denied  
 Board of Education

# Fundraiser Request | School Year 25-26

Submit this completed form to the Business Office at least 10 days before each school board meeting

<div style="border: 1px solid black; padding: 2px; display: inline-block;">951</div> Activity Acct #	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Lady Tigers Basketball</div> Activity Account Name
---	--

<div style="border: 1px solid black; padding: 2px; display: inline-block;">Ardmore High School</div> School	<div style="border: 1px solid black; padding: 2px; display: inline-block;">May 2026</div> Fundraiser Date
--	--

**Fundraiser Requested** May 27-29

Lady Tigers Basketball  
 2026 Summer Youth Camp - Basketball Camp

**Purpose of Fundraiser**

Raise money for H.S. Girls Basketball Team

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?  
 No  Yes

If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

<b>What expenditures will you have with this fundraiser?</b> Cost to purchase product, cost to make product...etc...  <div style="border: 1px solid black; padding: 5px; text-align: center;">-0-</div>	\$ -0- Estimated Expense	\$ 800.00 Estimated Net Profit After Expenses
--	-----------------------------	--

**Is this fundraiser to sell a " food item "**

**No** [Complete Page 1 Only]       **Yes**      Complete both pages to determine Eligibility for your food fundraiser

**Is this fundraiser a " raffle "**

**No**       **Yes**      If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

David Vann  
 Sponsor's Name

Josh Newby  
 Principal/Administrator Name

David Vann  
 Sponsor's Signature

Josh Newby  
 Principal/Administrator Signature

**Communications Office**

**Design Review for Spirit Items**

Approved       Denied

NA

Communications Liaison

**Central Office Administration**

Date Received by Bus Ofc: 5-7-26

Date Received by Supt Ofc: 5-12-26

Approved       Denied

Superintendent

**Board of Education**

Date of Board Meeting: 5-19-26

Approved       Denied

Board of Education



Taylor Publishing Company dba Balfour is hereby authorized as the official publisher of the publication described below.

(Please Print)

Production Year(s) <b>2027</b>	Title of Book <b>Ardmore High School</b>		Date <b>5/7/26</b>	Cust# <b>29956</b>
School <b>Ardmore High School</b>		Address <b>701 Veterans Blvd</b>	Phone # <b>(580) 226-7680</b>	Ext.
City <b>Ardmore</b>	State <b>OK</b>	Zip <b>73401</b>	Email Address <b>esavage@ardmoreschools.org</b>	Check here to receive email news & tips from Balfour <input checked="" type="checkbox"/>
Mr., Ms., Dr.	Name <b>Elizabeth Savage</b>		Title <b>Adviser</b>	
Copies <b>120</b>	Pages <b>120</b>	Trim Size <b>8</b>	Cover Type <b>Hardcover</b>	Delivery Season <b>Summerr</b>
Requested Annual Ship Date <b>7/15/27</b>		Cust Type <b>High School</b>		

**COPY PREPARATION**  
**Encore**

**BAL4.TV**

Activate Yearbook Project for BAL4.TV Codes: *(add codes at studio.balfour.com)*      **Optional**      Price Per Code **\$45**

Base Price:	_____	\$ _____
Cover:	_____	\$ _____
Endsheets:	_____	\$ _____
Paper:	_____	\$ _____
Additional Specifications:	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

1st Deposit*: \$ <b>2,278.50</b>	Date: <u>1/15/27</u>	Total Est. Price \$ <b>6600</b>
2nd Deposit*: \$ <b>1,917.75</b>	Date: <u>06/15/27</u>	
<small>(30% of Total Est. Price)</small>	<small>(Final Copy Deadline)</small>	Average per book: \$ <b>55</b>
<small>(45% of Total Est. Price)</small>		

\* Deposit & annual estimated pricing for any subsequent years under this Contract will be provided separately and subject to then-current pricing.

The completed books will be shipped on a standard delivery schedule after the final copy shipment is received. Standard delivery schedules vary with product line. Failure to meet deadline requirements or to return proofs within the designated time will result in adjustments to the delivery schedule (ask your representative for other exceptions.) The company will make every effort to return submitted photographs and artwork, however the Company assumes no responsibility for their loss or damage. The company exercises no editorial control over the content of the book, and under Texas Law has no responsibility for its content.

This Contract is contingent upon Government regulations, strikes, fires, or acts of Providence. Prices shown are estimates based on the contract specifications, subject to the terms & conditions herein, and other agreements set forth as Exhibit A. Changes in specifications can affect the final billing price. The Total Year 1 Estimated Price shown above is based upon the Company's current price list, which in turn is based upon current material, labor, and other costs and are subject to change from time to time. To compensate for cost increases that will be incurred by the Company in the event of delay in the production schedule, the following shall apply: If final copy is received by the Company after December 31 of the Production Year, the total price shall increase by an amount equal to 5 percent of the Total Estimated Price. Prices are contingent on the Company's ability to obtain materials at a reasonable price. Should our suppliers increase their prices by an unexpected amount, the Company may be required to adjust prices accordingly. The Company will notify the Customer prior to manufacture of any such price adjustments.

Applicable sales taxes will be added to the final invoice unless the Customer furnishes evidence of tax-exempt status. The Customer agrees to pay the final invoice within 30 days of the invoice date or pay a late payment fee of 1-1/2% per month of the unpaid balance. Costs associated with collections, including reasonable attorney fees and court costs if it becomes necessary to place this account for collection, will be borne by the Customer. By the authorized signature below, Customer hereby waives notice of acceptance, default and exemption.

The parties acknowledge that Customer will provide, or Balfour/Iconic may otherwise obtain, information during the term of this Agreement that is considered "Personal Information" as defined by this Agreement and/or the CCPA. Such information is referred to for purposes of this Agreement as "Personal Information." The Parties acknowledge that Personal Information is necessary for Balfour/Iconic to provide services to Customer under this Agreement. The parties agree that Balfour/Iconic shall not (a) sell Personal Information; (b) retain, use or disclose Personal Information for any purpose other than the specific purpose of performing the services requested by Customer pursuant to the Agreement; (c) retain, use or disclose Personal Information for a commercial purpose other than providing the services requested by Customer pursuant to the Agreement; or (d) retain, use, or disclose Personal Information outside of the direct business relationship between Customer and Balfour/Iconic. Notwithstanding the foregoing, Balfour/Iconic may use subcontractors in its performance of the business services and such subcontractors shall comply with the CCPA and other applicable data privacy laws and regulations. Balfour/Iconic certifies that it understands these restrictions and will comply with them. Balfour/Iconic Group shall retain Personal Information as long as it is reasonably required for a business purpose. In addition, Customer represents that it has provided notice that Personal Information is being used by Balfour/Iconic as required by the CCPA.

Pursuant to V.T.C.A., Government Code §2270.002, the Company affirms that it does not boycott Israel and will not boycott Israel during the term of this contract. The Print Trade Customs of the Printing Industry of America, Inc. are incorporated into the terms of this Contract, except as specifically otherwise stated herein, and are reprinted on the back of this Contract.

This contract is subject to acceptance by Taylor Publishing Company dba Balfour in Dallas, Texas, and will be governed by the laws of the State of Texas.

I [we] have read, understand and accept the terms and conditions of this Contract. I further stipulate that I am an authorized representative of the customer named herein and, as such, am authorized to sign this Contract.

Signature (Circle one: Administrator / Adviser / Editor / Manager)	Please Print Name	Is a Purchase Order Required? <input type="checkbox"/> Yes <input type="checkbox"/> No    P.O. #: _____
Signature (Circle one: Administrator / Adviser / Editor / Manager)	Please Print Name	
Sales Representative (Please Print) <b>Cheryl Schoonover</b>	Rep # <b>968601</b>	Accepted at Balfour <b>LD</b>

# PRINTING TRADE CUSTOMS

Trade Customs have been in general use in the printing industry throughout the United States and Canada for more than 90 years.

1. **QUOTATIONS/ESTIMATES** A quotation not accepted within 30 days may be changed.
2. **ORDERS** Acceptance of orders is subject to credit approval and contingencies such as fire, water, strikes, theft, vandalism, act of God, and other causes beyond the provider's control. Canceled orders require compensation for incurred costs and related obligations.
3. **EXPERIMENTAL WORK** Experimental or preliminary work performed at the customer's request will be charged to the customer at the provider's current rates. This work may not be used without the provider's written consent.
4. **CREATIVE WORK** Sketches, copy, dummies, and all other creative work developed or furnished by the provider are the provider's exclusive property. The provider must give written approval for all use of this work and for any derivation of ideas from it.
5. **ACCURACY OF SPECIFICATIONS** Quotations are based on the accuracy of the specifications provided. The provider can request a job at the time of submission if copy, film, tapes, disks, or other input materials do not conform to the information on which the original quotation was based.
6. **VENUE** In the event of suit regarding this contract, then venue and jurisdiction therefore shall be in either the District, State or Municipal Court, as appropriate, of the county of Dallas, State of Texas. The parties agree and stipulate that the essential terms of this contract are to be performed in said Dallas County.
7. **ELECTRONIC MANUSCRIPTS/IMAGES** It is the customer's responsibility to maintain a copy of the original file. The provider is not responsible for accidental damage to media supplied by the customer or for the accuracy of furnished input or final input. Until digital input can be evaluated by the provider, no claims or promises are made about the provider's ability to work with jobs submitted in digital format, and no liability is assumed for problems that may arise. Any additional translating, editing, or programming needed to utilize customer-supplied files will be charged at prevailing rates.
8. **ALTERATIONS/CORRECTIONS** Customer alterations include all work performed in addition to the original specifications. All such work will be charged at the provider's current rates.
9. **PREPRESS PROOFS** The provider will submit prepress proofs along with original copy for the customer's review and approval. Corrections will be returned to the provider on a "master set" marked "O.K.," "O.K. With Corrections" or "Revised Proof Required" and signed by the customer. Until the master set is received, no additional work will be performed. The provider will not be responsible for undetected production errors if:
  - Proofs are not required by the customer.
  - The work is printed per the customer's OK.
  - Requests for changes are communicated verbally.
10. **PRESS PROOFS** Press proofs will not be furnished unless they have been required in writing in the provider's quotation. A press sheet can be submitted for the customer's approval as long as the customer is present at the press during makeready. Any press time lost or alterations/corrections made because of the customer's delay or change of mind will be charged at the provider's current rates.
11. **COLOR PROOFING** Because of differences in equipment, paper, inks, and other conditions between color proofing and production pressroom operations, a reasonable variation in color between color proofs and the completed job is to be expected. When a variation of this kind occurs, it will be considered acceptable performance.
12. **OVERRUNS/UNDERRUNS** Overruns or underruns will not exceed 10 percent of the quantity ordered. The provider will bill for the actual quantity delivered within this tolerance. If the customer requires a guaranteed quantity, the percentage of tolerance must be stated at the time of quotation.
13. **CUSTOMER'S PROPERTY** The provider will only maintain fire and extended coverage on property belonging to the customer while the property is in the provider's possession. The provider's liability for such property will not exceed the amount recoverable from the insurance. Additional insurance coverage may be obtained if it is requested in writing and in the premium is paid to the provider.
14. **DELIVERY** Unless otherwise specified, the price quoted is for a single shipment, without storage, F.O.B. the provider's address. Proposals are based on continuous and uninterrupted delivery of the complete order. If the specifications state otherwise, the provider will charge accordingly at current rates. Charges for delivery of materials and supplies from the customer to the provider or from the customer's supplier to the provider are not included in quotations unless specified. Title for finished work passes to the customer upon delivery to the carrier at the shipping point or upon mailing of invoices for the finished work or a portion thereof, whichever occurs first.
15. **PRODUCTION SCHEDULES** Production schedules will be established and followed by both the customer and the provider. There will be no liability or penalty for delays due to a state of war, riot, civil disorder, fire, strikes, accidents, action of government or civil authority, acts of God, or other cases beyond the control of the provider. In such cases, schedules will be extended by an amount of time equal to the delay incurred.
16. **CUSTOMER-FURNISHED MATERIAL** Materials furnished by customers or their suppliers are verified by delivery tickets. The provider bears no responsibility for discrepancies between delivery tickets and actual counts. Customer supplied paper must be delivered according to specifications furnished by the provider. These specifications will include correct weight, thickness, pick resistance, and other technical requirements. Artwork, film, color separations, special dies, tapes, disks, or other materials furnished by the customer must be usable by the provider without alteration or repair. Items not meeting this requirement will be repaired by the customer or by the provider at the provider's current rates.
17. **OUTSIDE PURCHASES** Unless otherwise agreed in writing, all outside purchases as requested or authorized by the customer, are chargeable.
18. **TERMS/CLAIMS/LIENS** Payment is net cash 30 calendar days from date of invoice. Claims for defects, damages, or shortages must be made by the customer in writing no later than 10 calendar days after delivery. If no such claim is made, the provider and the customer will understand that the job has been accepted. By accepting the job, the customer acknowledges that the provider's performance has fully satisfied all terms, conditions, and specifications. The Provider's Liability will be limited to the quoted selling price of defective goods without additional charge for special or consequential damages. As security for payment of any sum due under the terms of an agreement, the provider has the right to hold and place a lien on all customer property in the provider's possession. This right applies even if credit has been extended, notes have been accepted, trade acceptances have been made, or payment has been guaranteed. If payment is not made, the customer is liable for all collection costs incurred.
19. **LIABILITY**
  1. **Disclaimer of Express Warranties.** The provider warrants that the work is as described in the purchase order. The customer understands that all sketches, copy, dummies, and preparatory work shown to the customer are intended only to illustrate the general type and quality of the work. They are not intended to represent the actual work performed.
  2. **Disclaimer of Implied Warranties.** The Provider warrants only that the work will conform to the description contained in the purchase order. The provider's maximum liability, whether by negligence, contract, or otherwise, will not exceed the return of the amount invoiced for the work in the dispute. Under no circumstances will the provider be liable for specific, individual, or consequential damages.
20. **INDEMNIFICATION** The customer agrees to protect the provider from economic loss and any other harmful consequences that might arise in connection with the work. This means the customer will hold the provider harmless and save, indemnify, and otherwise defend the provider against claims, demands, actions, and proceedings on any and all grounds. This will apply regardless of responsibility for negligence.
  1. **Copyrights.** The customer also warrants that the subject matter to be printed is not copyrighted by a third party. The customer also recognizes that because subject matter does not have to bear a copyright notice to be protected by copyright law, absence of such notice does not necessarily assure a right to reproduce. The customer further warrants that no copyright notice has been removed from any material used in preparing the subject matter for reproduction. To support these warranties, the customer agrees to indemnify and hold the provider harmless for all liability, damages, and attorney fees that may be incurred in any legal action connected with copyright infringement involving the work produced or provided.
  2. **Personal or Economic Rights.** The customer also warrants that the work does not contain anything that is libelous or scandalous or anything that threatens anyone's right to privacy or other personal or economic rights. The customer will, at the customer's sole expense, promptly and thoroughly defend the provider in all legal actions on these grounds as long as the provider:
    - Promptly notifies the customer of legal action.
    - Gives the customer reasonable time to undertake and conduct a defense.
    - The provider reserves the right to use its sole discretion in refusing to print anything the provider deems libelous, scandalous, improper, or infringing on copyright law.
21. **STORAGE** The provider will retain intermediate materials used until the related end product has been accepted by the customer. If requested by the customer, intermediate materials will be stored for an additional period at an additional charge. The provider is not liable for any loss or damage to stored material beyond what is recoverable by the provider's fire and extended insurance coverage.
22. **TAXES** All taxes and assessments levied by any governmental authority are the responsibility of the customer. All amounts due for taxes and assessments will be added to the customer's invoice. No tax exemption will be granted unless the customer's "Exemption Certificate" (or other official proof of exemption) accompanies the purchase order. If, after the customer has paid the invoice, it is determined that more tax is due, then the customer must promptly remit the required taxes to the taxing authority or immediately reimburse the provider for any additional taxes paid.
23. **TELECOMMUNICATIONS** Unless otherwise agreed, the customer will pay for all transmission charges. The provider is not responsible for any errors, omissions, or extra costs resulting from faults in transmission.
24. **PREPARATORY MATERIAL** Artwork, type, plates, negatives, positives, tapes, disks, and other items supplied by the provider shall remain the provider's exclusive property.

