

AGENDA FOR BOARD OF EDUCATION REGULAR MEETING

Bartlesville Public Schools

Education Service Center - Board of Education Meeting Room, 1100 South Jennings Ave, Bartlesville, OK 74003

Monday, June 20, 2022 at 5:30 PM

I. Call Meeting to Order

The Board can discuss, make motions, and vote on any matter appearing on the agenda. Such motions and votes may be to adopt, reject, table, reaffirm, rescind, or take no action on any agenda item.

II. Flag Salute

III. Spotlight

III.A. Bartlesville Public School Foundation Update by Blair Ellis

IV. Public Comment

The Board of Education invites public comment at this point in the regular meeting ONLY for items on tonight's agenda. Please sign up on the form provided prior to the meeting. Please Keep Comments to Five Minutes. Board members and administrative staff will not respond to questions from the public at the Board meeting. The Board will not be able to vote on matters brought forward by the public during participation time if such matters are not specific agenda items (Board Policy BDC).

- Bartlesville Education Association Representative
- Bartlesville Education Classified Personnel Organization Representative

V. Superintendent's Report

V.A. PLTW Distinguished District

The Bartlesville Public School District has again been recognized as a Project Lead The Way (PLTW) Distinguished District for its outstanding STEM program at every district school. bps-ok.org/article/749811

V.B. Safe Schools Update

2022 June BPS Safe Schools Update

V.C. Construction Update

V.D. Financial Report

V.E. Upcoming Board of Education Meetings

- Regular Meeting - Monday, July 18, 5:30 p.m.

VI. Consent Agenda

All the following items which concern reports and items of a routine nature normally approved at Board meetings will be approved by one vote unless any Board member desires to have a separate vote on any or all items. The Consent Agenda consists of the discussion, consideration, and vote on items A through X.

VI.A. Approval of Minutes as set out on Attachment "A"

- May 16, 2022 (Regular Meeting)

VI.B. Approval of Purchase Orders and Change Orders to date as set out on Attachment "B"

VI.C. Acceptance of Financial Reports for May 2022 as set out on Attachment "C"

VI.D. Approval of Personnel - Appointments, Resignations, Changes of Status - as set out on Attachment "D"

VI.E. Acceptance of Donations as set out on Attachment "E"

VI.F. Acceptance of Treasurer's Report as set out on Attachments "F"

VI.G. Acceptance of Activity Fund Report as set out on Attachment "G"

VI.H. Declaration of Items as Surplus as set out on Attachment "H"

VI.I. Approval of Lease Purchase Items as set out on Attachment "I"

VI.J. Approval of the Sodexo Facilities Management Renewal as set out on Attachment "J"

VI.K. Approval of Miscellaneous Pay Rates for 2022-23 as set on Attachment "K"

VI.L. Approval of K-9 Narcotics Renewal Agreement for 2022-23 as set out on Attachment "L"

VI.M. Approval of the Public Finance Law Group Agreement for legal services regarding bond issues for the 2022-2023 school year as set out on Attachment "M"

VI.N. Approval of Municipal Finance Services agreement for bond issue advisor services for the 2022-2023 school year as set out on Attachment "N"

- VI.O. Approval of Purchasing Agents for the 2022-2023 school year as set out on Attachment "O"
- VI.P. Approval of the BancFirst property insurance/worker's compensation quote as set out on Attachment "P"
- VI.Q. Approval of the Cenergistic contract renewal for the 2022-23 school year as set out on Attachment "Q"
- VI.R. Approval of a renewed contract with Municipal Accounting Systems, Inc. as set out on Attachment "R"
- VI.S. Approval of Activity Fund Fundraising Expenditures as set out on Attachment "S"
- VI.T. Approval of the Activity Fund Manual for 2022-23 as set out on Attachment "T"
- VI.U. Approval of Classified Employee Agreement Manual for 2022-2023 as set out on Attachment "U"
- VI.V. Approved of revised Policy AA-E District Boundary Map as set out on Attachment "V"
- VI.W. Approval of Dr. Stephanie Curtis and Mr. Jason Langham as Authorized Representatives for Child Nutrition and Federal Programs Applications and Claims for Reimbursement.

VII. Public Comment

The Board of Education invites public comment at this point in the regular meeting for items NOT on tonight's agenda. Please sign up on the form provided prior to the meeting. Please Keep Comments to Five Minutes. Board members and administrative staff will not respond to questions from the public at the Board meeting. The Board will not be able to vote on matters brought forward by the public during participation time if such matters are not specific agenda items (Board Policy BDC).

VIII. New Business

Under this item, the Board can consider and vote on any business that could not have been foreseen or known about at the time the agenda was posted.

- IX. Proposed executive session for discussing the employment evaluation and contract of Charles McCauley, superintendent, the disclosure of which information would violate confidentiality requirements of state and/or federal law, as authorized by Okla. Stat. tit. 25, §307 (B) (1) & (7)

- IX.A. Vote to convene in executive session
- IX.B. Vote to return to open session
- IX.C. Statement of executive session minutes
- X. Consideration and vote to approve an addendum to the Superintendent's contract for Charles R. McCauley
- XI. Adjournment

If you need an interpreter or special accommodations for this meeting, please contact Ms. Laci Harris at (918) 336-8600 x 3522 to make such arrangements.

POSTED at 5:30 p.m., June 16, 2022, by Laci L. Harris, Minutes Clerk of the Board.

BPS Foundation Summer Update

Financial Highlights

- Raised over **\$400,000** for our schools
- Our programs impacted all **9 sites**, **~6,000 students**, and **~700 staff members**
- Expanded donor base (**120 new donors**)
- Contributed **\$100,000** to the endowment (first year that we have been able to do this since the early days of BPSF)



BPS Foundation Summer Update

Program Highlights - Grants to Teachers



- 26 grants to teachers
- 4 different categories of grants
- \$45,000 in funding
- Impacted all levels of instruction



BPS Foundation Summer Update

Program Highlights

Bruins on the Run

- 112 students
- 58 teacher mentors
- Fall and Spring Session
- Completed the 8K and 10K



Goodnight Bartlesville

- 1700 copies sold
- Books purchased nationwide
- Hosted Illustrator Meet and Greet



BPS Foundation Summer Update

Program Highlights - Bruins of the Year



BPS Foundation Summer Update

Plans for 2022-2023

- Follow through on a few fun things for our elementary schools
- Expanding our grants to teachers program
- Continue to grow our Alumni Association
- Bruin Vision - eye care for education
- Additional potential projects in the works

Bruin Vision



We are Bruins



**New
Alumni Story!**

WITH DARLA TRESNER



BPS Foundation Summer Update

STATE OF THE SCHOOLS

LUNCHEON

HOSTED BY: BARTLESVILLE PUBLIC SCHOOLS FOUNDATION

BHS COMMONS
AUGUST 3, 2022
11:30 - 1:00P

TICKETS: \$35

AVAILABLE ONLINE AT:
BPSFOUNDATION.ORG/STATE-OF-THE-SCHOOLS/

Join us for the BPS
Superintendent's Annual State
of the Schools Address.

Support this Event:

- Sponsorships and tickets at:
bpsfoundation.org/state-of-the-schools/
- Donate to BPSF through
Facebook
- Text "Schools2022" to 44-321

TICKETS AND
SPONSORSHIPS ON
SALE NOW

Wednesday,
August 3, 2022
11:30am-1pm
BHS Commons



PRESENTING SPONSOR: TRUITY EDUCATION FOUNDATION



WEEKLY UPDATE – 06/16/2022

Bartlesville Public Schools – Baseball & Softball Hitting Facilities

Left: Turf, netting and overhead doors installed at Baseball

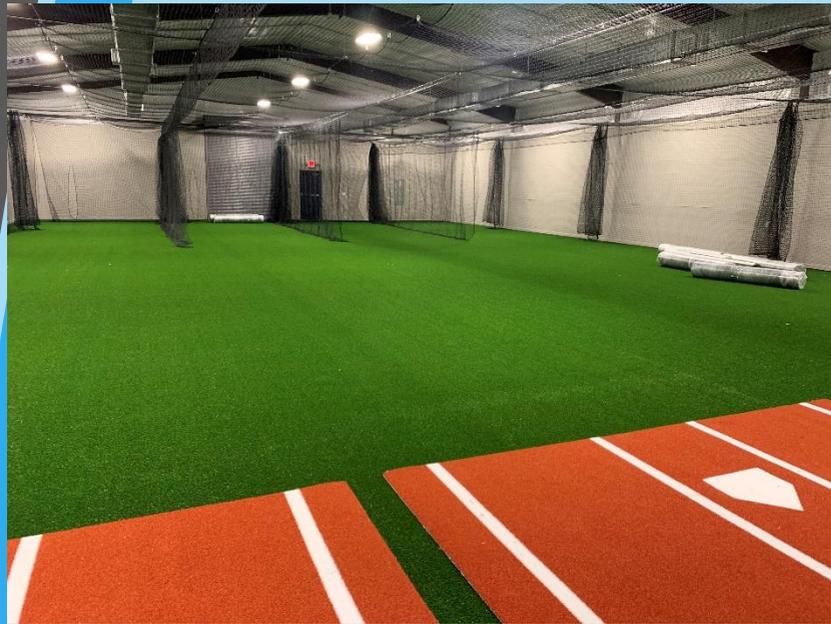
Middle: Putting turf and cups installed at Softball

Right: Turf, netting and overhead doors installed at Softball

Current Work: Finish installing golf hitting nets at Softball

Upcoming: Set up gas meter and installing additional sod around buildings

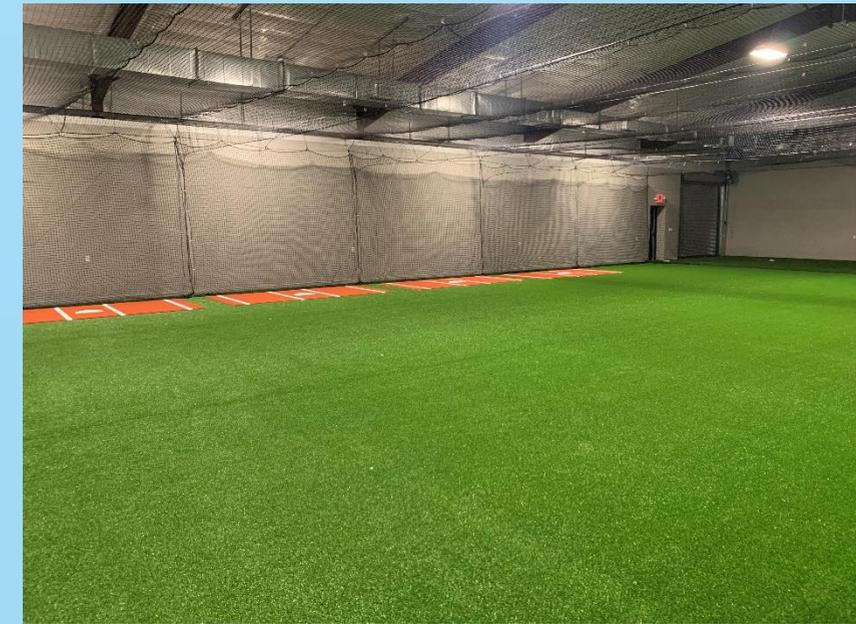
Project Team:
Jason Patrick – Sr. PM
Chad Schuler – Superintendent
Nathaniel Castro – SR. FE
Thomas Nees - SR. PE
Darren Cottom – Project Director



Baseball Hitting Facility



Golf Training Bay



Softball Hitting Facility

WEEKLY UPDATE – 06/17/2022

Bartlesville Public Schools – Wilson Elementary

Left: Exterior site clearing/excavation at Wilson Elementary

Middle: Interior plumbing pour back at Wilson Elementary

Right: Demo/excavation of existing drive at Wilson Elementary

Current Work: Prepping pad and MEP rough-in at Wilson Elementary

Upcoming: Continuing MEP rough-in and framing. Prep and pour footings.

Project Team:
Jason Patrick – Sr. PM
Chad Schuler – Superintendent
Nathaniel Castro – SR. FE
Thomas Nees - SR. PE
Darren Cottom – Project Director



WEEKLY UPDATE – 06/17/2022

Bartlesville Public Schools – Kane Elementary

Project Team:
Jason Patrick – Sr. PM
Chad Schuler – Superintendent
Nathaniel Castro – SR. FE
Thomas Nees - SR. PE
Darren Cottom – Project Director

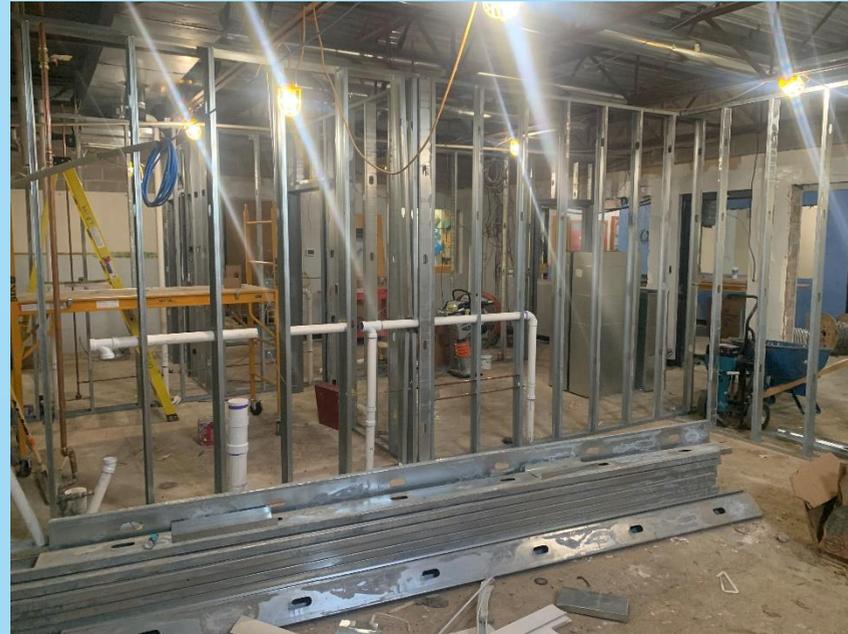
Left: Front drive/building pad at Kane Elementary

Middle: Interior framing and MEP rough-in

Right: Alternate drive pad at Kane Elementary

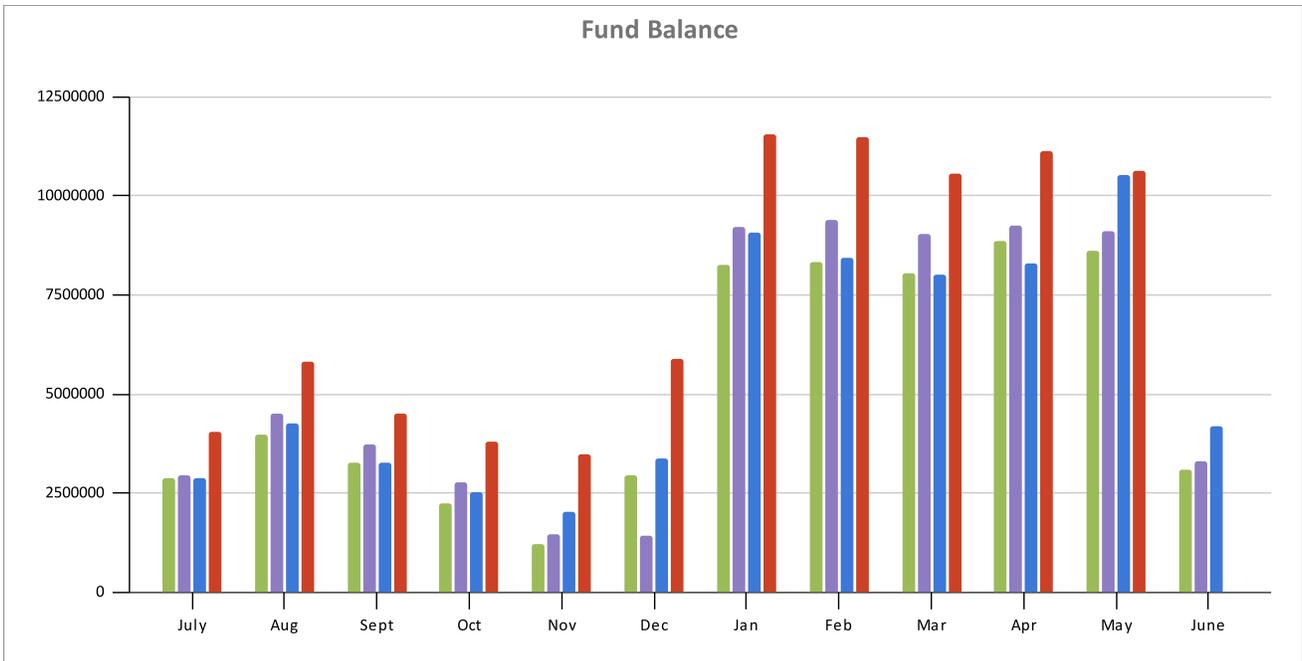
Current Work: Prepping pad for front drive and alternate drive. Framing and MEP rough-in

Upcoming: Complete framing and MEP rough-in. Prep and pour footings



Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2019-2022

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY 19	2,890,607	3,976,395	3,277,405	2,234,762	1,231,621	2,965,714	8,275,893	8,317,878	8,061,282	8,848,145	8,627,565	3,093,101
FY 20	2,958,917	4,501,529	3,739,634	2,767,640	1,461,034	1,436,214	9,216,612	9,408,239	9,028,227	9,249,665	9,125,141	3,297,997
FY 21	2,866,022	4,253,890	3,280,533	2,531,505	2,047,304	3,375,303	9,092,868	8,455,975	8,009,283	8,310,849	10,538,119	4,200,803
FY 22	4,038,487	5,820,698	4,514,519	3,791,124	3,473,996	5,890,844	11,543,174	11,482,445	10,580,756	11,130,934	10,639,955	
FY22-FY21	1,172,465	1,566,808	1,233,986	1,259,619	1,426,692	2,515,541	2,450,306	3,026,470	2,571,473	2,820,085	101,836	



Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis

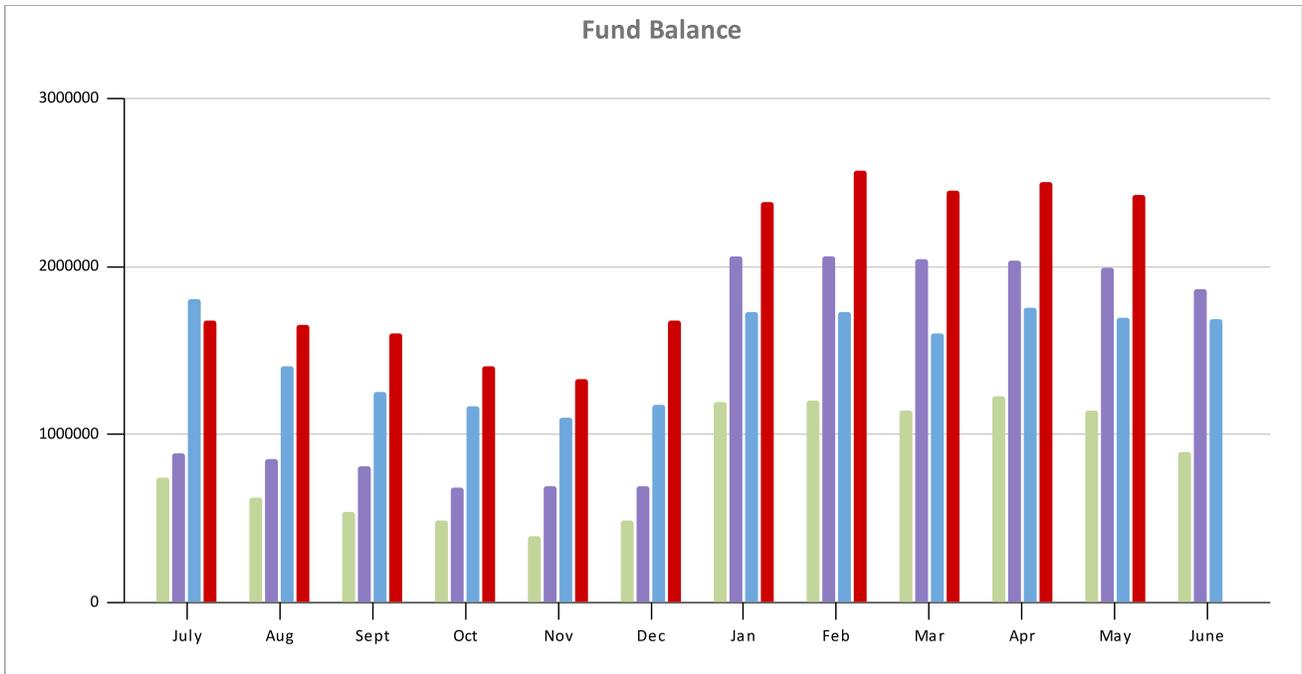
	<u>May</u>	<u>2021-22 Year to Date Total</u>	<u>Prior Year Year to Date Total</u>
Beginning balance	\$ 11,130,934	\$ 4,200,803	\$ 3,297,997
 <u>FY22-FY21</u>			
Local	207,619	11,485,070	11,396,326
County	41,270	1,522,374	1,447,702
State	2,444,428	25,236,422	22,359,197
Federal	570,168	7,845,588	6,818,479
Other sources	3,190	62,779	32,412
	<u>3,266,675</u>	<u>46,152,233</u>	<u>42,054,116</u>
 Total cash available	 14,397,609	 50,353,036	 45,352,113
 <u>Requirements:</u>			
Salaries	2,401,384	23,040,220	21,338,386
Benefits	836,577	7,896,621	7,476,125
Professional services	57,603	570,575	398,292
Property services	285,278	3,099,959	2,395,732
Other purchased services	51,248	881,334	628,563
Supplies & materials	119,888	2,797,467	2,135,656
Property		1,015,965	385,573
Other uses	5,676	410,940	55,667
	<u>3,757,654</u>	<u>39,713,081</u>	<u>34,813,994</u>
 Ending balance	 <u>10,639,955</u>	 <u>10,639,955</u>	 <u>10,538,119</u>

**Bartlesville Public Schools
General Fund Revenue Detail**

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	2021-22 Total
1110 Ad valorem tax - current						2,946,750.65	5,639,101.58	820,188.85	173,478.40	997,444.94	170,968.69		10,747,933.11
1121-1122 Ad valorem tax - prior	46,097.05	33,345.25	77,211.11	12,974.02	5,640.15	11,068.83	7,804.25	23,341.30	4,214.99	6,533.24	8,269.84		236,500.03
1130 In lieu of tax	0.01						931.89		543.61	217.44			1,692.95
1190 Other taxes													-
1213-1214 Testing fees	402.51	515.00	321.25	995.38	388.75		860.75	561.88	233.75	1,290.13	543.75		6,113.15
1230-1290 Tuition						12,308.00					12,308.00		24,616.00
1310 Interest on investments	1,100.87	1,143.91	1,088.53	1,082.64	997.08	1,367.59	2,227.88	2,477.86	2,718.53	2,650.67	2,606.00		19,461.56
1352 Interest on unapport. Tax	216.94	198.62	201.83	176.80	127.68	200.38		241.91	322.18	225.51	232.18		2,144.03
1410 Rent									5,500.00				5,500.00
1440 Sale of equipment	300.00			3,542.16									3,842.16
1510 Insurance loss recoveries						6,458.64							6,458.64
1530 Damage recovery										160.00			160.00
1580 Activity trip reimb	2,337.60	953.38	500.00	204.12			8,386.00			14,838.94	5,618.13		32,838.17
1590 Miscellaneous reimb	228.09	428.73	721.16	1,248.47	511.49	23,614.14	14,227.35	568.91	274.19	373.50	3,568.76		45,764.79
1610 Donations		3,000.00	41,000.00	2,100.00		2,000.00	68,209.52	500.00	48,905.00	181,386.24	3,313.25		350,414.01
1680 Refunds								496.08	624.62		190.35		1,311.05
1690 Miscellaneous			50.00	30.00	30.00	25.00		106.00	25.00	55.00			321.00
2100 County-wide 4-mill	6,679.90	3,896.19	8,677.63	2,029.76	651.91	308,466.29	604,044.54	109,651.04	22,948.74	124,734.62	25,586.70		1,217,367.32
2200 Mortgage tax	24,487.64	24,998.22	24,534.95	21,370.05	20,035.21	34,143.07	6,909.49	14,042.93	14,273.43	19,645.62	15,683.17		220,123.78
2300 Resale Property				84,883.93									84,883.93
3110 Gross producton tax	2,124.86	3,845.76	4,048.20	3,115.85	3,089.69	3,153.88	4,098.70	3,673.91	2,687.63	4,452.40	3,268.43		37,559.31
3120 Motor vehicle tax	237,933.22	257,326.14	263,165.00	223,193.62	223,564.98	218,814.71	225,331.48	222,956.35	186,741.09	255,813.52	221,532.00		2,536,372.11
3130 Rural electric tax	3,740.74	4,898.64	4,863.92	5,247.26	4,322.13	3,325.88	3,604.82	4,021.36	5,070.70	4,167.86	3,627.35		46,890.66
3140 State school land earnings	72,229.71	38,844.85	61,407.14	74,795.29	56,693.71	67,880.05	123,711.81	74,032.10	65,822.08	69,009.03	50,557.34		754,983.11
3150 Vehicle tax stamps	1,110.07	1,879.91	1,428.73	1,810.98	924.92	3,057.99	1,604.19	1,604.19	1,441.26	1,328.47	1,641.79		16,228.31
3160 Farm implement tax stamps	425.30		521.79			626.50		2,043.87	474.89		213.70		4,306.05
3210 Foundation aid		1,658,731.19	1,842,947.90	1,658,690.10	1,658,690.10	1,658,690.10	2,049,057.97	1,738,327.90	1,724,250.06	1,726,595.34	1,724,924.70		17,440,905.36
3250 FBA		329,800.53	329,800.53	329,800.56	329,800.53	394,281.88	342,696.81	342,696.80	326,730.67	340,701.04	378,654.36		3,444,963.71
3310 Alternative education								47,484.36	23,742.18		23,742.18		94,968.72
3412 NBCT Stipend							45,000.00						45,000.00
3415 Reading Sufficiency						89,130.83							89,130.83
3420 State textbooks		503,242.40					6,728.67						509,971.07
3430 Education matching	4,346.73				4,346.73								8,693.46
3440 Drivers education				6,350.00				4,346.73					10,696.73
3690 Other state										30,102.66			30,102.66
3811 Vocational programs			3,660.00			13,960.00			3,660.00		13,960.00		35,240.00
3812 Vocational programs			22,295.00			22,295.00			22,295.00		22,306.00		89,191.00
3892 Lottery Fund				15,000.00									15,000.00
4140 Title VI	116,373.26							26,215.51					142,588.77
4162 Flood Control				126.60									126.60
4210 Title I - Part A	431,327.16			36,311.82	217,928.97	164,226.16	135,638.16	117,600.69	129,586.89	133,557.80	139,439.96		1,505,617.61
4271 Title II	35,230.00				162,851.72	5,116.72	375.35	7,763.74	3,209.00	8,906.84	22,212.88		245,666.25
4281 Title III					14,496.94	348.00		1,350.56			20.44		16,215.94
4310 IDEA B - Special Education	249,559.25			106,512.67	105,852.94	99,107.04	103,356.99	96,838.15	198,466.58	159,831.67	104,421.13		1,223,946.42
4340 Preschool				4,998.52	4,998.52	4,998.52	4,998.52	3,156.57	1,620.07				24,770.72
4442 Title IV reimb					13,124.41		17,339.60	33,472.27	3,606.31	6,657.81	1,266.17		75,466.57
4470 Title VI - Indian Education	16,704.44				7,733.33					11,788.12	1,988.50		38,214.39
4550 Johnson-O'Malley		29,989.00											29,989.00
4611 Title II - Adult Education	25,000.44			698.64	3,570.34		16,484.91		18,283.15	8,385.40	9,433.30		81,856.18
4689 Other federal	179,474.37	566,776.87		318,143.49	1,118,871.93	437,765.25	547,528.13	198,139.62	310,925.19	443,106.03	284,210.71		4,404,941.59
4821 Carl Perkins					32,175.16	7,176.08	7,176.08	14,351.31		14,349.80	7,175.23		82,403.66
5150-5160 Activity trip reimb	116.61	611.41	15,261.59	387.33	186.86	15.19	39,195.20	344.50		3,224.72	3,190.69		62,534.10
5600 Correcting entries	39.00	33.00	21.00	18.00	28.00	12.00	24.00	24.00	27.00	21.00			247.00
	<u>1,457,585.77</u>	<u>3,464,459.00</u>	<u>2,703,727.26</u>	<u>2,915,838.06</u>	<u>3,991,634.18</u>	<u>6,540,384.37</u>	<u>10,025,050.45</u>	<u>3,912,621.25</u>	<u>3,302,702.19</u>	<u>4,571,555.36</u>	<u>3,266,675.68</u>	<u>-</u>	<u>46,152,233.57</u>

Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2019-2022

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY 19	740,048	624,113	541,648	485,451	397,618	486,040	1,190,675	1,201,836	1,141,753	1,227,520	1,143,492	899,450
FY 20	885,140	853,862	808,023	680,579	691,925	694,312	2,060,540	2,058,167	2,040,158	2,033,537	1,994,515	1,865,430
FY 21	1,807,129	1,408,354	1,248,623	1,167,400	1,098,130	1,178,096	1,729,731	1,724,323	1,599,899	1,757,509	1,698,321	1,684,445
FY 22	1,679,068	1,650,738	1,603,511	1,409,125	1,330,742	1,679,650	2,379,737	2,573,301	2,450,148	2,501,582	2,427,095	
FY22-FY21	(128,061)	242,384	354,888	241,725	232,612	501,554	650,006	848,978	850,249	744,073	728,774	



Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis

	<u>April</u>	<u>2021-22 Year to Date Total</u>	<u>Prior Year Year to Date Total</u>
Beginning balance	\$ 2,501,582	\$ 1,684,445	\$ 1,865,431
 <u>Revenue:</u>			
Local	25,591	1,568,871	1,518,006
County		-	
State	31	149,254	201
Federal		-	1,356
Other sources		1,466	
	<u>25,622</u>	<u>1,719,591</u>	<u>1,519,563</u>
Total cash available	2,527,204	3,404,036	3,384,994
 <u>Requirements:</u>			
Salaries			
Benefits			
Professional services	650	47,850	70,932
Property services	81,384	719,046	547,659
Other purchased services		-	
Supplies & materials	14,858	172,511	96,157
Property	3,217	37,534	971,925
Other uses		-	
	<u>100,109</u>	<u>976,941</u>	<u>1,686,673</u>
Ending balance	<u>2,427,095</u>	<u>2,427,095</u>	<u>1,698,321</u>

MINUTES OF THE BOARD OF EDUCATION REGULAR MEETING - May 16, 2022

The Board of Education of Independent School District No. 30 of Washington County, Bartlesville, Oklahoma met at the Education Service Center - Board of Education Meeting Room 1100 South Jennings Ave., Bartlesville, OK 74003 on Monday, May 16, 2022 at 5:29 PM.

Absent: Scott Bilger, Rick Boswell, Kevin Sitton, **Present:** Randy Herren, Suzy Keirse, Andrea Nightingale, Kinder Shamhart. Present: 4, Absent: 3.

I. Call Meeting to Order

II. Flag Salute

III. Spotlight

III.A. Recognition of Bartlesville Public School District Science Fair students

Science Teacher Gary Layman introduced the science fair students and highlighted their accomplishments.

III.B. Recognition of Spring Sport State Qualifiers and Champions

Lady Bruins Golf Coach Carl Holmes introduced the team and their accomplishment of Academic State Champions and finishing 5th overall.

Track Coach David Ayres introduced the members who made it to state and both teams were named Academic State Champions.

Bruin Golf Coach Jeff Rude introduced Tanner John who made state.

Bruin Tennis Coach Bryan Reese introduced the middle school and high school tennis teams. The girls finished 1st at State.

Bruin Soccer Coach Brandon Willis introduced the team and highlighted their accomplishments.

IV. Public Comment

There were no public comments.

V. Superintendent's Report

V.A. Long Range Planning

- [**2022 05 16 BOE - Long Range Planning Update**](#)

Superintendent McCauley reviewed the slides.

V.B. 2021-22 School Year Update

Superintendent McCauley, Granger Meador, and Stephanie Curtis reviewed the slides.

V.C. Financial Report Mr. Preston Birk

Chief Financial Officer Preston Birk summarized the report.

V.D. Upcoming Board of Education Meetings Mr. Chuck McCauley

- **Regular Meeting - Monday, June 20, 2022; 5:30 p.m.**
- **Special Meeting - Wednesday, June 29, 2022; 12:00 p.m.**

VI. Consent Agenda

VI.A. Approval of Minutes as set out on Attachment "A"

April 18, 2022 (Regular Meeting)

April 20, 2022 (Special Meeting)

May 5, 2022 (Special Meeting)

VI.B. Approval of Purchase Orders and Change Orders to date as set out on Attachment "B"

- VI.C. Acceptance of Financial Reports for April 2022 as set out on Attachment "C"
- VI.D. Approval of Personnel - Appointments, Resignations, Changes of Status - as set out on Attachment "D"
- VI.E. Acceptance of Donations as set out on Attachment "E"
- VI.F. Acceptance of Treasurer's Report as set out on Attachments "F"
- VI.G. Acceptance of Activity Fund Report as set out on Attachment "G"
- VI.H. Declaration of Items as Surplus as set out on Attachment "H"
- VI.I. Approval of Lease Purchase Items as set out on Attachment "I"
- VI.J. Approval of Activity Fund Fundraising Expenditures as set out on Attachment "J"
- VI.K. Approval of Sodexo Child Nutrition Renewal for 2022-2023 as set out on Attachment "K"
- VI.L. Approval of OSSBA Comprehensive Employment Service Agreement Renewal for 2022-2023 as set out on Attachment "L"
- VI.M. Approval of revised Policy DCC, Employment of Substitute Teachers as set out on Attachment "M"
- VI.N. Approval of revised Policy FD, Student Transfers as set out on Attachment "N"
- VI.O. Approval of renewed contract with Pension Solutions, Inc. as the District's third-party record keeper for the District's 403(b) and 457(b) plans as set out on Attachment "O"

Order #1.2022 – Motion Passed to approve items A through O. This motion, made by Kinder Shamhart and seconded by Suzy Keirse, Passed. Kinder Shamhart: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Andrea Nightingale: Yea. Yea: 4, Nay: 0

VII. Action Topics

- VII.A. Receive bids for the purchase of \$6,470,000 General Obligation Building Bonds, Series 2022A of the district and vote to award said bonds to the lowest bidder complying with the Notice of Sale and Instructions to Bidders or to reject all bids**

Mr. Jon Wolf explained the bids.

Order #2.2022 – Motion Passed to accept the bids for 2022A award said bonds to BOK Financial Securities, Inc. This motion, made by Suzy Keirse and seconded by Randy Herren, Passed. Kinder Shamhart: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Andrea Nightingale: Yea. Yea: 4, Nay: 0

- VII.B. Recommendation, consideration and vote to approve a resolution providing for the issuance of General Obligation Building Bonds, Series 2022A in the sum of \$6,470,000 by Independent School District Number 30 of Washington County, Oklahoma, authorized at an election duly called and held for such purpose; prescribing form of bonds; providing for registration thereof; providing for levy of an annual tax for the payment of principal and interest on the same and fixing other details of the issue; approving the forms of a continuing Disclosure Agreement and an Official Statement; establishing the school district's reasonable expectation with respect to issuance of tax-exempt obligations for calendar year 2022 and designating the bonds as qualified tax-exempt obligations; and authorizing executions and actions necessary for the issuance and delivery of the bonds**

Order #3.2022 – Motion Passed accept the resolution as presented. This motion, made by Randy Herren and seconded by Suzy Keirse, Passed. Kinder Shamhart: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Andrea Nightingale: Yea. Yea: 4, Nay: 0

- VII.C. Receive bids for the purchase of \$205,000 General Obligation Building Bonds, Taxable Series 2022B of the district and vote to award said bonds to the lowest bidder complying with the Notice of Sale and Instructions to Bidders or to reject all bids**

Order #4.2022 – Motion Passed to accept the bids for taxable series 2022B and award said bonds to BOK Financial Securities, Inc. at an interest rate of 3.968938%. This motion, made by Andrea Nightingale and seconded by Randy Herren, Passed. Kinder Shamhart: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Andrea Nightingale: Yea. Yea: 4, Nay: 0

- VII.D. Recommendation, consideration and vote to approve a resolution providing for the issuance of General Obligation Building Bonds, Taxable Series 2022B in the sum of \$205,000 by Independent School**

District Number 30 of Washington County, Oklahoma, authorized at an election duly called and held for such purpose; prescribing form of bonds; providing for registration thereof; providing for levy of an annual tax for the payment of principal and interest on the same and fixing other details of the issue; approving the forms of a continuing Disclosure Agreement and an Official Statement; and authorizing executions and actions necessary for the issuance and delivery of the bonds

Order #5.2022 – Motion Passed accept the resolution as submitted. This motion, made by Kinder Shamhart and seconded by Randy Herren, Passed. Kinder Shamhart: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Andrea Nightingale: Yea. Yea: 4, Nay: 0

VIII. Public Comment

There were no public comments.

IX. New Business

There was no new business.

X. Proposed executive session to discuss the purchase or appraisal of real property. 25 O.S. Section 307(B)(3)

X.A. Vote to convene in executive session

X.B. Vote to return to open session

X.C. Statement of minutes from executive session

There was no executive session.

XI. Adjournment

There being no further business, the meeting adjourned at 6:25 p.m.

**REGULAR MEETING)
STATE OF OKLAHOMA) SS
COUNTY OF WASHINGTON)**

I, the undersigned Minutes Clerk of the Board of Education of Independent School District No. 30 of Washington County, Oklahoma, certify that notice of the time, date, and place of this regular meeting was given to the County Clerk of Washington prior to December 15, 2021, and was mailed or delivered to all of those who have made written requests and paid the request fee for notice of regular meetings.

I also certify that at least 24 hours prior to this regular meeting, excluding Saturdays, Sundays, and holidays, notice of the date, time, and place, and agenda of this meeting was posted in prominent public view at the location of this meeting.

Bartlesville Public Schools

Encumbrance Register

Year 2021-2022 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
1452	05/16/2022	AASA	Registration -541/SS/ESC Registration for LaDonna Chancellor to attend AASA Redefining Ready! Cohort for SY 2022-23 (July 1, 2022 - June 30, 2023).	2,500.00
1453	05/16/2022	SWOHX, LLC	TRAVEL-412/AG/BHS HOTEL ROOMS FOR OSU PD TWO - KING ROOMS FOR (3) NIGHTS JUNE 19-22, 2022 CAMERON DALE MARTY JONES	600.00
1454	05/16/2022	JAMES MARTIN JONES	TRAVEL-412/AG/BHS BLANKET PO FOR TRAVEL REIMBURSEMENT: FUTURE AG ED TEACHER ACADEMY, JUNE 12-17, 2022 OSU PROFESSIONAL DEVELOPMENT, JUNE 19-22, 2022	500.00
1455	05/16/2022	CAMERON K DALE	TRAVEL-412/AG/BHS BLANKET PO FOR TRAVEL REIMBURSEMENT: FUTURE AG ED TEACHER ACADEMY, JUNE 12-17, 2022 OSU PROFESSIONAL DEVELOPMENT, JUNE 19-22, 2022	500.00
1456	05/20/2022	PROJECT LEAD THE WAY, INC	REGISTRATION- 541/SS/ESC Registration for Virtual PLTW Launch Lead Teacher Training during the month of June 2022. Sarah Hancock and Angela Gerber	1,400.00
1457	05/20/2022	JAYLEEN S MAYES	REGISTRATION-010/CURR/ESC REIMBURSEMENT FOR REGISTRATION TO ATTEND THE APSI NORTHEASTERN STATE UNIVERSITY WEEK 2 ON JUNE 20, 2022	50.00
1458	05/23/2022	VELVA J NICKELS	TRAVEL-054/SS/ESC Travel reimbursement for meals while attending Oklahoma School for the Deaf Annual Conference. June 7-9, 2022. Sulphur, OK	137.50
1459	05/23/2022	RHONDA ANN KOHNLE	TRAVEL-054/SS/ESC Travel expenses - meal reimbursement while attending Oklahoma School for the Deaf Annual Conference. June 7-9, 2022 in Sulphur, OK.	137.50
1460	05/23/2022	LEXIA LEARNING SYSTEMS LLC	VOID - REPLACED BY PO 312022-8	0.00
1461	05/23/2022	ADAM B DORRIS	REGISTRATION-010/CURR/ESC REIMBURSEMENT FOR REGISTRATION TO ATTEND THE NSU AP SUMMER INSTITUTE ON JUNE 20-23, 2022	50.00
1462	05/23/2022	MATT HANCOCK	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT PROFESSIONAL DEVELOPMENT	400.00
1463	05/23/2022	AARON M KUNTZ	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT PROFESSIONAL DEVELOPMENT	400.00
1464	05/23/2022	CHERON RENEE SOUTHWICK	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT PROFESSIONAL DEVELOPMENT	400.00
1465	05/23/2022	MANDY L LUMBLEY	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT PROFESSIONAL DEVELOPMENT	400.00
1466	05/24/2022	MICHAEL D WOOD	TRAVEL-015/MATH/BHS TRAVEL REIMBURSEMENT FOR COLLEGE CAREER MATH READY (CCMR) TRAINING JUNE 9-10, 2022	176.67
1467	06/01/2022	ETTINGERS OFFICE SUPPLY	GENL-COPY-SPLYS-412/CENTRAL	1,990.00