Originally formally promulgated, Annual Convention, United Typothetae of America, 1922. Revised and updated and repromulgated, Printing Industries of America, Inc., 1945, 1974, 1985 & 1994. Updated and adopted by the Printing Industries of America, National Association of Printers and Lithographers and Graphic Arts Technical Foundation, 2003.

**Printing Industries of America, Inc.**  
Adopted by Taylor Publishing Company 2012

***CRW Consulting E-rate Services, LLC***  
***Program Year 2027 (Year 30)***  
***E-rate Contract***

**CRW E-rate Consulting**, (“Agent” or “CRW”) and **Ardmore Public Schools** (“Applicant”) each agree to perform the obligations listed below. This contract authorizes the Agent to file any FCC Form (including, but not limited to: FCC Forms 470, 471, 472, 486 and 500) on behalf of the Applicant for Program Year 2027 (services to be discounted generally from 07/01/2027 – 06/30/2028). These FCC forms are necessary to receive Universal Service Fund monies, more commonly known as the “E-rate Program.”

This contract also authorizes an agent of CRW to (1) be listed as the contact person on the above referenced FCC forms; (2) sign, on behalf of the Applicant, any and all of said FCC Forms; (3) sign, on behalf of the Applicant, any and all additional FCC Forms which might become necessary to obtain discounts or stay within FCC Program rules, and (4) order services listed on the application on behalf of the Applicant. The Applicant agrees that the Applicant is strictly liable for any and all certifications and representations made on FCC Forms concerning the E-rate program, regardless of if an agent of CRW submits and signs said Form pursuant to this Contract.

This contract is subject to change based upon program rule changes made by the FCC or the Schools and Libraries Division (SLD) of the Universal Service Administrative Company, as well as any changes in applicable federal or state law. Either party’s failure to fulfill the obligations listed below will discharge, at the option of the other party, such other party’s obligations contained herein upon written notice. Applicant agrees to indemnify, defend, and hold harmless Agent for any and all claims arising hereunder or related to this Contract, including matters within the jurisdiction of state or federal administrative agencies, except for such claims based on Agent’s own fraud, willful injury, gross negligence, or violation of the law. Any waiver by either party of any provision of this Contract shall not operate as, nor be construed to be, a waiver of any subsequent breach thereof. Liability for damages on the part of either party is strictly limited to the “Full Payment for Category One Application” amount listed in the “Payment Terms” section of this Contract. This Contract is governed by the laws and regulations of the State of Oklahoma, regardless of the location of the Applicant, and any disputes arising hereunder shall be resolved in the applicable state or federal court for the County of Tulsa, State of Oklahoma. The parties consent to the jurisdiction of such courts and waive any jurisdictional or venue defenses otherwise available.

Signing below indicates acceptance that both parties will perform the responsibilities and accept the obligations listed therein for the applicable program year, and agree to follow the payment terms as described below. Signing below also indicates that both parties

agree to every provision of this Contract. Furthermore, both parties acknowledge that they had the opportunity to submit this Contract to counsel for review.

### **TWO IMPORTANT NOTES**

- 1. The document retention period for E-rate has changed from five years to ten years past the last day to receive service. For most applicants, this will mean that you will have to keep all of your E-rate related documents, including copies of the bills, proof of payment/POs, packing slips (for equipment) for a time period ending about 6/30/2038 for Category One Funding (this will be at the earliest 9/30/2038 for Category Two Funding).**
- 2. Applicants are required to comply with all State and Local bidding and purchasing rules (such as public notice requirements, bond requirements, etc.). Failure to comply with these State or Local restrictions could result in the loss of funding/mandatory re-payment of funding. If you have these types of rules in place, please make sure you inform us and that you follow those rules.**

### Responsibilities and Obligations of the Applicant

1. The Applicant understands that all services or products to be included on FCC Form 471 (The Application) must be competitively bid for a time period of no less than 28 days. **Any service which the Applicant wishes to have discounted by the E-rate program and is covered by a contract must undergo the proper 28 day competitive bidding cycle, and must be signed in the appropriate time period.** Bidding cycles may be longer than 28 days, but 28 days is the minimum bid period.
2. The Applicant agrees to provide a list of services or products to be included in the bidding process to the Agent (including identifying any contracts that may be expiring and need to be re-bid).
3. The Applicant understands that the bidding period begins the day the FCC Form 470 is filed on-line with the SLD's web site, or the date that the applicant posts their Request for Proposal (whichever is the later date begins the minimum 28 day window).
4. The Applicant agrees to inform the Agent of any state or local bidding restrictions and/or regulations before filing of FCC Form 470. These restrictions or regulations include, but are not limited to, newspaper advertisements, bonding requirements and/or other general media or public notification requirements.
5. The Applicant understands that during the bidding cycle that the Applicant must allow potential vendors equal opportunity to bid on the proposed services listed on FCC Form 470. The Applicant may choose to place qualifications on the bidding process, but any vendor who meets such qualifications must be allowed the opportunity to place a bid within the specified time period.
6. The Applicant understands that it is required to make cost-effective bidding decisions and that if the Applicant selects a service provider/bidder that is 2 times more expensive than the lowest bidder, USAC may deem that decision to not be

- cost-effective (and want their funding back).
7. The Applicant understands and agrees that it is the Applicant's responsibility to complete the Competitive Bidding Process by evaluating any valid bids received.
  8. The Agent may attempt to assist the Applicant's bid evaluation process by identifying what the Agent believes to be the cost of eligible goods and services provided on your bids. The Applicant agrees that it is the ultimate responsibility of the Applicant to determine the actual price of eligible goods and services to be evaluated and to verify those amounts listed by the Agent.
  9. The Applicant agrees to notify CRW of any products or services to be included on the Application that are, or will be, purchased or governed by a contract (including contracts that are expiring and need to be re-bid).
  10. The Applicant understands that all contracted services or products (that is, services or products that are purchased or governed by a contract) to be listed on the Application for discounts must be covered under a contract executed in the proper time period (after the bidding cycle is over, but before the close of the application window). The Applicant further understands that funding for services contracted for before the allowable 28 day bidding has ended, or after the 471 Application window has closed, will not be funded.
  11. Applicant understands and will abide by the SLD's competitive bidding rules which state that price must be the primary factor in awarding bids. The Applicant further certifies that, in accordance with the SLD's competitive bidding rules, no bidding evaluation factor will be as heavily weighted as is the "price" evaluation factor.
  12. Applicant agrees to document the bid evaluation process (a list of evaluation factors and how many points each bid received for each factor) for any service requested for which more than one bid is received. Sample bid evaluation sheets are available from CRW.
  13. The Applicant agrees to provide Agent copies of an average month's bill for any services not covered under a contract and to be included on the Application. This may include, but is not limited to Internet access bills, and circuit bills.
  14. The Applicant agrees to provide any information necessary to file any FCC form to the Agent upon request, within five working days. This includes, but is not limited to, free and reduced lunch information, monthly bills, copies of contracts, and letters that authorize the Agent to obtain account information.
  15. The Applicant agrees to retain any records related to the Application or other relevant FCC Forms for a period of ten years past the last day to receive service. This includes, but is not limited to, bids received, contracts, free and reduced lunch documentation, proof of payment for services, asset tracking info (packing slips, work orders, proof of delivery) and monthly bills that were or will be discounted by the SLD.
  16. The Applicant agrees to forward to the Agent any request for information originating from the SLD or USAC within three (3) working days.
  17. The Applicant agrees to provide an authorized signature and date for any necessary FCC Form that has been prepared by the Agent.

18. The Applicant understands that it is the sole responsibility of the Applicant to follow and adhere to any and all relevant FCC, USAC, or SLD rules and regulations, as well as any applicable federal, state, or local laws.
19. The Applicant agrees to authorize and grant “full rights” to employees of CRW Consulting in USAC’s EPC filing system.
20. Applicant recognizes and agrees that the Agent does not provide professional legal services nor does the Agent engage in the practice of law.
21. Applicant agrees to review draft copies of FCC Form 471 sent to the Applicant from the Agent for errors and omissions.