Bartlesville Public Schools

Encumbrance Register

Year 2021-2022 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			BLANKET PO FOR MISC. GENERAL AND COPY SUPPLIES, ETC. PER QUOTES: 060122, 052522, & 053122	
1468	06/01/2022	NATL ASSOC SCHOOL PSYCHOLOGISTS INC	REGISTRATION-010/CURR/ESC REGISTRATION FOR ADMINS TO ATTEND THE OSDE PREPaRE WORKSHOP TRAINING IN OKLAHOMA CITY, OK ON JUNE 14-16, 2022 ATTENDEES: TAMMIE KRAUSE SHAWN IMHOFF KERRY ICKLEBERRY	300.00
1469	06/01/2022	EMBASSY SUITES NORMAN	TRAVEL-010/CURR/ESC HOTEL RESERVATION FOR ADMIN TO ATTEND THE OSDE PREPaRE WORKSHOP TRAINING IN OKLAHOMA CITY, OK ON JUNE 14-16, 2022	2,500.00
1470	06/01/2022	HEWLETT PACKARD	TECHNOLOGY RELATED SUPPLIES-010/CURR/ESC HP SCANJET PRO 2600 FOR ONLINE ENROLLMENT 20G05A#BGJ	660.96
1471	06/02/2022	ARVEST BANK CORPORATE VISA	TRAVEL-011/TRANSPORTATION Rental truck for Football per transportation	500.00
1472	06/02/2022	CHARLES R MCCAULEY	TRAVEL-000/SUPT/ESC Blanket PO Reimbursement for superintendent travel	1,000.00
1473	06/02/2022	LAKESHORE EQUIPMENT COMPANY DBA	GENL-SPLYS-015/WAYSIDE CLASSROOM MAILBOX LA815 DISCOUNT	28.49
1474	06/06/2022	SPEARS WORLD TRAVEL SERVICE, INC	REGISTRATION-010/CURR/ESC AIRLINE TICKETS FOR LINDSEY SCHNOEBELEN TO FLY TO AUSTIN, TEXAS ON JULY 9-12, 2022 FOR ASCA 2022 ANNUAL CONFERENCE.	300.00
1475	06/09/2022	MARY LORRAINE ROBINSON	EXTRACURR-SPLYS-563/OEJOM/MMS MISC. SUPPLIES FOR JOHNSON O'MALLEY FOR CULTURAL CLASSES AND EVENTS	948.18
1476	06/09/2022	MARY LORRAINE ROBINSON	EXTRACURR-SPLYS-564/OEJOM/MMS MISC. SUPPLIES FOR JOHNSON O'MALLEY ADDITIONAL FUNDS FOR CULTURAL CLASSES AND EVENTS	637.42
1477	06/09/2022	JORDAN GARZA	INSTRUCT-SRVCS-564/OEJOM/MMS BLANKET PO FOR PRESENTER FOR JOHNSON O'MALLEY ADDITIONAL FUNDS MOCCASIN AND BEADING	600.00
1478	06/09/2022	EVELYN LISA HOUSE	INSTRUCT-SRVCS-564/OEJOM/MMS BLANKET PO FOR PRESENTER FOR JONSON O'MALLEY ADDTIOANL FUNDS COOKING CLASS - CULTURAL FOODS STOMP DANCE CANS/SHELL CLASS	600.00
1479	06/09/2022	CINDY TURLEY	INSTRUCT-SRVCS-564/OEJOM/MMS BLANKET PO FOR JOHNSON O'MALLEY ADDITIONAL FUNDS MOCCASIN AND BEADING	600.00
1480	06/09/2022	OPERATION EAGLE INDIAN	REGALIA-EXTRCURR-564/OEJOM/MMS REIMBURSEMENT FOR JOHNSON O'MALLEY ADDITIONAL FUNDS MONEY TO PURCHASE SUPPLIES FOR CULTURAL CLASSES AND EVENTS FOOD & DRINKS FOR COOKING CLASSES SUPPLIES FOR CULTURAL CLASSES	300.00

Report Total: \$18,616.72

Bartlesville Public Schools Encumbrance Register

Year 2021-2022 Fund 22

22-Child Nutrition Programs Fund

PO No	Date	Vendor	Description	Amount
60	06/06/2022	APRIL R. SMITH	REIMBURSEMENT-385/CND SCHOOL MEAL ACCOUNT REFUND ACCOUNT # 13066 NICHOLAS BRYCE SMITH	16.95

Report Total: \$16.95

Bartlesville Public Schools Encumbrance Register

Year 2021-2022 Fund 31

31-2019 BOND - 2022 PROJECTS

PO No	Date	Vendor	Description	Amount
4	05/18/2022	ADVANCE BOILER REPAIR & SERVICE INC	COOLING SRVC-018/MAINT/RH **URGENT** Flue Piping on the PK boiler and repair leaking grooved connections in hallway for RH Per quote 20221805	6,446.68
5	05/18/2022	BUILDING AUTOMATION COMPANY INC	COOLING-SRVCS-018/MAINT/WAREHOUSE Blanket PO for (12) Thermostats to have on hand for when issues arise and need replacement	4,178.26
6	05/19/2022	ADVANCE BOILER REPAIR & SERVICE INC	HEATING SRVCS-018/MAINT/BHS Blanket PO to Repair a section of 1.5" piping that is leaking in the lower old science wing hallway	5,774.75
7	05/19/2022	CHARLES DANE WARNER	OTHER BLDG-018/MAINT/CENTRAL Blanket PO for Purchase and installation of acoustical banners for Central Gym	27,165.00
8	05/24/2022	LEXIA LEARNING SYSTEMS LLC	BOOKS-010/CURR/ESC Blanket PO PRODUCT CODE: 354693 LETRS PARTICIPANT MATERIALS BUNDLE (PRINT + LICENSE) REFERENCE QUOTES: Q-510633-3 & Q-510823-1	2,926.00

Report Total: \$46,490.69

Bartlesville Public Schools Encumbrance Register

Year 2021-2022 Fund 37

37-Combined Purpose

PO No	Date	Vendor	Description	Amount
71	05/25/2022	SIGMA TECHNOLOGY FUND LLC DBA	TECHNOLOGY SERVICES -019 /TECH/ESC Final payment for ERATE percentage	7,619.13
72	05/31/2022	CDW-G	TECH-RLDT-SPLYS-019/TECH/ESC (2) PROMETHEAN PANEL INSTALLATIONS PER QUOTE MTST323	1,200.00

Report Total: \$8,819.13

Bartlesville Public Schools Encumbrance Register

Year 2021-2022 Fund 81

81-GIFTS FUND

PO No	Date	Vendor	Description	Amount
9	05/17/2022	JOSHUA QUALLS	SCHOLARSHIP-194/TREAS/ESC BETTY TURK MEMORIAL LITERATURE AWARD	1,000.00
10	05/17/2022	SAVANNAH WOOTEN	SCHOLARSHIP-194/TREAS/ESC BETTY TURK MEMORIAL LITERATURE AWARD	1,000.00
11	05/17/2022	BRENDON LYDON	SCHOLARSHIP-194/TREAS/ESC BETTY TURK MEMORIAL LITERATURE AWARD	1,000.00
12	05/17/2022	TIFFANY STRACHAN	SCHOLARSHIP-194/TREAS/ESC BETTY TURK MEMORIAL LITERATURE AWARD	1,000.00
13	05/17/2022	HARRISON CLARK	SCHOLARSHIP-155/TREAS/ESC DARYL REESE MEMORIAL AWARD	500.00
14	05/17/2022	MASON MOODY	SCHOLARSHIP-145/TREAS/ESC ERIC KRASE SCHOLARSHIP AWARD	600.00
15	05/17/2022	CHARLES OLSEN	SCHOLARSHIP-130/TREAS/ESC JEFF PORTER MEMORIAL SCHOLARSHIP	500.00
16	05/17/2022	SYDNEY COLLINS	SCHOLARSHIP-196/TREAS/ESC LOUIS R. SCHAFER MEMORIAL SCHOLARSHIP	1,000.00
17	05/17/2022	AIDAN HOWZE	SCHOLARSHIP-196/TREAS/ESC LOUIS R. SCHAFER MEMORIAL SCHOLARSHIP	1,000.00
18	05/17/2022	AINSLIE RANDOLPH	SCHOLARSHIP-167/TREAS/ESC TODD FAMILY MEMORIAL SCHOLARSHIP	200.00

Report Total: \$7,800.00

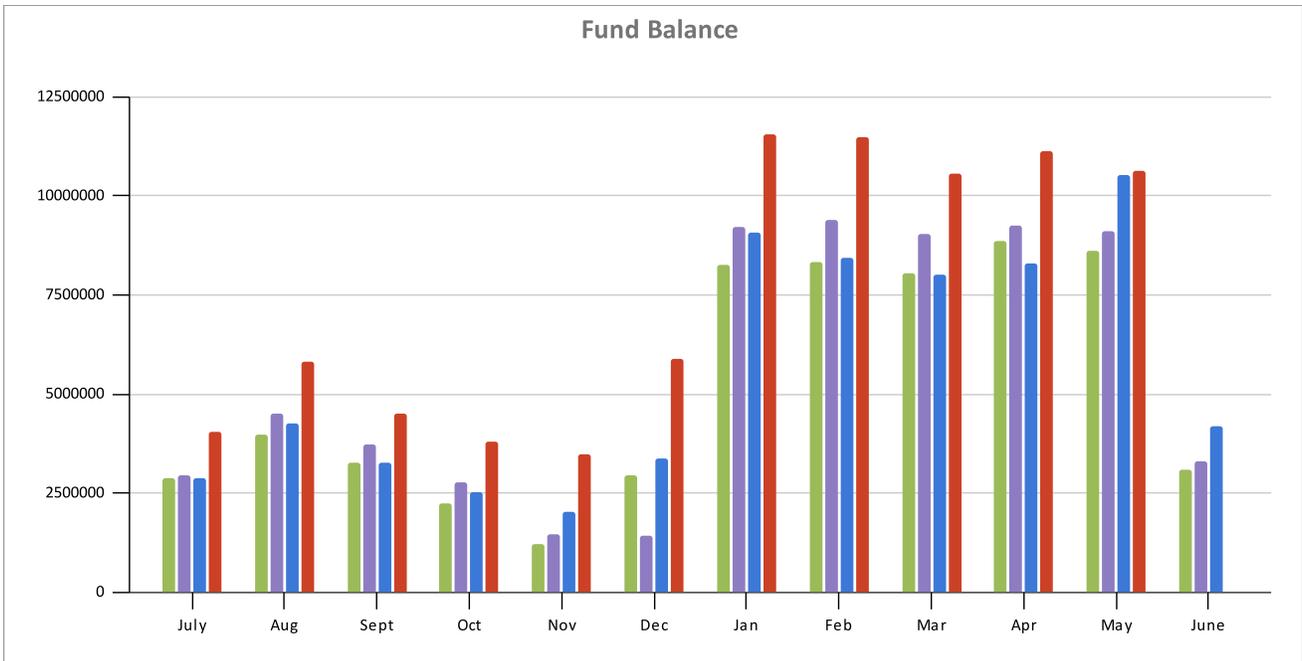
Change Order Listing

Options: Fund: 11-General Fund (For Operation), Year: 2021-2022, ReferenceDate: Prior To Begin Date, Date Range: 5/13/2022 - 6/14/2022, PO Range: 1 - 1451, Minimum Percentage Change: 25.01%, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
1274	02/28/2022	85400	LAURA L WILLIAMS	TRAVEL-552/SS/ESC	357.50
Non-Payroll Total:					\$357.50
Payroll Total:					\$0.00
Report Total:					\$357.50

Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2019-2022

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY 19	2,890,607	3,976,395	3,277,405	2,234,762	1,231,621	2,965,714	8,275,893	8,317,878	8,061,282	8,848,145	8,627,565	3,093,101
FY 20	2,958,917	4,501,529	3,739,634	2,767,640	1,461,034	1,436,214	9,216,612	9,408,239	9,028,227	9,249,665	9,125,141	3,297,997
FY 21	2,866,022	4,253,890	3,280,533	2,531,505	2,047,304	3,375,303	9,092,868	8,455,975	8,009,283	8,310,849	10,538,119	4,200,803
FY 22	4,038,487	5,820,698	4,514,519	3,791,124	3,473,996	5,890,844	11,543,174	11,482,445	10,580,756	11,130,934	10,639,955	
FY22-FY21	1,172,465	1,566,808	1,233,986	1,259,619	1,426,692	2,515,541	2,450,306	3,026,470	2,571,473	2,820,085	101,836	



Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis

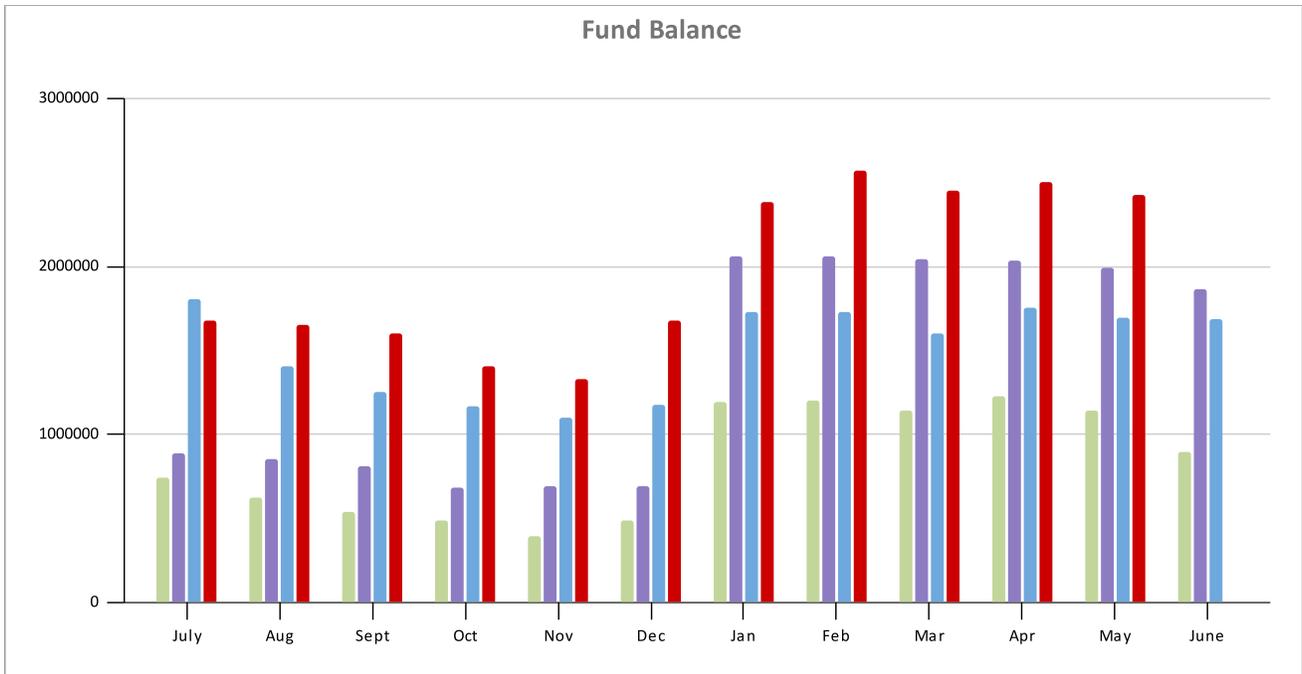
	<u>May</u>	<u>2021-22 Year to Date Total</u>	<u>Prior Year Year to Date Total</u>
Beginning balance	\$ 11,130,934	\$ 4,200,803	\$ 3,297,997
 <u>FY22-FY21</u>			
Local	207,619	11,485,070	11,396,326
County	41,270	1,522,374	1,447,702
State	2,444,428	25,236,422	22,359,197
Federal	570,168	7,845,588	6,818,479
Other sources	3,190	62,779	32,412
	<u>3,266,675</u>	<u>46,152,233</u>	<u>42,054,116</u>
 Total cash available	 14,397,609	 50,353,036	 45,352,113
 <u>Requirements:</u>			
Salaries	2,401,384	23,040,220	21,338,386
Benefits	836,577	7,896,621	7,476,125
Professional services	57,603	570,575	398,292
Property services	285,278	3,099,959	2,395,732
Other purchased services	51,248	881,334	628,563
Supplies & materials	119,888	2,797,467	2,135,656
Property		1,015,965	385,573
Other uses	5,676	410,940	55,667
	<u>3,757,654</u>	<u>39,713,081</u>	<u>34,813,994</u>
 Ending balance	 <u>10,639,955</u>	 <u>10,639,955</u>	 <u>10,538,119</u>

**Bartlesville Public Schools
General Fund Revenue Detail**

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	2021-22 Total
1110 Ad valorem tax - current						2,946,750.65	5,639,101.58	820,188.85	173,478.40	997,444.94	170,968.69		10,747,933.11
1121-1122 Ad valorem tax - prior	46,097.05	33,345.25	77,211.11	12,974.02	5,640.15	11,068.83	7,804.25	23,341.30	4,214.99	6,533.24	8,269.84		236,500.03
1130 In lieu of tax	0.01						931.89		543.61	217.44			1,692.95
1190 Other taxes													-
1213-1214 Testing fees	402.51	515.00	321.25	995.38	388.75		860.75	561.88	233.75	1,290.13	543.75		6,113.15
1230-1290 Tuition						12,308.00					12,308.00		24,616.00
1310 Interest on investments	1,100.87	1,143.91	1,088.53	1,082.64	997.08	1,367.59	2,227.88	2,477.86	2,718.53	2,650.67	2,606.00		19,461.56
1352 Interest on unapport. Tax	216.94	198.62	201.83	176.80	127.68	200.38		241.91	322.18	225.51	232.18		2,144.03
1410 Rent									5,500.00				5,500.00
1440 Sale of equipment	300.00			3,542.16									3,842.16
1510 Insurance loss recoveries						6,458.64							6,458.64
1530 Damage recovery										160.00			160.00
1580 Activity trip reimb	2,337.60	953.38	500.00	204.12			8,386.00			14,838.94	5,618.13		32,838.17
1590 Miscellaneous reimb	228.09	428.73	721.16	1,248.47	511.49	23,614.14	14,227.35	568.91	274.19	373.50	3,568.76		45,764.79
1610 Donations		3,000.00	41,000.00	2,100.00		2,000.00	68,209.52	500.00	48,905.00	181,386.24	3,313.25		350,414.01
1680 Refunds								496.08	624.62		190.35		1,311.05
1690 Miscellaneous			50.00	30.00	30.00	25.00		106.00	25.00	55.00			321.00
2100 County-wide 4-mill	6,679.90	3,896.19	8,677.63	2,029.76	651.91	308,466.29	604,044.54	109,651.04	22,948.74	124,734.62	25,586.70		1,217,367.32
2200 Mortgage tax	24,487.64	24,998.22	24,534.95	21,370.05	20,035.21	34,143.07	6,909.49	14,042.93	14,273.43	19,645.62	15,683.17		220,123.78
2300 Resale Property				84,883.93									84,883.93
3110 Gross producton tax	2,124.86	3,845.76	4,048.20	3,115.85	3,089.69	3,153.88	4,098.70	3,673.91	2,687.63	4,452.40	3,268.43		37,559.31
3120 Motor vehicle tax	237,933.22	257,326.14	263,165.00	223,193.62	223,564.98	218,814.71	225,331.48	222,956.35	186,741.09	255,813.52	221,532.00		2,536,372.11
3130 Rural electric tax	3,740.74	4,898.64	4,863.92	5,247.26	4,322.13	3,325.88	3,604.82	4,021.36	5,070.70	4,167.86	3,627.35		46,890.66
3140 State school land earnings	72,229.71	38,844.85	61,407.14	74,795.29	56,693.71	67,880.05	123,711.81	74,032.10	65,822.08	69,009.03	50,557.34		754,983.11
3150 Vehicle tax stamps	1,110.07	1,879.91	1,428.73	1,810.98	924.92	3,057.99	1,604.19	1,604.19	1,441.26	1,328.47	1,641.79		16,228.31
3160 Farm implement tax stamps	425.30		521.79			626.50		2,043.87	474.89		213.70		4,306.05
3210 Foundation aid		1,658,731.19	1,842,947.90	1,658,690.10	1,658,690.10	1,658,690.10	2,049,057.97	1,738,327.90	1,724,250.06	1,726,595.34	1,724,924.70		17,440,905.36
3250 FBA		329,800.53	329,800.53	329,800.56	329,800.53	394,281.88	342,696.81	342,696.80	326,730.67	340,701.04	378,654.36		3,444,963.71
3310 Alternative education								47,484.36	23,742.18		23,742.18		94,968.72
3412 NBCT Stipend							45,000.00						45,000.00
3415 Reading Sufficiency						89,130.83							89,130.83
3420 State textbooks		503,242.40					6,728.67						509,971.07
3430 Education matching	4,346.73				4,346.73								8,693.46
3440 Drivers education				6,350.00				4,346.73					10,696.73
3690 Other state										30,102.66			30,102.66
3811 Vocational programs			3,660.00			13,960.00			3,660.00		13,960.00		35,240.00
3812 Vocational programs			22,295.00			22,295.00			22,295.00		22,306.00		89,191.00
3892 Lottery Fund				15,000.00									15,000.00
4140 Title VI	116,373.26							26,215.51					142,588.77
4162 Flood Control				126.60									126.60
4210 Title I - Part A	431,327.16			36,311.82	217,928.97	164,226.16	135,638.16	117,600.69	129,586.89	133,557.80	139,439.96		1,505,617.61
4271 Title II	35,230.00				162,851.72	5,116.72	375.35	7,763.74	3,209.00	8,906.84	22,212.88		245,666.25
4281 Title III					14,496.94	348.00		1,350.56			20.44		16,215.94
4310 IDEA B - Special Education	249,559.25			106,512.67	105,852.94	99,107.04	103,356.99	96,838.15	198,466.58	159,831.67	104,421.13		1,223,946.42
4340 Preschool				4,998.52	4,998.52	4,998.52	4,998.52	3,156.57	1,620.07				24,770.72
4442 Title IV reimb					13,124.41		17,339.60	33,472.27	3,606.31	6,657.81	1,266.17		75,466.57
4470 Title VI - Indian Education	16,704.44				7,733.33					11,788.12	1,988.50		38,214.39
4550 Johnson-O'Malley		29,989.00											29,989.00
4611 Title II - Adult Education	25,000.44			698.64	3,570.34		16,484.91		18,283.15	8,385.40	9,433.30		81,856.18
4689 Other federal	179,474.37	566,776.87		318,143.49	1,118,871.93	437,765.25	547,528.13	198,139.62	310,925.19	443,106.03	284,210.71		4,404,941.59
4821 Carl Perkins					32,175.16	7,176.08	7,176.08	14,351.31		14,349.80	7,175.23		82,403.66
5150-5160 Activity trip reimb	116.61	611.41	15,261.59	387.33	186.86	15.19	39,195.20	344.50		3,224.72	3,190.69		62,534.10
5600 Correcting entries	39.00	33.00	21.00	18.00	28.00	12.00	24.00	24.00	27.00	21.00			247.00
	<u>1,457,585.77</u>	<u>3,464,459.00</u>	<u>2,703,727.26</u>	<u>2,915,838.06</u>	<u>3,991,634.18</u>	<u>6,540,384.37</u>	<u>10,025,050.45</u>	<u>3,912,621.25</u>	<u>3,302,702.19</u>	<u>4,571,555.36</u>	<u>3,266,675.68</u>	<u>-</u>	<u>46,152,233.57</u>

Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2019-2022

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY 19	740,048	624,113	541,648	485,451	397,618	486,040	1,190,675	1,201,836	1,141,753	1,227,520	1,143,492	899,450
FY 20	885,140	853,862	808,023	680,579	691,925	694,312	2,060,540	2,058,167	2,040,158	2,033,537	1,994,515	1,865,430
FY 21	1,807,129	1,408,354	1,248,623	1,167,400	1,098,130	1,178,096	1,729,731	1,724,323	1,599,899	1,757,509	1,698,321	1,684,445
FY 22	1,679,068	1,650,738	1,603,511	1,409,125	1,330,742	1,679,650	2,379,737	2,573,301	2,450,148	2,501,582	2,427,095	
FY22-FY21	(128,061)	242,384	354,888	241,725	232,612	501,554	650,006	848,978	850,249	744,073	728,774	



Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis

	<u>April</u>	<u>2021-22 Year to Date Total</u>	<u>Prior Year Year to Date Total</u>
Beginning balance	\$ 2,501,582	\$ 1,684,445	\$ 1,865,431
 <u>Revenue:</u>			
Local	25,591	1,568,871	1,518,006
County		-	
State	31	149,254	201
Federal		-	1,356
Other sources		1,466	
	<u>25,622</u>	<u>1,719,591</u>	<u>1,519,563</u>
Total cash available	2,527,204	3,404,036	3,384,994
 <u>Requirements:</u>			
Salaries			
Benefits			
Professional services	650	47,850	70,932
Property services	81,384	719,046	547,659
Other purchased services		-	
Supplies & materials	14,858	172,511	96,157
Property	3,217	37,534	971,925
Other uses		-	
	<u>100,109</u>	<u>976,941</u>	<u>1,686,673</u>
Ending balance	<u><u>2,427,095</u></u>	<u><u>2,427,095</u></u>	<u><u>1,698,321</u></u>