#### Responsibilities and Obligations of the Agent

1. Agent agrees to file on behalf of the Applicant any necessary FCC Form, including, but not limited to, FCC Forms 470, 471, 472, 486, 500, Service Provider Identification Number Change Letters, and Service Substitution Letters.
2. Agent agrees to notify the applicant of relevant program rule changes within a reasonable time period.
3. If desired by the Applicant, the Agent agrees to help determine the scope and details of the types of services or products to be included in the competitive bidding process. These services/products will be listed on FCC Form 470 and must undergo a minimum 28-day competitive bidding cycle.
4. Agent agrees to assist in preparing a Request for Proposal (RFP) or Invitation for Competitive Bids (IFCB) for E-rate eligible services, if desired by the applicant. This RFP/IFCB would supplement the FCC Form 470.
5. Agent agrees to review monthly bills, invoices, and/or contracts that are submitted to Agent in a timely manner for funding eligibility under the FCC rules and guidelines.
6. Agent agrees to submit, after receiving all necessary information from the Applicant, completed FCC Forms 470 and 471 to the SLD, before any relevant deadlines.
7. Agent agrees to answer on behalf of the Applicant any question or inquiry regarding the E-Rate Program or the services to be provided by Agent hereunder from the SLD, USAC, or any other such federal or state administrative agency.
8. Agent agrees to provide on-going E-rate support to the Applicant, as generally described above, and including providing reminders about upcoming deadlines, for a period starting no earlier than the execution date of this contract and ending no earlier than the end of the applicable program year (this will generally be about an 18 month time period).
9. Agent agrees to provide support in the event of a Selective Review, conducted by the SLD or their representatives covering an application filed by the Agent

**PAYMENT TERMS:** “Category One Applications” are defined as applications including only “Telecommunication Services” and/or “Internet Services” and/or Data Transmission Services” (including “Self-Provisioned Fiber, Leased Dark Fiber or Leased Lit Fiber”), or any other eligible "Wide Area Network service.” Full payment to CRW for filing Category One applications on behalf of the client is in the amount of \$4000 payable within 30 days of The Applicant receiving the invoice for payment from the Agent. Wide Area Network (WAN) design services (creating a detailed Request for Proposal) for WANs (possibly included detailed Fiber routes) are available at \$120 per hour, if the Agent is directed to provide those services by the Applicant.

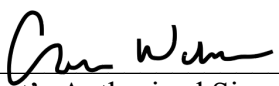
“Category Two Applications” are defined as applications including “Internal Connections and/or “Basic Maintenance of Internal Connections” and/or “Managed Internal Broadband Services.” Full payment for Category Two Applications is 3% of the total funded amount featured on the Applicant’s “Funding Decision Commitment Letter.” The total Category Two Payment for this contract shall not exceed \$20,000. Should no funding be awarded for the Category Two Application, the Applicant has no additional payment obligations beyond the Category One payment listed above.

Failure by the Applicant to perform the obligations and responsibilities listed on this form, and the possible loss of funding as a result thereof, does not discharge full payment obligations of the Applicant.

*Payment should be mailed to: CRW Consulting, PO Box 701713, Tulsa, OK 74170-1713.*

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
Applicant’s Authorized Signature

  
\_\_\_\_\_  
Agent’s Authorized Signature

\_\_\_\_\_  
Printed Name

Chris Webber  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title or Position

Owner, CRW Consulting  
\_\_\_\_\_  
Title or Position

**Ardmore Public Schools**  
Name of School District

**EMAIL TO [chris@crwconsulting.com](mailto:chris@crwconsulting.com) - OR -  
FAX THIS SIGNED PAGE TO: (918) 445-0049**

# KICM Sports

This agreement is to guarantee broadcast Fees and Rights between Ardmore Public Schools and KICM Sports for the 2026-27 school year. KICM Sports agrees to pay Ardmore Athletic Department \$1,500 for the rights to broadcast all football, basketball and select sports.

## KICM SPORTS

- Live Video streaming coverage of the Ardmore Football games via streaming to computer, iPhones, Android devices, computers, iPads, Tablets, etc.
- Coaches Pre-game show
- KICM SPORTS would be responsible for all costs surrounding the live broadcast at home and away games.
- Station will follow OSSAA Broadcast Rules
- No commercials for Medical Marijuana, liquor, wine or beer during broadcasts.
- KICM SPORTS agrees to use only experienced, professional broadcast personnel.
- KICM SPORTS will broadcast select basketball games and some playoff game with LIVE Video and or Audio on the LIVE Stream for the playoffs. But limited LIVE Stream video in the playoffs due to OSSAA FEES.
- KICM SPORTS will promote all school activities within our public service window. These announcements will be unlimited and must be supplied by Ardmore School officials.

## School agrees

- Due to the extensive cost associated with LIVE VIDEO streaming, Ardmore School agrees to disallow any **LIVE LOCAL** broadcast of home games without approval from KICM SPORTS whether on radio, cable access or TV station internet stream.
- Restrict or refuse any live broadcast by any local radio station broadcasting with 30 miles of Ardmore city limits.
- Ardmore schools will supply 4 tickets to each HOME football game for promotional giveaways by KICM SPORTS.
- Two Parking passes for the "Broadcast Crew"

The KICM Sports broadcast window is after 5pm Monday-Friday and on weekends at the discretion of our availabilities (commercial load). This limits our ability to broadcast some basketball and baseball games on radio during weekdays.

This agreement is entered into by:

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Ardmore Schools

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Robert Sullins  
President/KCIM Sports

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

**CONTRACT FOR AUDIT OF PUBLIC SCHOOLS  
2025-2026 SCHOOL YEAR**

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

We, the undersigned, do hereby further stipulate that we have entered into an agreement to provide an annual audit of the financial affairs and transactions of all funds and activities of the school district specified below. The audit period shall cover the 2025-2026 fiscal year beginning July 1, 2025 and ending June 30, 2026.

This audit contract was approved by the Board of Education and entered in the minutes of its meeting on the 19th day of May, 2026.

**ATTEST:**

<hr/> <b>Clerk</b> <b>Ardmore City Schools</b> <hr/> <b>District</b>	<hr/> <b>President</b> <b>Carter</b> <b>10/1019</b> <hr/> <b>County</b> <b>County/District Number</b>
Approved this <u>19th</u>	Day of <u>May</u> 2026.

**Mary E. Johnson & Associates, PLLC**

**AUDITING FIRM**

**SIGNATURE OF AUTHORIZED REPRESENTATIVE OF AUDITING FIRM**

**PLEASE EXECUTE THIS FORM IN TRIPLICATE:**

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

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

**MUST BE FILED NO LATER THAN JUNE 30, 2026**  
Contracts dated prior to January 20, 2026, will **not** be accepted.  
Contracts which do not contain **all** of the above provisions **will not** be accepted.

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

It is time for all the school districts that have a Transition School-to-Work: School Work Study contract to sign a new contract for fiscal year 2027 (October 1, 2026 (or date of last signature) – September 30, 2027).

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

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

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

Remember, the "EIN number" is your Federal ID Number.

**Services beginning July 1, 2026 or after may not be provided until the Award of Contract has been issued.**

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

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

Thank you for your help in this matter.



**OKLAHOMA**  
Rehabilitation Services



**OKLAHOMA**  
Education

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

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

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

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

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

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

1. For those students participating in School Work Study (SWS), the VR Counselor will send copies of the signed release forms, and the school can provide the students' transcripts along with the SWS time sheets.
2. The VR Counselor sends out the following letter to students and encloses a self-addressed postage-paid envelope for the student to return the transcript in the mail to DRS:

Dear [Client],

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

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



Renee Sansom Briscoe  
Transition Coordinator  
405-212-7789  
[rsansom@okdrs.gov](mailto:rsansom@okdrs.gov)



Lori Chesnut  
Program Specialist  
405-521-4802  
[lori.chesnut@sde.ok.gov](mailto:lori.chesnut@sde.ok.gov)

**State of Oklahoma  
Department Of Rehabilitation Services  
Transition School-to-work: Work Study**

This agreement, consisting of sixteen (16) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

**Ardmore Public Schools  
P.O. Box 1709  
Ardmore OK 73402-1709**

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

**RECITALS**

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

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

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

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

**NOW THEREFORE**, the parties agree as follows:

**I. Contract Period**

The Contract is effective from the latest date of signature of both parties or October 1, 2026, whichever is the latter, through September 30, 2027.

## I. Contract Services

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

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

All students participating in Work Study shall be DRS clients.

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

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

Participating students may work **no more than 15 cumulative hours per week during the school year** (i.e., during the day, evenings, weekends, or holidays). In each of the cases described above, the students **must** be given school credit for their participation during the school day, and the School staff and the DRS counselor will provide important guidance and instructional help around the work experience. If the student works after school hours, in the evening or on weekends, the School may also choose to give the student school credit and is encouraged to do so to support earning elective credits. The School will provide staff to work with the DRS counselor in the area of transition. The School will have at least one (1) person designated to serve as the "teacher/transition coordinator". Paraprofessionals could serve as transition coordinator or could also be assigned to help with the process and documentation. The School agrees to provide designated staff time for performing the needed duties related to transition. The School agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract.

Students wishing to continue working through the summer as part of Transition School-To-Work: Work Study may do so if the School has a current contract in place.

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

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

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

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

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

- office assistant/mail clerk - deliver mail/messages, stamping, sealing, organizing, cleaning, stocking, inventory, ordering, shredding, answering phones, making ID badges, laminating, taking messages, greeting visitors;
- transportation assistant - cleaning buses inside and out, light vehicle maintenance, checking fluids, tire pressure, assisting with trip tickets, cleaning bus barn;
- teacher's aide - reading to groups/individuals, cleaning, organizing, light grading, bulletin boards, listening to students read, engage students in activities, shredding, making copies;
- custodial -operating electric floor cleaning machines, simple maintenance, taking out trash, cleaning classrooms, sanitizing, dusting lockers and trophy cases, cleaning windows, restocking bathrooms, vacuuming rugs;
- manager of sports team - scorekeeping, ordering, inventory, hauling/moving equipment, washing towels, preparing water jugs and equipment for practices and games;
- information technology assistant - using compressed air to clean computers and keyboards; replacing batteries, mice and keyboards; cleaning monitors; deliveries to students and/or teachers; organizing order tickets;
- clerk in school store or coffee/snack cart - greeting, stocking, inventory, organizing, ordering, taking orders, filling orders, taking money and making change, cleaning, making displays;

- cafeteria assistant - wiping down tables, taking out trash, loading dishes, preparing food and utensils, stocking, serving, organizing;
- library aide - greeting, accepting books, checking books out, shelving books, research, cleaning, organizing, doing displays, answering phones; and
- landscaping/maintenance - mowing, weed eating, edging, pulling weeds, cleaning up flower beds, planting flower beds, selecting flowers/plants, planting in flower beds, trimming trees/shrubs, raking and bagging leaves, picking up trash from parking lot or around school grounds, light repairs on school properties, such as replacing light bulbs, painting, exterminating pests, etc.

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

In the final nine (9) months of the student's Work Study (School Work Study, Worksite Learning, Employer Work Study), the student must work for an employer outside of the school or school district, unless otherwise approved by the DRS counselor.

Students may not work in their family-owned business unless approved by the DRS counselor. This includes farms and other businesses.

Participation in School Work Study and/or Worksite Learning is limited to students who are **actively enrolled in high school and eligible for transition services**. Upon graduation with **either a standard diploma or an alternate diploma (OAAP)** and official exit from the school district, students receiving services under this Contract must cease work on the last day of the school year. Participation in these programs may not continue beyond the student's high school exit.

## A. Work Study Program

There are two types of Work Study through DRS:

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

## B. Other Work Opportunities

This is not a Work Study through DRS:

1. Employer Work Study allows students with disabilities employment experience in **part-time jobs in the community**, with the employers paying the wages/salary(ies). In this

instance, the students are employees of the community employers, **employers maintain liability, and the DRS does not reimburse the employers for the wages/salary(ies).**

#### **A. Contractor's/School's Obligations**

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

1. be knowledgeable about the contents and requirements of the Contract;
2. have received written authorizations from the DRS counselors prior to initiating work study services for eligible students or paying for work study services rendered by eligible students (i.e., not starting a student to work before the DRS has approved in writing);
3. serve as a member of the IEP team and make decisions for job placement as a team;
4. provide information regarding the program to School personnel, students, and parents;
5. provide job readiness instruction and assistance to the students in the program prior to starting their jobs (e.g., helping them prepare for interviewing for the potential position) through transition services or five core pre-employment transition services:
  - a. job exploration counseling;
  - b. work-based learning experiences;
  - c. counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
  - d. workplace readiness, including social and independent living skills; and
  - e. self-advocacy, including peer mentoring.
6. support students' job placement efforts, including tracking and regular follow up with students on their progress;
7. collaborate with the DRS counselor to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
8. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the SWS services provided by DRS, including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;
9. document such transition services or pre-employment transition services provided and completed by participating students;
10. provide such documentation to the DRS counselor at the end of each semester;
11. submit (at the same time and by the 15<sup>th</sup> of the following month or whenever payroll is run by the School for their payment cycle) monthly invoices/pay stubs, time sheets, progress reports, and proof of payment to students for reimbursement of the wages paid to students participating in School Work Study and/or Worksite Learning; and
12. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to the DRS.

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

#### **B. DRS's Obligations**

The DRS counselor shall:

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

### C. Student Wage

1. The DRS and the School agree that students who are employed by the School as part of a training program are not independent contractors, but employees of the School. **The School agrees to deduct state and federal income tax from wages paid to the student.** The School is responsible for costs incurred for workers' compensation or other expenses not included in the minimum wage reimbursed by the DRS, as part of its contribution toward providing coordinated transition services outlined in the Individuals with Disabilities Education Act (IDEA) and the Workforce Innovation and Opportunity Act (WIOA).
2. The DRS and the School further agree that **IRS regulations provide that services performed by a student who is employed by the school in which the student is enrolled are not considered "employment" for purposes of FICA (Federal Insurance Contribution Act—Social Security and Medicare) and FUTA (Federal Unemployment Tax Act—employment tax)** payroll deductions. 26 C.F.R. § 31.3121(b)(10)-2(a)(1) and § 31.3306(c)(10)-2(a). The rules provide that the services

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

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

## **I. Compensation**

### **A. Contract Amount**

The DRS shall reimburse the Contractor as follows:

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

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

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

The Oklahoma State Constitution, Article 10, Section 23 states, “Balanced Budget - Procedures. The state shall never create or authorize the creation of any debt or obligation, or fund or pay

any deficit, against the state, or any department, institution, or agency thereof, regardless of its form or the source of money from which it is to be paid, except as may be provided in this section and in Sections 24 and 25 of Article X of the Constitution of the State of Oklahoma.”

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

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

According to 70 O.S. § 5-142, school districts must conduct national criminal record background searches and fingerprinting on prospective employees. Therefore, the DRS will reimburse the School up to fifty dollars (\$58.25) per DRS client who:

- \* is going to participate in School Work Study and/or Worksite Learning;
- \* is at least eighteen (18) years of age; and
- \* has not previously had a criminal background check completed by the school district or any other school district in Oklahoma.

This reimbursement will occur upon request and submission of properly completed documentation to the DRS counselor. If the Contractor chooses to request the expedited background check from the Oklahoma State Department of Education, the Contractor will be responsible for any additional fees beyond the fifty dollars (\$58.25).

## A. Payment

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

## B. Lapse Of Invoices/Claims

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

## **I. Standard Terms**

### **A. Non-Discrimination**

The Contractor shall at all times comply with all applicable federal laws relating to nondiscrimination, including but not limited to the Civil Rights Act of 1964 (42 U.S.C. §2000 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794), the Americans With Disabilities Act of 1990 (42 U.S.C. §12101 *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the Age Discrimination in Employment Act (42 U.S.C. §6101 *et seq.*), and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts. Contractor acknowledges and agrees that it will take no action, make no decision, and grant no preference or disadvantage, directly or indirectly, based on a person's race, color, national origin, ethnicity, religion, sex, or marital status.

### **B. Lobbying Activities**

The Contractor certifies the following:

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

### **C. Debarment And Suspension**

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

Additionally, the Contractor shall promptly provide written notice to the Oklahoma state purchasing director if the certification becomes erroneous due to changed circumstances.

#### **A. Drug-Free Workplace**

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

#### **B. Modification**

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

#### **C. Cancellation**

1. **With Cause:** In the event the Contractor fails to meet the terms and conditions of the Contract or fails to provide services in accordance with the provisions of the Contract, the DRS may upon written notice of default transmitted via Certified Mail to Contractor, cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date DRS mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the State of Oklahoma, Office of Management and Enterprise Services.
2. **Without Cause:** It is further agreed that the Contract may be canceled by either party by providing thirty (30) days prior written notice.

#### **D. Access To And Retention Of Records**

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

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

#### **E. Subcontracting**

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

#### **A. Compliance With State And Federal Laws**

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

#### **B. Travel**

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

#### **C. Client Confidentiality**

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

#### **D. Unallowable Costs**

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

#### **E. Audit**

##### **1. Federal Funds**

Organizations that expend \$1,000,000 or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with 2 C.F.R. Part 200.

##### **2. State Funds**

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

**1. Auditor Approval and Audit Distribution**

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

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

**F. Clean Air Act**

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

**G. Employment Relationship**

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

**H. Insurance**

If the Contractor is not a self-insured governmental entity, the Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said

policy must provide that the carrier may not cancel or transfer the policy without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and provide the DRS with evidence of such insurance and renewals upon request.

#### **A. Punitive Actions**

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

#### **B. Prior DRS/State Employment**

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

#### **C. Legal Employment Status Verification System**

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

#### **D. Contract Jurisdiction**

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

#### **E. Severability**

If any provision under the Contract, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other

provision of the Contract or its application that can be given effect without the invalid provision or application.

#### **A. TikTok Ban**

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

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

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

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

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

#### **D. Force Majeure**

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

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

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

The party experiencing the Force Majeure circumstances shall cooperate with and assist

the injured party in all reasonable ways to minimize the impact of Force Majeure on the injured party.

**A. Termination For Funding Insufficiency**

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

**B. Prohibition On Certain Telecommunications And Video Surveillance**

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

**C. Offender List Registration Declaration and Compliance with 57 O.S. § 589 and 70 O.S. § 6-101.48.**

This section applies to contractors who provide services to persons under eighteen (18) years of age or who provide services on the premises of the Oklahoma School for the Blind (OSB) or the Oklahoma School for the Deaf (OSD).

**Offender List Registration Declaration**

The Contractor's signing authority for the Contract hereby states under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct:

1. I am the Contractor OR I am the duly authorized representative of the Contractor;  
and
2. Neither the Contractor nor any employee of the Contractor, nor any subcontractor or employee of a subcontractor, who provides services to persons under the age of eighteen (18) years pursuant to the terms of this contract, or who works on the premises of OSB or OSD is currently required to register under the provisions of the Oklahoma Sex Offenders Registration Act (57 O.S. §§ 581 *et seq.*) or the Mary Rippy Violent Crime Offenders Registration Act (57 O.S. §§ 591 *et seq.*)



**STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
WORK PLAN**

Ardmore Public Schools

VENDOR

Contract Number

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

The contract monitor has been assigned the following duties:

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

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

The services to be performed through this contract are necessary for the Division of Rehabilitation Services (DRS) to carry out its policies, rules, and regulations regarding the provision of appropriate vocational rehabilitation services in a timely manner, leading to the employment of eligible individuals with disabilities, in accordance with the requirements of 34 CFR Part 361, including but not limited to § 361.42 (Assessment for determining eligibility and priority for services) and § 361.48 (Scope of vocational rehabilitation services).

**Signature:**

**Email:** [contracts@okdrs.gov](mailto:contracts@okdrs.gov)

**COMPREHENSIVE  
EMPLOYMENT SERVICE AGREEMENT**

This Comprehensive Employment Service Agreement is made this 19 day of May, 2026, by and between Ardmore Public Schools (hereafter, "School") and Oklahoma State School Boards Association Employment Services Program (hereafter, "OSSBA").

The Board of Education of the School has voted to join the OSSBA Employment Services Program for the 2026-20267school year and agrees to pay OSSBA an administrative fee in the amount equal to \$7.00 per employee.

**Payment:** During the term of this Service Agreement, the School's annual administrative fee will be deducted in quarterly installments from the School's OSSBA Employment Services Program Account. OSSBA records indicate 465 school employees, for a total annual administrative fee of \$3,255.00. The Administrative fee will be deducted in quarterly installments until the annual administrative fee is paid in full.

**Billing and Deduction Process:** The administrative fee will be deducted from invoices issued by OSSBA for other services. School business offices should expect to see a line-item deduction labeled "OSSBA Employment Services Program Administrative Fee" on their quarterly billing statements. If you have questions regarding these deductions, please contact the OSSBA Chief Financial Officer.

**Additional Deposits:** In the event that a payment or deduction from the School's OSSBA Employment Services Program Account would deplete the Account to an amount less than zero (0), the School will be required to make an additional deposit to replenish the Account prior to OSSBA making any payment to the OESC.

**Withdrawal of Funds from OSSBA Employment Services Program Account:** Upon signing an initial Service Agreement, the School will make an initial deposit to establish an OSSBA Employment Services Program Account through which the OSSBA will pay any necessary unemployment claim payments and any other necessary payments to the OESC on the School's behalf. The funds in the Account shall at all times remain School funds. Because the funds in the School's OSSBA Employment Services Program Account remain School funds, the School may withdraw any or all funds from the Account upon providing written notice to the OSSBA.

**Services Provided:** The administrative fee will be paid in exchange for employment related services provided by OSSBA, including but not limited to:

- 1) Providing complete legal representation by an Oklahoma licensed attorney in all aspects of the unemployment claims process before the Oklahoma Employment

Security Commission (hereafter "OESC"). This representation is limited to claims and administrative hearings directly with the OESC and DOES NOT include representation in judicial reviews or court proceedings. See 'Scope of Legal Representation' section below;

- 2) Auditing the payment of all unemployment claims to ensure the minimum is paid and any overpayments are recovered;
- 3) Providing quarterly reports of unemployment claims and amounts paid by the OESC to Claimants on the School's behalf;
- 4) Providing prudent management of School funds deposited in the School's OSSBA Employment Services Program Account;
- 5) Providing up-to-date Legislative and Administrative Law Updates to keep the School informed of changes that affect unemployment claims and costs; and
- 6) Providing opportunities for employment training and information.

**Scope of Legal Representation:** The legal representation provided by OSSBA under this Agreement is limited to claims of adjudication and administrative hearings conducted by the Oklahoma Employment Security Commission (OESC). This includes representation in protests of claims, appeals before OESC hearing officers, and related administrative proceedings.

The current membership fee DOES NOT include representation in any judicial review proceedings, appeals to the Oklahoma Court of Appeals, or any other court proceedings. The School is responsible for determining whether additional legal representation is needed for such matters.

The School may discuss with OSSBA the availability and cost of representation beyond the scope of this Agreement on a case-by-case basis, but any such representation would require a separate agreement and additional fee. All requests for representation outside the scope of this Agreement must be submitted in writing to the OSSBA Employment Services Program team for consideration and approval.

**Information Access:** The School will grant to OSSBA Third Party Administrator (TPA) access rights to the School's EZ Tax Express Account administered by the Oklahoma Employment Security Commission (OESC) in order for OSSBA to appropriately administer School's unemployment claims and assist with financial accounting and quarterly contribution reporting. Further, the School agrees to provide OSSBA with access to other information systems administered by the OESC if access is deemed necessary to process unemployment claims on School's behalf.

**Contact Information:** The School shall designate contact personnel for OSSBA Employment Services Program administration. The persons named below will be responsible for providing information to OSSBA regarding unemployment claims and will receive copies of OSSBA correspondence.

**PRIMARY CONTACT PERSON:**

**SECONDARY CONTACT PERSON:**

(To be CC'd on communications if primary contact is unavailable)

Name: Morgan Manley  
Title: Personnel Director  
Email: mmanley@ardmoreschools.org  
Phone: 580) 226-7650  
ext 1211

Name: Perry Zeiset  
Title: Director of Finance  
Email: pzeiset@ardmoreschools.org  
Phone: 580) 226-7650  
ext 1220

**Additional Contacts to Receive Cc on Employment Services Correspondence:** You may designate additional personnel who should receive copies of OSSBA Employment Services correspondence. This may include superintendents, human resources staff, business office personnel, or other school officials who have a need to know about unemployment claims and related matters. Please email [es@ossba.org](mailto:es@ossba.org) your additional contacts.

The School agrees to notify OSSBA in writing of any changes to contact personnel, email addresses, or phone numbers within 30 days of such change. OSSBA will maintain these contact records and use them to distribute all official communications related to the School's unemployment claims and membership in the Employment Services Program. If you would like to make changes to these contacts between agreement renewal periods, please email: [es@ossba.org](mailto:es@ossba.org).

**Term of Agreement:** This Service Agreement will be effective for the 2026-2027 fiscal year which ends on June 30, 2027. This Service Agreement may be renewed for a subsequent fiscal year by the Board of Education of the School taking such necessary action.