June 20, 2022 Personnel Report

APPOINTMENTS:						
Name	Site	Position	FTE	Hire Date	Temporary Contract	
Barnes, Ashton	Central	Music Teacher	1.000	8/8/2022	Yes	
Bird, Natalie	High School	Secondary Counselor	1.000	8/8/2022	Yes	
Boon, Abby	Madison	Language Arts Teacher	1.000	8/8/2022	Yes	
Freeman, Ashley	Kane	Second Grade Teacher	1.000	8/8/2022	Yes	
Johnson, Jarrod	Madison	Science Teacher	1.000	8/8/2022	Yes	
Johnson, Mary	High School	Language Arts Teacher	1.000	8/8/2022	Yes	
Kerr, Michelle	Transportation	Bus Driver	0.750	8/8/2022		
Magette, Brenna	High School	Graduation Coach	1.000	8/8/2022	Yes	
McFarland, Sylvia	Wayside	Remediation Specialist	0.500	8/8/2022	Yes	
ADDITIONAL COMPENSATION:						
Name	Site	Position	Amount	Date		
Jenner, Brian	High School	Morning/Afternoon Traffic Duty	\$1,000.00	8/8/2022		
Maker, Corey	High School	Morning/Afternoon Traffic Duty	\$1,000.00	8/8/2022		
Munn, Tiffany	Madison	Bruin Crew Advisory Coordinator Curriculum	\$1,500.00	8/8/2022		
Schaper, Dawn	District-wide	5 Additional Days	Daily Rate	5/23/2022		
Schaper, Dawn	District-wide	10 Additional Days	Daily Rate	8/8/2022		
CHANGE OF STATUS:						
Name	Site	Position	FTE	Site	Position	FTE
Batdorf, Jessica	Wayside	PreKindergarten Teacher	1.000	Wayside	Kindergarten Teacher	1.000
Caldwell, Jonathan	Wayside	Teacher Assistant	0.875	Central	Special Education Teacher Assistant Level 1	0.875
Crauthers, Penny	High School	Special Education Teacher Assistant Level 3	0.875	Madison	Special Education Teacher Assistant Level 3	0.875
Crowley, Sharon	Ranch Heights	Special Education Teacher Assistant Level 3	0.875	Wayside/Ranch Heights	Special Education Teacher	1.000
Douthit, Diana	Ranch Heights	FMLA	1.000	Ranch Heights	Intermittent FMLA	1.000
Dyer, Jessica	Wayside	Fourth Grade Teacher	1.000	Wayside	PreKindergarten Teacher	1.000
Ellis, Mary	Hoover	Special Education Teacher Assistant Level 1	0.875	Hoover	Teacher Assistant	0.875
England, Nathan	High School	Social Studies Teacher	1.000	High School	Social Studies Teacher	1.000
Hastreiter, Marissa	Hoover	Fourth Grade Teacher	1.000	FMLA	FMLA	1.000
Hicks, Hillary	Central	Virtual Mathematics Teacher	0.600	Central	Virtual Mathematics and Science Teacher	1.000
Holmes, Tiffany	Ranch Heights	Elementary Assistant Principal	1.000	Hoover	Elementary Principal	1.000
Hubler, Emily	Madison	Mathematics Teacher	1.000	High School	Mathematics Teacher	1.000
Imhoff, Lola Shawn	Central	Secondary Assistant Principal	1.000	Ranch Heights	Elementary Assistant Principal	1.000
Maillet, Tanya	High School	Special Education Teacher	1.000	Central	Special Education Teacher	1.000
Mayfield, Brandi	Madison	Science Teacher	1.000	High School	Science Teacher	1.000
Owens, Rachel	Wayside	Third Grade Teacher	1.000	Wayside	Fourth Grade Teacher	1.000
Riley, Wendy	Jane Phillips	Second Grade Teacher	1.000	Jane Phillips	First Grade Teacher	1.000
Sanders, Zandra	High School	Intermittent FMLA	1.000	High School	World Languages Teacher	1.000
Starkey, Kellie	Ranch Heights	Third Grade Teacher	1.000	Ranch Heights	First Grade Teacher	1.000
Stubblefield, Laci	High School	Special Education Teacher Assistant Level 1	0.875	High School	Special Education Teacher	1.000
Taylor, Victoria	High School	Special Education Teacher Assistant Level 3	0.875	Madison	Special Education Teacher Assistant Level 3	0.875
NON-RENEWAL OF TEMPORARY CONTRACT:						
Name	Site	Position	FTE	Date		
Salge, Courtney	Wilson	Library Assistant - Elementary	0.500	5/26/2022		
Steffek, Tahlor	Madison	Softball Junior High Assistant Coach	N/A	5/20/2022		
RESIGNATION:						
Name	Site	Position	FTE	Date		
Barnes, Abbagail	High School	Soccer Varsity Assistant Coach (Girls)	N/A	6/1/2022		
Brown, Carrie	Ranch Heights	First Grade Teacher	1.000	5/20/2022		
Burns, Susan Rene	Hoover	Elementary Principal	1.000	6/30/2022		

June 20, 2022 Personnel Report

Holmquist, Shane	Central	Music Teacher	1.000	5/20/2022		
Knopf, Jonathon	Madison	Music Teacher	1.000	5/20/2022		
McJunkins, Prince	High School	Health/PE Teacher	1.000	5/20/2022		
Nickles, Danny	High School	Mathematics Teacher	1.000	5/20/2022		
Robledo, Elizabeth	Richard Kane	Kindergarten Teacher	1.000	5/20/2022		
Silies, Keith	Transportation	Bus Driver	0.750	5/26/2022		
Stratton, Bryce	High School	Soccer Varsity Assistant Coach (Boys)	N/A	5/20/2022		
Veit, Sarah	Jane Phillips	Special Education Teacher Assistant Level 3	0.875	5/26/2022		
Stevens, Micheal	Madison	Alternative Education Teacher	1.000	5/20/2022		
Daniels, Amanda	Wayside	Elementary Dean	1.000	6/30/2022		
RETIREMENT:						
Name	Site	Position	FTE	Date		
Cox, Karen	Wayside	Kindergarten Teacher	1.000	5/20/2022		
Cranor, Cynthia	Wilson	Teacher Assistant	0.875	5/26/2022		
Matsushima, Donna	High School	Special Education Teacher Assistant Level 2	0.875	5/26/2022		
SUMMER SCHOOL:						
Name	Site	Position	FTE	Date		
Allgood, Christy	Hoover	ESY Special Education Teacher and Administrator	N/A	7/11/2022		
Amundson, Karla	Hoover	ESY Special Education Teacher Assistant	N/A	7/11/2022		
Avery, Brandi	Hoover	ESY Special Education Teacher	N/A	7/11/2022		
Beck, Taylor	Jane Phillips	Summer School Teacher	N/A	6/1/2022		
Benitez, Herminia	Hoover	ESY Special Education Teacher Assistant	N/A	7/11/2022		
Benitez, Herminia	Jane Phillips	ESY Special Education Teacher Assistant	N/A	6/6/2022		
Brown, Paul	Hoover	ESY Special Education Teacher Assistant	N/A	7/11/2022		
Coburn, Austin	Hoover	ESY Special Education Teacher Assistant	N/A	7/11/2022		
Coleman, Grace	Jane Phillips	Summer School Teacher	N/A	6/1/2022		
Daniels, Amanda	High School	Summer School Teacher	N/A	7/1/2020		
Denman, Tabitha	Jane Phillips	ESY Special Education Teacher Assistant	N/A	6/6/2022		
Denman, Tabitha	Hoover	ESY Special Education Teacher Assistant	N/A	7/11/2022		
Divers, Leslie	Hoover	ESY Special Education Teacher Assistant	N/A	7/11/2022		
Dout, Ali	Hoover	ESY Special Education Teacher Assistant	N/A	7/11/2022		
Duran, Monika	Hoover	ESY Special Education Teacher Assistant	N/A	7/11/2022		
Ellis, Mary	Hoover	Summer School Teacher Assistant	N/A	6/1/2022		
Garrett, Anna	High School	Summer School Teacher	N/A	6/29/2022		
Goodwin, Stacey	Jane Phillips	Summer School Teacher	N/A	6/1/2022		
Gullane, Binnie	Hoover	ESY Special Education Teacher Assistant	N/A	7/11/2022		
Harmon, Katie	Hoover	ESY Special Education Teacher Assistant	N/A	7/11/2022		
Harris, Amber	Jane Phillips	Summer School Teacher	N/A	6/1/2022		
Hemke, Harley	Jane Phillips	Summer School Teacher Assistant	N/A	6/1/2022		
Henson, Melba	Jane Phillips	Summer School Teacher Assistant	N/A	6/1/2022		
Heuert, Sara	Hoover	ESY Special Education Teacher	N/A	7/11/2022		
Hicks, Casey	Hoover	Summer School Teacher	N/A	6/1/2022		
Hollenbeck, Cathy	High School	Summer School Teacher	N/A	6/29/2022		
Jackson, Naudia	Hoover	ESY Special Education Teacher	N/A	7/11/2022		
James, Terri	Jane Phillips	Summer School Teacher	N/A	6/1/2022		
Keller, Teresa	High School	Summer School Teacher	N/A	6/29/2022		
Kyrouac, Carrie	Jane Phillips	Summer School Teacher Assistant	N/A	6/1/2022		
Langham, Sherry	Jane Phillips	Summer School Teacher	N/A	6/1/2022		
Lickliter, Darlys	Hoover	Summer School Teacher	N/A	6/1/2022		
Linick, Dalton	Jane Phillips	Summer School Teacher	N/A	6/1/2022		
Lopez, Deborah	Jane Phillips	ESY Special Education Teacher Assistant	N/A	6/6/2022		
Lopez, Deborah	Hoover	Summer School Teacher Assistant	N/A	6/6/2022		
Maker, Cory	High School	Summer School Teacher	N/A	6/29/2022		
Martin, Meghan	Hoover	ESY Special Education Teacher Assistant	N/A	7/11/2022		
Merritt, Libby	Hoover	ESY Special Education Teacher Assistant	N/A	7/11/2022		
Mooney, Elexis	Hoover	Summer School Teacher Assistant	N/A	6/6/2022		
Morgan, Anne	Hoover	ESY Special Education Teacher Assistant	N/A	7/11/2022		

June 20, 2022 Personnel Report

Murguia, Gabrielle	Hoover	ESY Special Education Teacher Assistant	N/A	7/11/2022		
Palmer, Holland	Jane Phillips	Summer School Teacher	N/A	6/1/2022		
Reed, Shellee	Jane Phillips	Summer School Teacher	N/A	6/1/2022		
Roberts, Kaitlyn	High School	Summer School Teacher	N/A	6/29/2022		
Shea, Shawn	Hoover	ESY Interpreter for the Deaf	N/A	7/11/2022		
Smith, Deborah	Hoover	ESY Special Education Teacher Assistant	N/A	7/11/2022		
Smith, Deborah	Hoover	Summer School Teacher Assistant	N/A	6/1/2022		
Snow, Jennifer	Hoover	ESY Special Education Teacher	N/A	7/11/2022		
Stubblefield, Laci	Jane Phillips	ESY Special Education Teacher Assistant	N/A	6/6/2022		
Stubblefield, Laci	Hoover	ESY Special Education Teacher Assistant	N/A	7/11/2022		
Stumpff, Dianne	Jane Phillips	Summer School Teacher Assistant	N/A	6/1/2022		
Taylor, Brittany	Hoover	ESY Special Education Teacher Assistant	N/A	7/11/2022		
Taylor, Victoria	Hoover	ESY Special Education Teacher Assistant	N/A	7/11/2022		
Toulouse, Renee	Jane Phillips	Summer School Teacher	N/A	6/1/2022		
Tresner, Darla	High School	Summer School Teacher	N/A	6/29/2022		
Turowski, Brett	High School	Summer School Teacher	N/A	6/29/2022		
Wood, Michael	High School	Summer School Teacher	N/A	6/29/2022		
York, Brittny	Hoover	Summer School Teacher Assistant	N/A	6/1/2022		
SPECIAL SALARY PROVISIONS:						
Name	Site	Position	Amount	Date		
Gray, Hannah	Hoover	PreKindergarten Teacher (awaiting emergency certification)	Teacher Salary Scale Equivalent	8/8/2022		
Henderson, Betty	High School	Work requirements performed outside contract	Daily Rate	6/6/2022		

MEMORANDUM

TO: BOARD OF EDUCATION
FROM: PRESTON BIRK
SUBJECT: DONATIONS
DATE: 6/1/2022

Please accept the following donations our school district has received during the month of May.

1. Jr. Achievement of OK – JA Biztown Reimbursement	
Education Service Center	\$ 2,970.00
2. Phillips 66 – Matching Gift	
Wayside Elementary School	\$ 343.25
3. Todd Family Scholarship Donation	
Education Service Center	<u>\$ 500.00</u>
Receipt Total	\$ 3,813.25

Bartlesville Public Schools

Investment Ledger

Options: Funds: 11-59,81, Account Nos: , Investment Nos: , Date Range: 5/1/2022 - 5/31/2022, Exclude Investments Matured in Date Range: False, Exclude Investments Liquidated in Date Range: False

Fund: 11

Account: AI 0111 REGENT BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	5/26/2022	5/31/2022	5/31/2022	\$7,050,674.61	0.200	\$7,050,674.61
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	5/31/2022	6/30/2022		\$7,053,011.05	0.200	\$7,053,011.05
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	4/29/2022	5/31/2022	5/26/2022	\$7,050,674.61	0.200	\$7,050,674.61
Total ICS ACCOUNT							\$7,050,674.61
Total AI 0111 REGENT BANK - ICS							\$21,154,360.27
Total Fund 11							\$21,154,360.27

Fund: 21

Account: AI 0111 REGENT BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	5/26/2022	5/31/2022	5/31/2022	\$2,050,000.00	0.200	\$2,050,000.00
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	5/31/2022	6/30/2022		\$2,050,000.00	0.200	\$2,050,000.00
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	4/29/2022	5/31/2022	5/26/2022	\$2,050,000.00	0.200	\$2,050,000.00
Total ICS ACCOUNT							\$2,050,000.00
Total AI 0111 REGENT BANK - ICS							\$6,150,000.00
Total Fund 21							\$6,150,000.00

Fund: 22

Account: AI 0111 REGENT BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	5/26/2022	5/31/2022	5/31/2022	\$842,212.03	0.200	\$842,212.03
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	5/31/2022	6/30/2022		\$842,370.97	0.200	\$842,370.97
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	4/29/2022	5/31/2022	5/26/2022	\$842,212.03	0.200	\$842,212.03
Total ICS ACCOUNT							\$842,212.03
Total AI 0111 REGENT BANK - ICS							\$2,526,795.03
Total Fund 22							\$2,526,795.03

Fund: 31

Account: AI 0111 REGENT BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	5/26/2022	5/31/2022	5/31/2022	\$837,000.00	0.200	\$837,000.00
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	5/31/2022	6/30/2022		\$837,000.00	0.200	\$837,000.00
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	4/29/2022	5/31/2022	5/26/2022	\$837,000.00	0.200	\$837,000.00
Total ICS ACCOUNT							\$837,000.00
Total AI 0111 REGENT BANK - ICS							\$2,511,000.00
Total Fund 31							\$2,511,000.00

Fund: 37

Account: AI 0111 REGENT BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
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Bartlesville Public Schools

Investment Ledger

Options: Funds: 11-59,81, Account Nos: , Investment Nos: , Date Range: 5/1/2022 - 5/31/2022, Exclude Investments Matured in Date Range: False, Exclude Investments Liquidated in Date Range: False

ICS ACCOUNTREGENT BANK - ICS TRANSACTION	5/26/2022	5/31/2022	5/31/2022	\$100,000.00	0.200	\$100,000.00
ICS ACCOUNTREGENT BANK - ICS TRANSACTION	5/31/2022	6/30/2022		\$100,000.00	0.200	\$100,000.00
ICS ACCOUNTREGENT BANK - ICS TRANSACTION	4/29/2022	5/31/2022	5/26/2022	\$100,000.00	0.200	\$100,000.00
Total ICS ACCOUNT						\$100,000.00
Total AI 0111 REGENT BANK - ICS						\$300,000.00
Total Fund 37						\$300,000.00

Fund: 39

Account: AI 0111 REGENT BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/26/2022	5/31/2022	5/31/2022	\$36,218.59	0.200	\$36,218.59
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/31/2022	6/30/2022		\$36,402.25	0.200	\$36,402.25
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		4/29/2022	5/31/2022	5/26/2022	\$36,218.59	0.200	\$36,218.59
Total ICS ACCOUNT						\$36,218.59	
Total AI 0111 REGENT BANK - ICS						\$108,839.43	
Total Fund 39						\$108,839.43	

Fund: 41

Account: AI 0111 REGENT BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/26/2022	5/31/2022	5/31/2022	\$3,280,007.76	0.200	\$3,280,007.76
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/31/2022	6/30/2022		\$3,280,007.76	0.200	\$3,280,007.76
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		4/29/2022	5/31/2022	5/26/2022	\$5,273,007.76	0.200	\$5,273,007.76
Total ICS ACCOUNT						\$5,273,007.76	
Total AI 0111 REGENT BANK - ICS						\$11,833,023.28	

Account: AI 0113 COMMERCE BANK

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
290016678	COMMERCE BANK - TREASURY BILL	1/27/2022	11/3/2022		\$3,985,626.67	0.470	\$3,985,626.67
Total 290016678						\$3,985,626.67	
Total AI 0113 COMMERCE BANK						\$3,985,626.67	
Total Fund 41						\$15,818,649.95	

Fund: 81

Account: AI 0111 REGENT BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/26/2022	5/31/2022	5/31/2022	\$264,546.06	0.200	\$264,546.06
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/31/2022	6/30/2022		\$264,595.99	0.200	\$264,595.99
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		4/29/2022	5/31/2022	5/26/2022	\$264,546.06	0.200	\$264,546.06
Total ICS ACCOUNT						\$264,546.06	
Total AI 0111 REGENT BANK - ICS						\$793,688.11	
Total Fund 81						\$793,688.11	

Bartlesville Public Schools

Investment Ledger

Options: Funds: 11-59,81, Account Nos: , Investment Nos: , Date Range: 5/1/2022 - 5/31/2022, Exclude Investments
Matured in Date Range: False, Exclude Investments Liquidated in Date Range: False

Total All Funds	\$49,363,332.79
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MAY 2022

	GENERAL FUND	COOPERATIVE FUND	BUILDING FUND	CHILD NUTRITION	BOND FUND 31	BOND FUND 37	BOND INT FUND 39	SINKING FUND	GIFTS & ENDOW.	TOTALS
BEGINNING BALANCE	4,171,139.93	0.00	451,582.16	393,466.72	35,355.02	401,291.69	360.47	1,771,719.41	15,635.91	7,240,551.31
LOCAL SOURCES OF REVENUE	207,618.95	-	25,591.23	546.61	-	-	221.89	137,842.69	551.01	372,372.38
INTERMEDIATE SOURCES OF REVENUE	41,269.87	-	-	-	-	-	-	-	-	41,269.87
STATE SOURCES OF REVENUE	2,444,427.85	-	30.51	18,356.89	-	-	-	163.69	-	2,462,978.94
FEDERAL SOURCES OF REVENUE	570,168.32	-	-	435,157.21	-	-	-	-	-	1,005,325.53
TOTAL NEW RECEIPTS	3,263,484.99	-	25,621.74	454,060.71	-	-	221.89	138,006.38	551.01	3,881,946.72
INTER-FUND TRANSFERS	18.00	-	-	-	-	-	-	-	-	18.00
NON-REVENUE RECEIPTS	3,172.69	-	-	500.00	133,500.00	-	-	-	-	137,172.69
AR-6140	-	-	-	-	-	-	-	-	-	-
TOTAL COMBINED RECEIPTS	3,266,675.68	-	25,621.74	454,560.71	133,500.00	-	221.89	138,006.38	551.01	4,019,137.41
WARRANT PURCHASES (-)	(3,794,973.50)	-	(98,368.13)	(386,558.60)	-	(399.93)	-	(3,901,912.50)	(25.00)	(8,182,237.66)
INVESTMENTS MATURED (+)	7,050,674.61	-	2,050,000.00	842,212.03	837,000.00	100,000.00	36,218.59	9,258,634.43	264,546.06	20,439,285.72
C.D./AGENCY INVESTMENTS (-)	(7,053,011.05)	-	(2,050,000.00)	(842,370.97)	(837,000.00)	(100,000.00)	(36,402.25)	(7,265,634.43)	(264,595.99)	(18,449,014.69)
INTEREST INVESTMENTS (-)	-	-	-	-	-	-	-	-	-	-
MONEY MARKET INVESTMENT (-)	-	-	-	-	-	-	-	-	-	-
CORRECTIONS	-	-	-	-	-	-	-	-	-	-
ENDING BANK BALANCE	3,640,505.67	0.00	378,835.77	461,309.89	168,855.02	400,891.76	398.70	813.29	16,111.99	5,067,722.09
OUTSTANDING WARRANTS (-)	(53,561.67)	-	(1,740.47)	-	-	(269.22)	-	-	(225.00)	(55,796.36)
FUND EQUITY	3,586,944.00	0.00	377,095.30	461,309.89	168,855.02	400,622.54	398.70	813.29	15,886.99	5,011,925.73

Total collateral pledged

23,122,288.75

	BPS LEASE PURCHASE FUND 1	BPS LEASE PURCH/TRANS FUND 2	BEA LEASE PURCHASE FUND 3	BEA LEASE PURCHASE FUND 4
BEGINNING BALANCE	1,845,751.11	31,481.90	11,552,252.33	202,714.08
REBATES/CONTRIBUTIONS	-	-	-	-
DIVIDENDS/INTEREST	367.50	-	53.56	-
TOTAL NEW RECEIPTS	367.50	-	53.56	-
WARRANT PURCHASES (-)	(324,549.99)	(12,470.00)	(657,552.55)	-
ENDING BANK BALANCE	1,521,568.62	19,011.90	10,894,753.34	202,714.08
Credit in Transit	-	-	-	-
FUND EQUITY	1,521,568.62	19,011.90	10,894,753.34	202,714.08

Sara Vermeire 6/2/2022

Bartlesville Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2022 - 5/31/2022

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 General Administrative	\$250,281.27	\$6,961.59	\$0.00	\$11,637.26	\$245,605.60	\$44,793.63	\$200,811.97
802 General Administrative Athletics	\$242,575.82	\$18,904.58	\$0.00	\$18,995.99	\$242,484.41	\$642.98	\$241,841.43
803 General Refund Account	\$1,793.94	\$1,154.18	\$0.00	\$0.00	\$2,948.12	\$0.00	\$2,948.12
804 AP Exams	\$16,900.62	\$0.00	\$0.00	\$0.00	\$16,900.62	\$600.00	\$16,300.62
805 Alternative High School	\$5,159.19	\$107.00	\$0.00	\$423.20	\$4,842.99	\$250.00	\$4,592.99
806 Tuition Clearing Acct	\$16,450.00	\$530.00	\$0.00	\$230.00	\$16,750.00	\$0.00	\$16,750.00
807 Art Club	\$1,443.78	\$0.00	\$0.00	\$0.00	\$1,443.78	\$0.00	\$1,443.78
808 Adult Fees Clearing Acct	\$1,000.00	\$75.00	\$0.00	\$0.00	\$1,075.00	\$0.00	\$1,075.00
809 Broadcasting	\$1,467.72	\$15.00	\$0.00	\$559.35	\$923.37	\$0.00	\$923.37
811 Baseball Fund	\$2,145.01	\$0.00	\$0.00	\$0.00	\$2,145.01	\$0.00	\$2,145.01
813 Basketball Fund	\$1,750.23	\$0.00	\$0.00	\$0.00	\$1,750.23	\$0.00	\$1,750.23
821 Choral Club	\$2,968.24	\$0.00	\$0.00	\$545.00	\$2,423.24	\$0.00	\$2,423.24
824 Concessions	\$5,810.17	\$0.00	\$0.00	\$0.00	\$5,810.17	\$0.00	\$5,810.17
831 S.A.D.F.	\$3,095.40	\$0.00	\$0.00	\$0.00	\$3,095.40	\$0.00	\$3,095.40
832 Community of Caring	\$1,185.19	\$0.00	\$0.00	\$0.00	\$1,185.19	\$232.13	\$953.06
833 Drama	\$21,546.61	\$154.00	\$0.00	\$0.00	\$21,700.61	\$193.00	\$21,507.61
834 VisionQuest	\$104.50	\$0.00	\$0.00	\$0.00	\$104.50	\$0.00	\$104.50
835 BPS-FOUNDATION GRANTS	\$7,095.41	\$0.00	\$0.00	\$2,850.98	\$4,244.43	\$0.00	\$4,244.43
836 AGRICULTURAL EDUCATION	\$14,500.38	\$0.00	\$0.00	\$1,705.26	\$12,795.12	\$3,585.28	\$9,209.84
837 ENVIRONMENTAL CLUB	\$282.43	\$0.00	\$0.00	\$0.00	\$282.43	\$0.00	\$282.43
839 BHS SPED	\$959.14	\$0.00	\$0.00	\$0.00	\$959.14	\$0.00	\$959.14
840 Exceptional Education Services	\$13,510.91	\$0.00	\$0.00	\$4,602.03	\$8,908.88	\$775.00	\$8,133.88
841 Business Prof of America	\$447.58	\$0.00	\$0.00	\$0.00	\$447.58	\$0.00	\$447.58
843 ATLAS	\$98.26	\$0.00	\$0.00	\$0.00	\$98.26	\$0.00	\$98.26
844 STEAM PROGRAM	\$4,465.93	\$0.00	\$0.00	\$0.00	\$4,465.93	\$0.00	\$4,465.93
867 Lady Bruins	\$333.75	\$0.00	\$0.00	\$0.00	\$333.75	\$0.00	\$333.75
868 Football	\$67.03	\$0.00	\$0.00	\$0.00	\$67.03	\$0.00	\$67.03
878 Music	\$3,964.22	\$500.00	\$0.00	\$300.00	\$4,164.22	\$0.00	\$4,164.22
880 Musical Production	\$21,200.94	\$0.00	\$0.00	\$9,556.46	\$11,644.48	\$0.00	\$11,644.48
881 National Honor Society	\$8,448.88	\$400.00	\$0.00	\$900.00	\$7,948.88	\$0.00	\$7,948.88
882 Newspaper	\$223.98	\$0.00	\$0.00	\$0.00	\$223.98	\$0.00	\$223.98
885 National Junior Honor Society	\$891.24	\$0.00	\$0.00	\$0.00	\$891.24	\$0.00	\$891.24
887 Orchestra	\$2,461.02	\$0.00	\$0.00	\$0.00	\$2,461.02	\$0.00	\$2,461.02
889 BHS BAND	\$1,188.34	\$0.00	\$0.00	\$0.00	\$1,188.34	\$0.00	\$1,188.34
895 Pictures	\$1,317.66	\$0.00	\$0.00	\$0.00	\$1,317.66	\$0.00	\$1,317.66
915 Service Club	\$728.77	\$0.00	\$0.00	\$0.00	\$728.77	\$0.00	\$728.77
917 World Language Club	\$522.89	\$0.00	\$0.00	\$0.00	\$522.89	\$0.00	\$522.89
919 Speech Program	\$1,701.50	\$35.00	\$0.00	\$192.00	\$1,544.50	\$0.00	\$1,544.50
922 Staff Development-In-Service	\$1,505.87	\$0.00	\$0.00	\$0.00	\$1,505.87	\$0.00	\$1,505.87
926 Student Council	\$33,470.18	\$85.00	\$0.00	\$8,337.63	\$25,217.55	\$200.00	\$25,017.55
939 Science Olympiad	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
960 Technology Student Assoc (TSA)	\$8,616.76	\$472.49	\$0.00	\$1,482.80	\$7,606.45	\$1,102.00	\$6,504.45
962 Science Trek Club	\$8,817.31	\$0.00	\$0.00	\$0.00	\$8,817.31	\$0.00	\$8,817.31
966 Wrestling	\$385.48	\$0.00	\$0.00	\$0.00	\$385.48	\$0.00	\$385.48
970 TECHNOLOGY SUPPORT TEAM	\$115,516.56	\$1,186.50	\$0.00	\$0.00	\$116,703.06	\$41,280.57	\$75,422.49
971 Golf	\$1,709.92	\$0.00	\$0.00	\$0.00	\$1,709.92	\$0.00	\$1,709.92
973 Cross Country	\$123.13	\$0.00	\$0.00	\$0.00	\$123.13	\$0.00	\$123.13
977 Soccer	\$50.66	\$0.00	\$0.00	\$0.00	\$50.66	\$0.00	\$50.66
986 Counselors' Special Fund	\$306.68	\$0.00	\$0.00	\$0.00	\$306.68	\$0.00	\$306.68
990 Yearbook	\$15,878.85	\$9,395.00	\$0.00	\$4,590.47	\$20,683.38	\$5,457.94	\$15,225.44
992 Leadership	\$2,016.66	\$0.00	\$0.00	\$0.00	\$2,016.66	\$0.00	\$2,016.66
993 Academic Team	\$140.00	\$0.00	\$0.00	\$0.00	\$140.00	\$0.00	\$140.00
994 Archery Club	\$349.32	\$0.00	\$0.00	\$0.00	\$349.32	\$0.00	\$349.32
995 Homeless Student Assistance	\$1,074.58	\$0.00	\$0.00	\$0.00	\$1,074.58	\$0.00	\$1,074.58
996 Bruin Logo	\$31,926.17	\$20.51	\$0.00	\$1,325.10	\$30,621.58	\$435.00	\$30,186.58
997 Back To School Rally	\$600.87	\$0.00	\$0.00	\$0.00	\$600.87	\$0.00	\$600.87
Total	\$883,076.95	\$39,995.85	\$0.00	\$68,233.53	\$854,839.27	\$99,547.53	\$755,291.74