**Revision or termination of Agreement:** Either party may revise this Service Agreement with 60 days' written notice to the other party.

Termination of this Agreement may occur under the following circumstances:

1. If either party does not fulfill what it has agreed upon in the above terms, termination may be made within 30 days' written notice to the other party.
2. Return of Signed Agreement Deadline: The School must return the signed Service Agreement to OSSBA by June 30<sup>th</sup> of each fiscal year. Failure to return the signed agreement by this deadline will result in automatic termination of services effective

immediately, unless the School contacts OSSBA in writing to request an extension prior to the deadline. OSSBA may grant a reasonable extension at its discretion.

3. Non-Payment of Administrative Fees: If administrative fees remain unpaid for more than 90 days past the due date, OSSBA may terminate this Agreement effective immediately upon written notice to the School. The School shall remain liable for all unpaid fees and any associated costs.

Upon termination of this Agreement for any reason, the School shall continue to be responsible for all outstanding unemployment claims liability.

Signed:



Shawn Hime  
OSSBA Executive Director

04/17/2026

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board President or Designee  
Ardmore Public Schools 019

5/19/2026

\_\_\_\_\_  
Date

# MEMBERSHIP RENEWAL

OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION



District Name	Ardmore City Schools
Superintendent Name	Andy Davis
Superintendent Email	adavis@ardmoreschools.org
Minutes Clerk Name	Terrie Colaw
Minutes Clerk Email	tcolaw@ardmoreschools.org

<input type="checkbox"/>	Superintendent is new for the 26-27 school year
<input type="checkbox"/>	Superintendent is a first-year superintendent

My district wishes to subscribe/renew the following memberships and services:

<input checked="" type="checkbox"/>	OSSBA Membership	<input checked="" type="checkbox"/>	Online Policy Hosting
<input checked="" type="checkbox"/>	Policy Services	<input checked="" type="checkbox"/>	Superintendent Evaluation (online tool)
<input checked="" type="checkbox"/>	Employment Services	<input checked="" type="checkbox"/>	Connections (monthly communications newsletter)
<input checked="" type="checkbox"/>	Assemble Meetings		

My district is interested in the following services and would like to be contacted with more information:

<input checked="" type="checkbox"/>	Strategic Planning	<input type="checkbox"/>	Online Policy Hosting	<input type="checkbox"/>	Leadership training for administrative teams
<input checked="" type="checkbox"/>	Whole-board training in my district	<input type="checkbox"/>	Community Engagement	<input type="checkbox"/>	Facility Planning Services
<input type="checkbox"/>	Policy Services	<input type="checkbox"/>	Superintendent Search	<input type="checkbox"/>	Technology Services
<input type="checkbox"/>	Assemble Meetings	<input type="checkbox"/>	Superintendent Evaluation (online tool)	<input type="checkbox"/>	Connections (monthly communications newsletter)
<input type="checkbox"/>	Employee Benefits				

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

Date of Board Approval \_\_\_\_\_ PO# \_\_\_\_\_



## Memorandum of Understanding

This memorandum of understanding (MOU) is written in the spirit of cooperation between Ardmore City Schools (herein after “the district”) and Southeastern Oklahoma State University (herein after “the Institution”) for the purpose of completing School Counseling Practicum experience during the Fall 2026 or Spring 2027 semester required by Southeastern Oklahoma State University.

The District agrees to:

1. Provide a placement that meets all Institution and certification requirements.
2. Select a highly qualified cooperating School Counselor Site Supervisor with appropriate certification and at least 2 years of experience to be a professional role model and Mentor School Counselor.
3. Provide the SE Practicum student with any guidance, rules, professional dress code, building access information, or institutional handbooks about District policies and procedures in the workplace and ensure these documents are preserved for the duration of the Practicum.
4. Provide opportunities for SE Practicum students to experience district orientations, trainings, and other campus functions.
5. Provide access to appropriate district resources including but not limited to curriculum documents, online resources, libraries, and forms.
6. Serve as a liaison with the school site and Institution.

The Mentor agrees to:

1. Maintain communication with Institution.
2. Provide opportunities for increasing responsibility for candidates working with students.
3. Based on program expectations, conduct observations, and provide continual and timely feedback and documentation of candidate progress.
4. Observe candidates and provide continual and timely feedback and support to facilitate professional growth and assist candidates in meeting expected outcomes.
5. Model professional dispositions for candidates and explain the rationale for the ethical and professional dispositions to candidates.
6. Engage candidates in critical thinking and problem solving to determine strategies for an effective school counseling program and assist candidates in becoming reflective professionals who are ready to assume responsibility.

Institution Supervisor/Liaison

1. Clearly communicate objectives, requirements, and policies to candidates and School Counseling Site Supervisors.
2. Clearly communicate timelines for candidate expectations.

3. Work effectively one on one to foster growth and development of knowledge, skills, and professional dispositions for student learning.
4. Based on program expectations, conduct observations, and provide timely feedback, and documentation of candidate progress.

Institution agrees to:

1. Recommend for placement in the School Counseling Practicum program only those students who have a satisfactory record and have met the requirements established by the institution.
2. Provide the district the right to refuse placement to any student based on information obtained during the application process, lack of mentors that meet institution requirements or any other reason that the district sees fit.
3. Cooperate with the district in any case where the SE Practicum student need redirection, or removal from the site.
4. Assign a single point of contact to work with the District regarding all School Counseling Practicum placements.

Amy Mills, Ed.D., LPC  
 Coordinator, School Counseling Practicum  
[amills@se.edu](mailto:amills@se.edu)  
 918-306-1595  
 580-745-2652

Denise Hartline, M.Ed.  
 Liaison, School Counseling Practicum  
[dhartline@se.edu](mailto:dhartline@se.edu)  
 512-917-1180

Candidates are expected to exhibit professional dispositions and behaviors, actively participate in school district professional development activities as appropriate and demonstrate commitment to professional goals.

\_\_\_\_\_  
 Administrator/Designee

5-19-2026  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 School Counseling Practicum Coordinator or Liaison

\_\_\_\_\_  
 Date

Amy R. Mills, Ed.D., LPC  
 Assistant Professor  
 Southeastern Oklahoma State University  
 Coordinator, School Counseling Practicum  
[amills@se.edu](mailto:amills@se.edu)  
 918-306-1595

Or  
 Denise Hartline, M.Ed.  
 Instructor  
 Southeastern Oklahoma State University  
 Liaison, School Counseling Practicum  
[dhartline@se.edu](mailto:dhartline@se.edu)  
 512-917-1180

## **Take Two Alternative Education Academy Cooperative Memorandum of Understanding**

This memorandum of understanding (hereafter referred to as the MOU) is entered into as of \_\_\_\_ (date), between \_\_\_\_\_ County, Oklahoma, a/k/a \_\_\_\_ Schools (hereafter referred to as the “Cooperative District”) and Independent School District No. 19 of Carter County, Oklahoma, a/k/a Ardmore City Schools (hereafter referred to as the “Local Education Authority” LEA).

**PURPOSE:** The purpose of this MOU is to establish the terms and conditions of the partnership between the LEA and the Cooperative District for Alternative Education classes for at-risk students in grades 7-12, pursuant to Title 70 O.S. §5-117(b) and Title 70 O.S. §1210.568(i).

**PROVISIONS:** The LEA in conjunction with the Take Two Alternative Education Academy agrees to provide alternative education services for students referred to and accepted by the LEA from the Cooperative District for the school year 2026-2027. It is agreed that the criteria for these students will meet the state definition of "at risk" students and that the LEA placement will be in the student's and the Cooperative District's best interests. It is understood that the LEA has the right of refusal of any student if it is felt that the placement is inappropriate for any reason.

**NOW, THEREFORE,** in consideration of the mutual promises of the parties to this MOU, and in accordance with the terms and conditions set forth herein, the parties agree as follows:

A. The Cooperative District will:

1. Assign all Alternative Education funds to the LEA who will service the Cooperative Program's students at the LEA site. The Cooperative Program will complete an “Authorization to Pay” form annually to notify the State Department of Education of their election that the LEA shall operate as the education agency for the Cooperative Districts and shall receive state funding, including the alternative education allocation payment, directly to the LEA.
  - a. The Authorization to Pay form must be approved by the Cooperative Program's School Board by August 1st so it can be uploaded into the district's implementation plan by September 1st.

2. Pay (if applicable) the LEA a per diem amount of \$61.00 per enrolled student for the days that student is a member of the Take Two Alternative Education Academy. The per diem rate shall begin on the student's enrollment date into the Take Two Alternative Education Academy and end on the student's withdrawal date from the Take Two Alternative Education Academy. The Cooperative District will be billed by the LEA at the end of each semester. The Cooperative District is requested to pay each billing within 30 days of receipt.
3. Provide the LEA with access to existing academic, discipline, special education, and psychological records of their alternative education students enrolled in the Cooperative Program. LEA and Cooperative District personnel will maintain and release student data and records as required by federal and state law, and their own internal policies, regulations and guidelines. This shall include, but is not limited to the Federal Educational Rights and Privacy Act.
4. Provide a copy of all students' free/reduced meal applications to the LEA. If a student does not have a free/reduced meal application on file with the LEA, the student will be charged full price for meals served. "If the LEA is part of the Community Eligibility Program through USDA, then there will be no charge for qualified meals."
5. Maintain transcripts on all students enrolled in the Take Two Alternative Education Academy and issue diplomas to graduates of the Take Two Alternative Education Academy. Each student enrolled in the Take Two Alternative Education Academy must meet requirements of their local Cooperative District for graduation.
6. Administer all Oklahoma State required testing to their Alternative Education students.
7. Provide transportation to and from the Take Two Alternative Education Academy at the LEA. If the Alternative Program has multiple Cooperative Districts, nothing in this MOU would prevent those districts from entering into mutual agreements to provide transportation to the LEA's Alternative Program.
8. Provide Cooperative District staff to participate in intake meetings and counseling sessions as required.
9. Inform the student and his/her parents/guardians of the intake/interview/assessment process as the first step in the acceptance process. The Cooperative District will also inform the student and his/her parents/guardians if outside intervention is deemed appropriate, then that intervention may be a condition of acceptance.

10. Ensure that all Alternative Education students are provided the same opportunities to participate in vocational programs and extracurricular activities at the Cooperative District, including but not limited to athletics, band, and clubs. Student academic eligibility as to participation in said activities at the Cooperative District will be governed solely by the rules and regulations of the Cooperative District.
11. Provide timely access to information concerning activities at the cooperative District to ensure opportunities for Alternative Education students' participation in activities, field trips, prom, graduation, etc.

B. The LEA in conjunction with the Take Two Alternative Education Services Academy will:

1. Establish and maintain an Alternative Education program that conforms to the requirements of statutes and rules applicable to alternative education (Title 70 O.S. §1210.568). In addition, the Alternative Education program will include:
  - a. LEA district staff to educate students from the Cooperative District in the program,
  - b. a program director with program guidance and oversight,
  - c. notifications of program start dates, meeting times, locations and school holiday/break schedules to the Cooperative District,
  - d. classroom/office space, and utilities for operation of the program,
  - e. all necessary academic materials, curriculum, and classroom supplies,
  - f. professional development for Alternative Education program staff,
  - g. engagement of community members and organizations in order to furnish community service opportunities for students,
  - h. and individualized instruction for students.
2. Submit billing (if applicable) to the Cooperative District each semester showing the per diem costs incurred by the Cooperative District's students during said semester. The Cooperative District is requested to pay each billing within 30 days of receipt.
3. Furnish the Cooperative District with attendance and discipline records, and grades earned for each student enrolled from the Cooperative District (at a minimum of quarterly throughout the school year).

4. Develop a discipline policy addressing out of school suspension, in school suspension, and/or detention procedures. At the LEAs' request, the Cooperative District will remove disruptive students from the Program.
5. Keep enrollment records to ensure proper documentation of average daily membership to each Cooperative District.
6. Provide special education services to eligible students who are appropriately identified as needing those services in accordance with the provisions of his or her individualized education program ("IEP") or 504 plan.
  - a. An IEP shall be written for those students by Cooperative District personnel with a representative from the LEA on the team when the IEP is written and/or revised.
  - b. When the need for specialized educational services is such that the LEA is not equipped to meet the needs of the student, then the student will not be accepted into the Program.
  - c. Special education students admitted to the Take Two Alternative Education Academy shall be included on the Cooperative District's special education count with the State Department of Education.
7. Provide academic and social service counseling to all Alternative Education students.
8. Provide nutritional meals for all Alternative Education students. The LEA will claim any free/reduced meals served when applicable. No other free/reduced count will be used by the LEA except meals served.

#### C. Enrollment

1. There is no maximum or minimum number of students the Cooperative District may admit to the Program.
2. The placement of students within the Program shall be based entirely upon the needs of the student and the agreement by LEA and the Cooperative District that such placement is appropriate and will benefit the student.
3. The Cooperative District acknowledges that the LEA is required to maintain a 15 student to 1 teacher ratio in the Alternative Education Program and that maintaining that ratio may affect the ability of some students to enroll in the Program.

D. Terms

1. The term of this MOU will begin on August 13, 2026 and will terminate on May 19, 2027. This MOU may be terminated upon 10 days' written notice by any party for a material breach of the duties or obligations contained herein or, for any reason, upon 60 days' written notice.
2. No modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this MOU and approved by the Cooperative District's and the LEA's Boards of Education.
3. This MOU may be executed and delivered by facsimile or by PDF attachment to email and such execution and delivery will have the same force and effect as an original document with original signatures.
4. Each person signing this MOU on behalf of their respective School District, individually warrants that he or she has full legal power to execute this MOU on behalf of the School District for whom he or she is signing, and to bind and obligate such School District with respect to all provisions contained in this MOU.

Executed by the Cooperative District as of the dates below written.

Dated as of \_\_\_\_\_ by INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_\_ OF  
 \_\_\_\_\_ COUNTY, OKLAHOMA, a/k/a  
 \_\_\_\_\_ PUBLIC SCHOOLS

ATTEST:

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

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

Clerk

President, Board of Education

Executed by the Local Education Authority, as of the dates below written.

Dated as of May 19, 2026 by INDEPENDENT SCHOOL DISTRICT NO. 19 OF  
Carter (10) COUNTY, OKLAHOMA, a/k/a  
Ardmore CITY SCHOOLS

ATTEST:

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

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

Clerk

President, Board of Education



## AUTHORIZATION TO PAY THE FY 27 ALLOCATION OF STATEWIDE ALTERNATIVE EDUCATION ACADEMY PROGRAM FUNDS TO THE LOCAL EDUCATIONAL (LEA) FOR THE COOPERATIVE

Please complete the follow information and upload into your Alternative Education Implementation Plan in Single-Sign-On.

Plan is open from August 1 through September 1.

District Name: Ardmore City Schools District Number F019  
County Name: Carter County Number 10

**District listed above authorizes SDE to pay LEA 100% of Alternative Education Allocation for FY 27 to district listed below.**

We authorize the Oklahoma State Department of Education (SDE) to pay our district's FY 27 Alternative Education Academy Allocation to the LEA listed below to provide Alternative Education Services for students in our district. We understand that this form does not constitute a contractual agreement for Alternative Education Services with the LEA. We understand that the SDE encourages us to develop a contractual agreement with the LEA that describes the details of the rights and responsibilities of each member of the Alternative Education Cooperative, including the amount above the allocation that each member of the cooperative should pay to the LEA for each student served.

Superintendent's Name: Andy Davis

Superintendent's Signature: \_\_\_\_\_ Date 5/19/26

Board President's Name: Steve Oliver

Board President's Signature: \_\_\_\_\_ Date 5/19/26

THE DISTRICT LISTED BELOW WILL RECEIVE 100% OF OUR ALTERNATIVE EDUCATION ACADEMY ALLOCATION AND WILL SERVE AS THE LEA FOR OUR DISTRICT'S ALTERNATIVE EDUCATION COOPERATIVE PROGRAM.

LEA District Name: Ardmore City Schools LEA District Number F019

LEA County Name: Carter LEA County Number 10



## Memo – Board Policies (May 2026)

### BD-B Line in Staff Relations and BD-BA Organization Chart

These policies [Staff Relations and the Organizational Chart] were updated to provide greater clarity regarding supervisory structure and reporting procedures for employees.

The revisions help clearly identify who staff members should report to for matters such as job responsibilities, reporting absences, seeking guidance or clarification regarding duties, and addressing workplace concerns. The updates also clarify lines of accountability and communication within the district organizational structure.

These changes are intended to improve consistency, communication, and operational efficiency by ensuring employees have a clear understanding of supervisory expectations and reporting channels.

### EA-A.10a Extended School Year Program Standards (Regulations)

#### **Policy Information:**

Extended Year Services (EYS) may resemble summer school at first glance, but serves a very different and legally significant purpose. ESY services are special education services provided beyond the normal school year to eligible students with disabilities. This service is provided when it is necessary to ensure a student received a Free Appropriate Public Education (FAPE). Eligibility is determined case-by-case by a student's Individualized Education Program team. Common factors include:

- Regression and recoupment
  - Does the student lose critical skills over breaks? How long does it take to regain these lost skills?
- Severity of disability
  - Students with more significant needs may require continuous services.
- Critical life or development skills
  - Interruptions may significantly impact progress in key areas.
- Behavioral or functional needs
  - Breaks in services may lead to serious setbacks.

Not all students receiving special education qualify for ESY.

#### **REVISIONS:**

The Screening Process (pg 4) was revised to ensure compliance with procedures to identify special education students' eligibility for the ESY program. Item 2 moved from mandatory screening of all multi-handicapped and trainable mentally handicapped students to screening of students upon special request by parent, teacher, or other service provider. This revision was recommended by OSSBA and reviewed and approved by Lisa Moore, Director of Special Services.

## **FE-F Reporting Students Under the Influence of or Possessing Alcoholic Beverages, or Controlled Dangerous Substances**

### **Policy Information:**

This policy is required by law, filed with the State Superintendent of Public Instruction in accordance with 70 O.S. § 24-138, distributed to each staff member, and acknowledgement of receipt from all classroom teachers.

### **REVISIONS:**

The proposed revision to Policy FE-F, "Reporting Students Under the Influence of or Possessing Alcoholic Beverages or Controlled Dangerous Substances," adds administrators to the list of school personnel responsible for reporting incidents, alongside teachers and counselors.

Previously, the policy specifically referenced teachers and counselors. The updated language clarifies that administrators also have a responsibility to report when a student is suspected of being under the influence of, or in possession of, alcoholic beverages or controlled dangerous substances.

This revision is intended to align the district policy more closely with Oklahoma law and ensure that reporting responsibilities are clearly defined for all school officials who may become aware of these situations. The change does not substantially alter district practice, but rather clarifies and strengthens the policy language to reflect legal expectations and administrative responsibilities.

**Line in Staff Relations**

Lines of authority shall be clearly outlined by the superintendent by means of organizational charts, job descriptions, and administrative regulations and procedures. In accordance with the policy of the board of education, the following regulation shall govern line in staff relations.

**LINE RELATIONSHIPS****General**

1. Each employee in the district shall be responsible to the board of education through the superintendent of school and the employee's immediate supervisor.
2. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
3. In the absence of the superintendent, the assistant superintendent shall be the person in charge. In the absence of the superintendent and the assistant superintendent, the superintendent shall have established clear lines of authority.

**Instructional Program**

The principal shall have line authority over the following positions assigned to the principal's building and the employees shall report directly to the principal:

- Assistant Principal
- All Site Staff

**Operational – Support Services**

1. Persons serving in the following positions will report directly to the **superintendent**.
  - Assistant Superintendent
  - Executive Coordinator of Superintendent's Offices, Board Minutes Clerk
  - Communications Office
  - Director of Finance
2. Persons serving in the following positions will report directly to the **assistant superintendent**.
  - Principals
  - Athletic Director
  - Director of Take II
  - Director of Personnel
  - Director of Federal Programs
  - Director of Indian Education
  - Director of Child Nutrition
  - Director of Special Services
  - Director of Operations
  - Director of Technology
  - Director of Transportation
3. The principal shall have direct line authority of all support personnel assigned to a building, including but not limited to:
  - Secretaries
  - Clerical staff
  - Teachers Assistants
  - Paraprofessionals
  - Cafeteria staff
  - Custodians

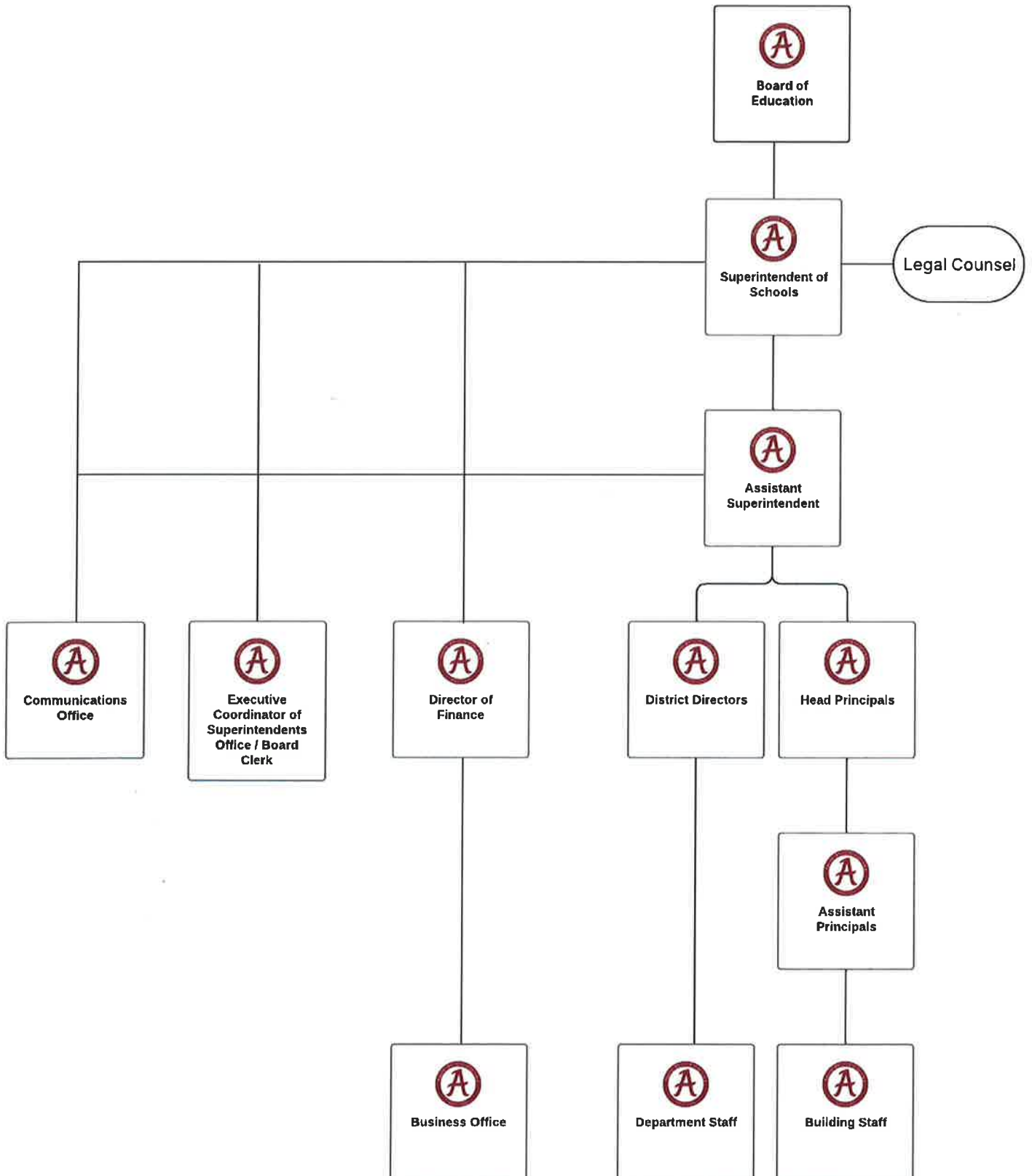
**STAFF RELATIONSHIPS**Instructional

1. The superintendent shall clarify the working relationships between the board of education and the superintendent, between the superintendent and the assistant superintendent, building principals, and other administrative-supervisory personnel and between the principals and their respective staff in regulations issued by the principals which shall be of such nature that they foster cooperative, effective administration. The quality of personal relationships existing between members of the staff is more important than the organizational structure.
2. A cooperative advisory relationship shall be maintained between the following:
  - Assistant superintendent
  - Building principals
  - The principal and instructional/curriculum specialists
3. All auxiliary supervisory personnel and coordinators of instruction, whether members of the building staff, central office, administrative center staff, or the State Department of Education, shall work through the principal in the performance of their duties within the school.

Operational Staff (Support Services)

1. Where the activities of operational and other non-instructional personnel are related to the authority of the principals and conflicts arise, the schedule and details of their activities shall be determined by conference among the persons involved. If agreements cannot be reached, the final determination shall be the responsibility of the superintendent.
2. A cooperative, working relationship shall be maintained between the following:
  - Assistant superintendent and all administrative and supervisory personnel
  - Director of Operations and the building principals
  - Director of Technology and the building principals
3. All operational personnel, whether members of the building staff or operational staff shall work through the principal in the performance of their duties within the school.

Organizational Chart



## EXTENDED SCHOOL YEAR PROGRAM STANDARDS (REGULATIONS)

In accordance with the policy of the board of education, the following regulations shall govern the standards for the Extended School Year (ESY) program. The school district will strictly follow the requirements as set forth in *Policies and Procedures for Special Education in Oklahoma* and the technical assistance document *Extended School Year (ESY) Services for Children and Youth with Disabilities*.

Individuals over the age of twenty-one and under the age of twenty-six years, who are legal residents of this school district, may be entitled to receive educational privileges and opportunities in order to complete a secondary education program when they have been unable to complete the twelfth grade due to physical disability or military service. Legal residents of this school district nineteen years of age or older, who are not enrolled in a high school program and have not completed the twelfth grade, may attend adult high school completion programs if such programs are established by the school district and approved by the Oklahoma State Department of Education (SDE).

This school district is responsible for providing Free Appropriate Public Education (FAPE) for children ages 3 through 21 years when it is determined by the individualized education program (IEP) team that the services are needed to receive FAPE.

Extended school year (ESY) services are defined as special education and related services provided by this school district to children with disabilities beyond the regular instructional year as a necessary part of FAPE. The type, amount, or duration of ESY services may not be unilaterally limited, but must be determined on an individual basis by the IEP team. The time period during which ESY may be offered may not be restricted, but will be determined on an individual basis by each student's IEP team.

A disabled student will be eligible for ESY services when it is determined that in the absence of such services the student will regress to such a marked degree that the student will be unable to recoup the loss within a reasonable time. Many factors will be considered in evaluating a student's need for an ESY program. Some of these factors are:

1. **Nature of the Handicapping Condition:** Certain children, by the nature of their handicap, may be predisposed to severe regression and limited recoupment. ESY services will not be limited based upon particular categories of disabilities.
2. **Severity of Handicapping Condition:** Children more severely disabled are most likely to need services.
3. **Availability of Home Stimulus During Summer Months:** In many instances it is feasible for a parent to monitor and implement a child's program during the summer break. When such a non-school program can be implemented by the student's parents and/or peers, it may provide a child the dual benefit of a vacation break from school without severe regression.
4. **Other Factors:** Other factors to be considered in determining the need for ESY include, but are not limited to: the degree of the child's disability; the parents' ability to provide education in the home; the child's rate of progress; the child's need for interaction with nondisabled peers and vocational training; and whether the requested services are an integral part of a program for children with similar disabilities.

## EXTENDED SCHOOL YEAR PROGRAM STANDARDS, REGULATIONS (Cont.)

The following factors must be considered by the Individual Education Program (IEP) team in determining need for ESY programming:

- Degree of impairment;
- Degree of regression;
- Recovery time from this regression;
- Ability of parents to provide educational structure at home;
- Child's rate of progress;
- Child's behavioral problems;
- Child's physical problems;
- Availability of alternative resources;
- Ability of the child to interact with children and youth who are not disabled;
- Area(s) in curriculum that need continuous attention;
- Child's vocational needs;
- Whether the requested service is extraordinary for the child's condition, as opposed to an integral part of a program for those with the child's condition; and
- Other relevant factors as determined by the IEP team.

Determination of the need for ESY services must be made on an individual basis and addressed appropriately on the IEP.

ESY services may also be appropriate for some children who have received Sooner Start services. To determine need for ESY services, the Individualized Family Service Plan (IFSP) and IEP teams (including family members) will meet and consider all pertinent information including background information, current evaluations, and information provided by Sooner Start. IEP team participants will include:

- an administrator or administrative representative;
- the child's regular education teacher;  
a special education teacher qualified to provide special education in the area of the suspected disability;
- the child's parent(s);
- the child, as appropriate;
- other individuals at the discretion of the parent(s) or this district; and
- a member of the multidisciplinary evaluation team or a representative of the district or some other person who is knowledgeable about the evaluation procedures and the results.

ESY Review Procedures

The IEP review may occur at any time the team member(s) considers appropriate. However, a review must occur on or before the anniversary date of the IEP (i.e., at least once a year). The review requires participation of team members as described under Team Participants in this section. Any team member, including a parent, may initiate a review of placement when revision of the IEP is needed. The IEP should reflect the specific amount and type of special education and related services provided to a child at all times.

## EXTENDED SCHOOL YEAR PROGRAM STANDARDS, REGULATIONS (Cont.)

The educational progress and appropriateness of the placement for each eligible child shall be reviewed on at least an annual basis. The review of the IEP shall be accomplished with reference to the schedules and procedures for evaluation of the goals and objectives specified in the IEP. The IEP team continues to provide: ongoing review of the effectiveness and appropriateness of the child's special education and related services; need for changes in type, frequency, or duration of services; and whether the child's placement continues to be the least restrictive environment or needs to be changed.

A review of placement meeting should occur following reevaluation or consideration of new information concerning the educational program of the child. The purpose of this meeting would be to review the present placement, services and any necessary change in services in relation to the new information.

Extended School Year (ESY) services are provided to children with disabilities who meet requirements of this ESY policy. ESY services must be determined and documented through the IEP. Special education and related services shall be provided beyond the regular instructional year as a necessary part of a free appropriate public education, for individual children determined eligible for ESY. Such determinations shall be made on an individual basis.

All special education students will be considered for an ESY program and screened upon request of a parent or other member of the IEP team.

Data and Evaluation Information to Determine ESY Needs

The IEP team must determine a child's need for ESY services by collecting, reviewing, and analyzing existing information and pertinent data, including, but not limited to, the child's disability, educational history, and present levels of performance/educational functioning and needs. Examples of data and information could involve a review of the following:

Criterion-referenced and standardized tests, including pretest and posttest data of a student's progress;

Functional assessments used in natural environments (e.g., home, community, work, school);

Analysis of data collected on a regular basis;

Evaluations and progress records for related services;

Parent, student, and/or service provider information;

Attendance records;

Behavior and disciplinary records;

Health/medical information;

Interviews with teachers and parents, students; and

Progress reports and assessments to determine the child's performance of IEP annual goals and objectives or benchmarks across time.

## EXTENDED SCHOOL YEAR PROGRAM STANDARDS, REGULATIONS (Cont.)

Screening Process

1. All special education students will be considered for an ESY program at their annual IEP team meeting and provision will be made on the IEP at that time if the team determines that an ESY program is necessary. Likewise, notation will be made on the IEP if a determination has been made that the student does not need or desire an ESY program.
2. February screening of students will be conducted upon special request by a parent, teacher, or other service provider.
3. All screening forms must be returned prior to the end of the second week in March.
4. The district will compile a list of those students requiring additional consideration and analyze possible service needs.
5. For those students identified as in need of ESY, the district will prepare recommendations as to the nature, duration, and frequency of services needed to assure that significant regression will not occur to such a degree that recoupment cannot be accomplished within a reasonable period of time.
6. At either the spring IEP review or a specially convened IEP team meeting, the team shall be advised of the referral for ESY and the recommendation, if any, that the student be placed in an ESY program for the summer. The advantages and disadvantages of such a program shall be explained to the parent as well as the basis for the referral and recommendation.

If the parent rejects the ESY, such should be recorded on the IEP. If the parent accepts the recommendation for an ESY, the IEP team should complete an amendment to the IEP with regard to services to be provided.

ESY services may be necessary for a free appropriate public education; therefore, procedural safeguards include the right to request a due process hearing. Parents or guardians may request a hearing to challenge the identification, evaluation, or educational placement. Mediation must be available as an option whenever a hearing is requested. However, parents and schools may use mediation to resolve a dispute regarding ESY without a request for a due process hearing.

**Reporting Students Under the Influence of or Possessing Alcoholic Beverages, or Controlled Dangerous Substances**

It is the policy of the **Ardmore City Schools Board of Education** that any administrator, teacher, or counselor who has reasonable cause to suspect that a student is under the influence of, or in possession of, low-point beer (3.2 beer), alcoholic beverages, or a controlled dangerous substance as defined by state law shall immediately notify the principal or designee. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student's possession of a controlled or counterfeit substance or suspected abuse thereof.

Law enforcement officials may also be notified.

Any search, seizure, suspension, or subsequent disciplinary action involving the student shall be conducted in accordance with applicable school policies, student handbook regulations, and state law.

Every administrator, teacher, or counselor employed by the board of education who has reason to believe that a student is under the influence of, or has possession of, alcoholic beverages (including 3.2 beer) or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability unless such referral was made in bad faith or with malicious purpose.

This policy shall be distributed to each classroom teacher, and receipt shall be acknowledged in a form determined by the superintendent.

**References**

- 70 O.S. §24-132
- 70 O.S. §24-133
- 70 O.S. §24-138
- 70 O.S. §24-102
- 63 O.S. §2-101 et seq.
- 37 O.S. §163.2

NOTE: A copy of this policy must be filed with the State Superintendent of Public Instruction in accordance with 70 O.S. §24-138.

Note: This Policy Required by Law

OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION  
PO Box 14590, Oklahoma City, Oklahoma 73113-0590

APPLICATION FOR CONDUCTING PILOT COOPERATIVE ACTIVITIES PROGRAM

(To Be Jointly Completed By Participating Schools)

1. ACTIVITY Fine Arts For School Year(s) 2026-2027  
(One Activity Per Application Form)

Check one:  High School  Junior High

2. SCHOOLS MAKING APPLICATION (List host school under A.)

A. Ardmore City Schools

Address PO Box 1709

City Ardmore, OK ZIP 73402

Supt. Mr. Andy Davis

Prin. Kim Roberts

A.D. N/A

B. Oak Hill Episcopal School

Address 2815 N Washington Road

City Ardmore, OK ZIP 73401

Supt. Mr. Ken Willy

Prin. N/A

A.D. N/A

3. ADMINISTRATOR OF RECORD (The OSSAA will contact one person, listed below, when seeking information about the program):

Name Andy Davis

Work Phone 580-226-7650

4. Do the boundaries of the school districts join? Yes  No

5. NAME OF COOPERATIVE TEAM or GROUP Ardmore Middle School School(s) \_\_\_\_\_ Mascot, if applicable \_\_\_\_\_

6. DISTANCE BETWEEN SCHOOLS .25 or less miles.

7. COACHING STAFF OR SPONSOR

Head Coach/Sponsor Johnathan Moreno School Ardmore Middle School

Assistant TJ Tolbert School Ardmore Middle School

8. SITE OF CONTEST N/A

9. SCHOOL ENROLLMENTS (if co-op application is for JH, no ADM numbers are necessary)

School A ADM (9-12) \_\_\_\_\_

School B ADM (9-12) \_\_\_\_\_

10. ADDITIONAL AGREEMENTS BETWEEN SCHOOLS

Written agreement between the two participating schools shall include the following (does not need to be submitted to the OSSAA):

- a. Conditions Prompting Application for Cooperative Agreement and Goal of Coop
- b. Administrative Responsibility
- c. Liability and Insurance
- d. Uniforms (colors, cost, identifying names, etc.)
- e. Financial Arrangements
- f. Operating Procedures
- g. Facilities
- h. Practice Sites and Schedules
- i. Staffing
- j. Evaluation of Staff
- k. Supervision at Contests, home and away
- l. Transportation
- m. Contracting Game Officials
- n. Cheerleaders/Pep Squads
- o. OSSAA Eligibility Reports
- p. Periodic In-School Eligibility Checks
- q. Procedures for Awarding Athletic Letters

11. Indicate the date and location of the school board meeting at which the filing of this application was approved.

School A Ardmore City Schools

Date 2026-2027 School year  
(Host)

Location Administration Building  
Cell Veterans Bldg.

School B Oak Hall

Date 2026-2027 School year

Location 2815 N Mt Washington Road

As a part of this application, please include, on school letterhead, the school board resolution approving participation in this cooperative program.

12. AUTHORIZATION FOR THE FILING OF THIS APPLICATION

The undersigned have jointly filed this application and verify the information contained herein.

Date of Application: May 19, 2026

SCHOOL A Ardmore City Schools

SCHOOL B Oak Hall

Bd. Pres. Steve Oliver  
(Host)

Bd. Pres. \_\_\_\_\_

Supt. Andy Davis

Supt. Ken Willy

Prin. Kim Roberts

Prin. NA



**Application for Sanctioning [Under OK Statute Title 70 § 5-129.1<sup>1</sup>**

This is a request for sanctioning by the Applicant to the Ardmore Board of Education, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent/teacher association or organization.

Applicant's Name: Ardmore Quarterback Club

Applicant's Address: PO Box 1531 Ardmore, OK 73402

Applicant's Tax ID No: 821688495

Applicant's Representative: Libbye Wilson

Applicants Phone # & Email: 580-504-7788      ardmoretigerqbclub@gmail.com

Applicant's Purpose, Goals & Organizational Structure:

We are a registered 501(c)(3) nonprofit, led by a dedicated four-member board.

Our mission is to secure sponsorships and donations that benefit the Ardmore High School football team to support their season.

Describe how the school district and its students will benefit if the Applicant is sanctioned:

The Quarterback Club supports the entire team by providing meals, snacks, and essential equipment.

Additionally, we honor seniors with special recognitions, celebrating their dedication and achievements.

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline the Applicant, and the decision of the board of education is final and non-appealable. Applicant further acknowledges that (a) the board of education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the board of education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and non-appealable.

<sup>1</sup>Only those student achievement programs and parent/teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code, Okla. Stat. title 70 § 5-129.1.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the board of education, upon request, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

**Instructions for Completing Application:**

1. Complete this application and the attached financial statement. Please print or type. If necessary, you may include additional sheets of paper.
2. Sign and date this application.
3. Submit the application to:
 

Superintendent of Schools  
 Ardmore City Schools  
 PO Box 1709  
 Ardmore, OK 73402

Applicant|Organization: Ardmore Quarterback Club

By: \_\_\_\_\_  
 President Signature Date

These officers have completed or will be completing the mandatory annual training provided by the District.

President: Libbye Wilson Email: dannlibb@hotmail.com  
 Vice Pres: Alicia Strader Email: aliciastrader@icloud.com  
 Treasurer: Cortney Wood Email: cartercocwood@hotmail.com

**Organization | Association Financial Statement [Unaudited]**

Financial Activity for School Year: 2025

Name of Organization | Association: Ardmore Quarterback Club

**Beginning Cash Balance, July 1, 2025** \$ 13,593.31

Collections:

- Fund-raiser, Merchandise Sales, Etc. \$ 22,136.00
- Donations \$ \_\_\_\_\_
- Contributions \$ \_\_\_\_\_
- Other (list) \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

**Total Collections** \$ 35,729.31

Expenditures:

- Fund Raising Expenses \$ 4,418.00
- Supplies/Materials \$ 8,301.13
- Advertising \$ 6,977.00
- Postage, Mailings, etc. \$ 244.00
- Equipment \$ 2,590.00
- Donations/Contributions \$ 1,775.00
- Other (list) \$ \_\_\_\_\_
- Banking \$ 350.00
- Banners \$ 1060.00
- CPA \$ 228.96

**Total Expenditures** \$ 25,834.09

April

**Ending Cash Balance, June 30, 2026** \$ 9,895.22

I, the undersigned office of the above-named organization | association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2025-2026 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Ardmore Board of Education, I/we may be required to submit further information on the organization | association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Officer: Cortney Wood  
 Title: Treasurer

Date: 5/10/26

Received by Ardmore City Schools:

Name/Title: Libbye Wilson / Pres. Date: 5/11/26



**Application for Sanctioning [Under OK Statute Title 70 § 5-129.1<sup>1</sup>**

This is a request for sanctioning by the Applicant to the Ardmore Board of Education, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent/teacher association or organization.

Applicant's Name: Travelin Tiger Fund

Applicant's Address: 130 D street NW, Ardmore, OK 73401

Applicant's Tax ID No: 47-3009977

Applicant's Representative: Mike Whotson

Applicants Phone # & Email: 580-226-4058     mike@fmiardmore.com

Applicant's Purpose, Goals & Organizational Structure:

*Purpose: Provide meals to all athletic teams (middle school + high school) when they are traveling for games/events during the school year.*

Describe how the school district and its students will benefit if the Applicant is sanctioned:

*The student athletes will benefit by receiving meals during road trip games/events without any expense to them or their family. The school district will benefit by knowing that each athlete is provided for through these meals.*

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin, or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline the Applicant, and the decision of the board of education is final and non-appealable. Applicant further acknowledges that (a) the board of education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the board of education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and non-appealable.

<sup>1</sup>Only those student achievement programs and parent/teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code, Okla. Stat. title 70 § 5-129.1.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the board of education, upon request, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

**Instructions for Completing Application:**

1. Complete this application and the attached financial statement. Please print or type. If necessary, you may include additional sheets of paper.
2. Sign and date this application.
3. Submit the application to: Superintendent of Schools  
Ardmore City Schools  
PO Box 1709  
Ardmore, OK 73402

Applicant/Organization: \_\_\_\_\_

By: *[Signature]* \_\_\_\_\_ Date: 5-5-2026

President Signature Date

These officers have completed or will be completing the mandatory annual training provided by the District.

President: Harry Spring Email: h.spring@sbeglobal.net

Vice Pres: Mike Whitton Email: mike@fmiardmore.com

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

Organization | Association Financial Statement [Unaudited]

Financial Activity for School Year: 2025-26

Name of Organization | Association: Travelin Tigers Fund Inc.

**Beginning Cash Balance, July 1, 2025** \$ 14,200.06

Collections:

- Fund-raiser, Merchandise Sales, Etc. \$ \_\_\_\_\_
- Donations \$ 24,915.00
- Contributions \$ \_\_\_\_\_
- Other (list) \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

**Total Collections** \$ 39,115.06

Expenditures:

- Fund Raising Expenses \$ \_\_\_\_\_
- Supplies/Materials \$ \_\_\_\_\_
- Advertising \$ \_\_\_\_\_
- Postage, Mailings, etc. \$ 224.00
- Equipment \$ \_\_\_\_\_
- Donations/Contributions \$ \_\_\_\_\_
- Other (list) \$ \_\_\_\_\_
- meals \$ 19,689.75
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

**Total Expenditures** \$ 19,913.75

**Ending Cash Balance, ~~June~~ April 30, 2026** \$ 19,201.31

I, the undersigned officer of the above-named organization | association, do hereby certify that this is a true and complete representation of the organization's financial activity for the \_\_\_\_\_ school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Ardmore Board of Education, I/we may be required to submit further information on the organization | association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Officer: *Mike Clark*  
 Title: vice president

Date: 5-5-26

Received by Ardmore City Schools:

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_



# Vehicle Locator

## Detail Report for Customer

MIKE HELLACK CHEVROLET, INC.  
 1630 E MAIN ST, DAVIS, OK, 73030  
 580-369-2344

Customer/Company: Ardmore Schools Sales Consultant:  
 Address:

Vehicle #1: 2026 Chevrolet Suburban	VIN/Order #	MSRP	Stock #
	1GNS5BKD5TR335607	\$66,495.00	

### Additional Vehicle Information

Body Style: CC10906-2WD  
 PEG: 1LS-LS Preferred Equipment Group  
 Primary Color: GAZ-Summit White  
 Trim: H0U-1WT/1LT/1SP/2LT/1FL/1LS-Cloth, Jet Black, Interior Trim  
 Engine: L84-Engine: 5.3L, EcoTec3 V-8, DI, Dynamic Fuel Mgt, V V T  
 Transmission: MHS-10-Speed Automatic

*SELL # 63,170*

Options: 1LS-LS Preferred Equipment Group  
 1SZ-Option Package Discount  
 4AA-Interior Trim, Jet Black  
 A2X-Power Seat Adjuster (Driver's Side)  
 A50-Seats: Front, Bucket, Full Feature  
 AL9-Lumbar, Driver side, power  
 ARN-Seat, 3rd row 60/40 Bench, manual  
 ASD-RESTRAINT SYSTEM DRVR (SINGLE, ADAPTIVE) & PASS (DUAL) FRT, FRT & C TR SEAT SIDE, ROOF SIDE  
 AT6-Seat, 2nd row 60/40 Bench, manual  
 AT9-LUMBAR PASSENGER SEAT, POWER, 2 WAY  
 ATH-Keyless Open & Keyless Start  
 B30-Floor Covering: Carpet, Color Keyed  
 B58-Floor Mats, color-keyed, carpeted 1st and 2nd row  
 BTV-Remote Engine Starting Pkg  
 BVE-Assist Steps, Black  
 C6G-GVW Rating 7600 Lbs  
 CJ2-Climate Control, Electronic - Multi-zone  
 CTB-Cross Traffic Alert Braking  
 CWA-Rear Camera, Mirror Washer  
 D07-Center Floor Console, fixed  
 DLF-Mirrors, O/S: Power, Heated  
 EF7-COUNTRY UNITED STATES OF AMERICA (USA)  
 ENL-ENG CONTROL DISABLE STOP/START, NON-LATCHING  
 FE9-Federal Emissions  
 G86-AXLE LIMITED SLIP  
 GAZ-Summit White  
 GU5-Rear Axle: 3.23 Ratio  
 H0U-1WT/1LT/1SP/2LT/1FL/1LS-Cloth, Jet Black, Interior Trim  
 IVE-Audio System, Virtual Cockpit  
 J26-ENGINEERING YEAR 2026  
 KC4-Cooler, Engine Oil  
 KI4-120 Volt Electrical Receptacle, In Cab  
 KNP-Transmission Cooling System  
 KSG-Adaptive Cruise Control  
 KW5-Alternator, 220 AMP  
 L84-Engine: 5.3L, EcoTec3 V-8, DI, Dynamic Fuel Mgt, V V T  
 MAH-MARKETING AREA US, PUERTO RICO/USVI

MHS-10-Speed Automatic  
 N37-Steering Column, Manual Tilt & Telescoping  
 NB5-Single Exhaust System  
 QDF-Tires: 265/65 R18L All Season, Blackwall  
 R7E-Price Tracking Code  
 RCV-Wheels: 18" Aluminum, Bright Silver  
 SLM-Sales Stock Orders  
 T8Z-Buckle-To-Drive  
 TAB-LAMP REAR COMBO BASE  
 TB4-Liftgate, Rear, manual  
 TGD-HEADLAMP LEVEL MIDLEVEL  
 TQ5-Headlamps, Intellibeam  
 U2K-SiriusXM Satellite Radio (subscription)  
 UE1-OnStar Communication System  
 UEU-Sensor, Forward Collision Alert  
 UFB-Rear Cross Traffic Alert Braking  
 UGN-Enhanced Automatic Emergency Braking  
 UK3-Radio Controls -Steering Wheel  
 UKI-Side Active Safety  
 UKK-Sensor, Pedestrian Detection  
 UKM-Lane Keep Assist w/Lane Departure Warning  
 UKT-Pedestrian and Bicyclist Detection, Front  
 UKZ-Obstacle Detection Enhanced, Extended Trailer View  
 UOW-DETECTION SIDE DOOR OPENING WARNING, PEDESTRIANS/BICYCLISTS/VEHICL E  
 UQF-Speaker System: Standard Sound System  
 URF-DISPLAY INSTRUMENT DRIVER INFO, DISPLAY ONLY, FAMILY C, 11", 2000 X 8 10  
 URW-Audio System, Adv Color LCD display w/Google Built-in  
 UTJ-Theft Protection System, Unauthorized Entry  
 UV2-Surround Vision, HD  
 UVZ-Reverse Automatic Braking  
 V55-Luggage Rack, side rails, chrome  
 VK3-Front License Plate Mounting Provisions  
 VV4-4G LTE Wi-Fi Hotspot capable  
 WNO-VIN MODEL YEAR 2026  
 X88-Nameplate - Chevrolet  
 Z82-Trailer Package  
 ZW7-Suspension Package, Premium Smooth Ride

### Disclaimer:

GM has tried to make the pricing information provided in this summary accurate. Please refer to actual vehicle invoice, however, for complete pricing information. GM will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary.