Chromebooks	Removed from service		
Dell (Various Models)	Samsung	Lenovo	ASUS
1013xf2	0Q9T91JKC01133W	P201CJQEP29YB7A05001	F2N0CX029319061
121zxf2	0Q9T91JKC01288L	P201CJV2P29YB7A05001	F2N0CX04183206G
12c2xf2	0Q9T91JKC01307R	P201CNS0P29YB7A05001	
12klwf2	0Q9T91JKC01317F	P201DX9NP29YB7A05001	
13QGLD2	0Q9T91JKC01325Z	P201DY76P29YB7901001	
13r4xf2	0Q9T91JKC01328Y	P201EGKCP29YB7901001	
1413xf2	0Q9T91JKC01331D	P201F4KSP29YB7901001	
14llc73	0Q9T91JKC01364A	P201F4MFP29YB7901001	
15bjwf2	0Q9T91JKC01385W	P201F4T0P29YB7901001	
15m8xf2	0Q9T91JKC01401N	P201F4T7P29YB7901001	
15z3xf2	0Q9T91JKC01410J	P201F4UMP29YB7901001	
17j4xf2	0Q9T91JKC01469R	P201HJF0P29YB7A05001	
1811xf2	0Q9T91JKC01499N	P201HJQUP29YB7A05001	
1bc5xf2	0Q9T91JKC01500J	P201HJRFP29YB7A05001	
1c5w883	0Q9T91JKC01522T	P201HJYKP29YB7A05001	
1d66xf2	0Q9T91JKC01523H	P201HK01P29YB7A05001	
1f5w883	0Q9T91JKC01537D	P201HV9KP29YB7A05001	
1fmmwf2	0Q9T91JKC01547P	P201J4W2P29YB7A05001	
1hlv0p2	0Q9T91JKC01553E	P201J621P29YB7A05001	
1kkywf2	0Q9T91JKC01556F	P201J632	
1kw4xf2	0Q9T91JKC01592R	P201J6N4P29YB7A05001	
1l6t883	0Q9T91JKC01593P		
1L7N9B2	0Q9T91JKC01602B		
1lq2xf2	0Q9T91JKC01605K		
1m34xf2	0Q9T91JKC01611P		
1QPGLD2	0Q9T91JKC01617X		
1T8M063	0Q9T91JKC01627D		
1vgh8l2	0Q9T91JKC01635L		
1w61xf2	0Q9T91JKC01636R		
1wmywf2	0Q9T91JKC01684T		
1x01xf2	0Q9T91JKC01716H		
1X50733	0Q9T91JKC01728T		
1XH02D2	0Q9T91JKC01743N		
1XS4LD2	0Q9T91JKC01747Y		
1xyhwf2	0Q9T91JKC01751B		
1y23xf2	0Q9T91JKC01753X		
1zzv883	0Q9T91JKC01755M		
2018xf2	0Q9T91JKC01768M		
2074wf2	0Q9T91JKC01808B		
29g0xf2	0Q9T91JKC01905L		

29n0xf2	0Q9T91JKC01954T		
2bn0xf2	0Q9T91JKC01963A		
2CBJ2D2	0Q9T91JKC01983Z		
2cl8xf2	0Q9T91JKC03378W		
2cmmwf2	0Q9T91JKC03440N		
2gx2xf2	0Q9T91JKC03470P		
2K2KK63	0Q9T91JKC04093X		
2k52xf2	0Q9T91JKC04099E		
2kbt883	0Q9T91JKC04113M		
2q92xf2	0Q9T91JKC04211D		
2rs1xf2	0Q9T91JKC04214X		
2snxwf2	0Q9T91JKC04243F		
2VS4LD2	0Q9T91JKC04248T		
2vz0xf2	0Q9T91JKC04270D		
2y32xf2	0Q9T91JKC04304X		
2yvxf2	0Q9T91JKC04305K		
2yzv883	0Q9T91JKC04309W		
31dy0p2	0Q9T91JKC04314D		
31q4xf2	0Q9T91JKC04316J		
31tmwf2	0Q9T91JKC04329J		
32p2xf2	0Q9T91JKC04376X		
3311xf2	0Q9T91JKC04377K		
34c1xf2	0Q9T91JKC04415T		
36c5xf2	0Q9T91JKC04430N		
36QGLD2	0Q9T91JKC05952X		
38c2xf2	0Q9T91JKC05982A		
39df2p2	0Q9T91JKC06216H		
39kywf2	0Q9T91JKC06256N		
3C2T733	0Q9T91JKC06302L		
3d44xf2	0Q9T91JKC06305T		
3d5w883	0Q9T91JKC06321Z		
3F0B163	0Q9T91JKC06348W		
3f66xf2	0Q9T91JKC06357K		
3F7B693	0Q9T91JKC06371V		
3g0t883	0Q9T91JKC06378H		
3jt3xf2	0Q9T91JKC06388R		
3KN6M13	0Q9T91JKC06394W		
3RGT633	0Q9T91JKC06400E		
3SS4LD2	0Q9T91JKC06415V		
3sy3xf2	0Q9T91JKC06442H		
3tjywf2	0Q9T91JKC06449N		
3vfmwf2	0Q9T91JKC06454T		
3vk1xf2	0Q9T91JKC06490B		

3w3dl73	0Q9T91JKC06552F		
3ws1xf2	0Q9T91JKC06557T		
3wz1xf2	0Q9T91JKC07389A		
3x08xf2	0Q9T91KKC00065Y		
3x47xf2	0Q9T91KKC00083J		
3xz7xf2	0Q9T91KKC00085K		
3Y6N9B2	0Q9T91KKC00093H		
3YDYK13	0Q9T91KKC00099M		
3ZSVZ53	0Q9T91KKC00101J		
43mx8l2	0Q9T91KKC00108E		
44f3xf2	0Q9T91KKC00109Y		
458T733	0Q9T91KKC00110T		
45llc73	0Q9T91KKC00111H		
45mhwf2	0Q9T91KKC00112D		
46lh8l2	0Q9T91KKC00130V		
4748xf2	0Q9T91KKC00150M		
47J4LD2	0Q9T91KKC00174X		
48BJ2D2	0Q9T91KKC00180R		
49vs883	0Q9T91KKC00186J		
4b44xf2	0Q9T91KKC00189M		
4BYR633	0Q9T91KKC00197D		
4c5nwf2	0Q9T91KKC00200T		
4d15xf2	0Q9T91KKC00213T		
4dx2xf2	0Q9T91KKC00216B		
4GHML13	0Q9T91KKC00251X		
4j0t883	0Q9T91KKC00255Z		
4KVG13	0Q9T91KKC00262B		
4L7N9B2	0Q9T91KKC00325A		
4mn0xf2	0Q9T91KKC00461A		
4nvv883	0Q9T91KKC00465T		
4pw7xf2	0Q9T91KKC02566E		
4qv883	0Q9T91KKC02642W		
4r01xf2	0Q9T91KKC02646F		
4s3mwf2	0Q9T91KKC02649R		
4sw4xf2	0Q9T91KKC02650X		
4vq4xf2	0Q9T91KKC02657Y		
4vwcl73	0Q9T91KKC02678M		
4xf0xf2	0Q9T91KKC02706J		
4xm3xf2	0Q9T91KKC02712L		
4XPGLD2	0Q9T91KKC02723F		
4xshwf2	0Q9T91KKC02729H		
4ZDZ633	0Q9T91KKC02730N		
4zlx8l2	0Q9T91KKC02735V		

50J02D2	0Q9T91KKC02752J		
51dy0p2	0Q9T91KKC02753X		
53zzwf2	0Q9T91KKC02755M		
5473xf2	0Q9T91KKC02759E		
54R5M13	0Q9T91KKC02766X		
5615xf2	0Q9T91KKC02772R		
56QGLD2	0Q9T91KKC02774T		
5825xf2	0Q9T91KKC02796A		
586zwf2	0Q9T91KKC02801A		
58mx8l2	0Q9T91KKC02803R		
5bjlwf2	0Q9T91KKC02807D		
5c5w883	0Q9T91KKC02817P		
5g25xf2	0Q9T91KKC02856X		
5gh2xf2	0Q9T91KKC02865H		
5k63xf2	0Q9T91KKC02875R		
5rgjwf2	0Q9T91KKC02906R		
5sjywf2	0Q9T91KKC02913E		
5skh8l2	0Q9T91KKC02916F		
5sn0xf2	0Q9T91KKC03554Z		
5v50xf2	0Q9T91KKC04581V		
5vkwwf2	0Q9T91KKC04623E		
5VS4LD2	0Q9T91KKC04723N		
5w94xf2	0Q9T91KKC07357K		
5wvywf2	0Q9T91LKB04937Y		
5Y34LD2	0Q9T91LKB05172B		
5yk1xf2	0Q9T91LKB05189V		
5ys0xf2	0Q9T91LKB05265H		
613XZ53	0Q9T91LKB05287W		
61k2xf2	0Q9T91LKB05310Z		
62vxwf2	0Q9T91LKB05317R		
63t0xf2	0Q9T91LKB05337D		
64t0xf2	0Q9T91LKB05350R		
6542xf2	0Q9T91LKB05352B		
65s3xf2	0Q9T91LKB05408W		
66mx8l2	0Q9T91LKB05411J		
66QGLD2	0Q9T91LKB05439Z		
66v0xf2	0Q9T91LKB05443A		
67j4xf2	0Q9T91LKB05444N		
67p2xf2	0Q9T91LKC02235Y		
69d1xf2	0Q9T91LKC02724P		
69lh8l2	0Q9T91LKC02837A		
69v0xf2	0Q9T91LKC02899P		
6bd3xf2	0Q9T91LKC02935W		

6c66xf2	0Q9T91LKC02941B		
6d88xf2	0Q9T91LKC02955J		
6dn0xf2	0Q9T91LKC02959N		
6dv4xf2	0Q9T91LKC02964T		
6fs3xf2	0Q9T91LKC03010L		
6g25xf2	0Q9T91LKC03011R		
6n7xwf2	0Q9T91LKC03018X		
6njoywf2	0Q9T91LKC03022A		
6p96xf2	0Q9T91LKC03030W		
6PBZK13	0Q9T91LKC03037R		
6pf1xf2	0Q9T91LKC03058Y		
6R0XL63	0Q9T91LKC03072T		
6S54LD2	0Q9T91LKC03073H		
6s7xwf2	0Q9T91LKC03091Y		
6v44xf2	0Q9T91LKC03097P		
6vr1xf2	0Q9T91LKC03104H		
6wbh8l2	0Q9T91LKC03115P		
6x0zwf2	0Q9T91LKC03137F		
6z0zwf2	0Q9T91LKC03178B		
70d1xf2	0Q9T91LKC03188T		
70k2xf2	0Q9T91LKC05369F		
7421xf2	0Q9T91LKC05449R		
7532xf2	0Q9T91LKC05490Y		
75vkc73	0Q9T91LKC05552J		
77HL063	0Q9T91LKC05614A		
77xdft2	0Q9T91LKC05616R		
793S693	0Q9T91LKC05749N		
7b94xf2	0Q9T91LKC05764L		
7c21xf2	0Q9T91LKC05766P		
7c83xf2	0Q9T91LKC05829E		
7C8WZ53	0Q9T91LKC05942F		
7c92mw2	0Q9T91LKC06478J		
7CD0733	0Q9T91LKC06503R		
7f5w883	0Q9T91LKC06519H		
7g66xf2	0Q9T91LKC06547Z		
7km0xf2	0Q9T91LKC06562R		
7KZT733	0Q9T91LKC06573A		
7m3xk73	0Q9T91LKC06578H		
7PVXK13	0Q9T91LKC06585F		
7SGCN13	0Q9T91LKC06589P		
7vn0xf2	0Q9T91LKC06596Y		
7w61xf2	0Q9T91LKC06616F		
7Z0BN13	0Q9T91LKC06633X		

7z82xf2	0Q9T91LKC06640P		
7zgh8l2	0Q9T91LKC06682N		
7zq1xf2	0Q9T91LKC06685E		
81ft883	0Q9T91LKC06694M		
85c5xf2	0Q9T91LKC06695N		
85rcl73	0Q9T91LKC06729E		
85w6xf2	0Q9T91LKC10562V		
86m0xf2	0Q9T91LKC10570N		
88PXK13	0Q9T91LKC10588V		
89bh8l2	0Q9T91LKC10599E		
8DR0733	0Q9T91LKC10661Z		
8GD0733	0Q9T91LKC10706W		
8hh2xf2	0Q9T91LKC10788M		
8K8WZ53	0Q9T91LKC10825T		
8kss883	0Q9T91LKC10828B		
8lj2xf2	0Q9T91LKC10925L		
8pvywf2	0Q9T91LKC10935V		
8pw4xf2	0Q9T91LKC10951B		
8qkv883	0Q9T91LKC11021R		
8qxcl73	0Q9T91LKC12316V		
8sg2xf2	0Q9T91LKC12343H		
8sk6xf2	0Q9T91LKC12409L		
8STQ633	0Q9T91LKC12436J		
8v0lc73	0Q9T91LKC12491T		
8V34LD2	0Q9T91LKC12522T		
8VVS633	0Q9T91LKC12526J		
8WS4LD2	0Q9T91JKC01277P		
8x03xf2	0Q9T91JKC01295W		
8X24LD2	0Q9T91JKC01686D		
8xhzwf2	0Q9T91JKC01830X		
8ymywf2	0Q9T91JKC01986Y		
8ZHGLD2	0Q9T91JKC03472H		
8ZK0733	0Q9T91JKC04227X		
90W XK13	0Q9T91JKC04284B		
9315xf2	0Q9T91KKC00128X		
94p2xf2	0Q9T91KKC00196H		
96q5xf2	0Q9T91KKC00239T		
97d3xf2	0Q9T91KKC00266M		
9b15xf2	0Q9T91KKC00269W		
9hg7xf2	0Q9T91KKC00343M		
9jgh8l2	0Q9T91KKC02660D		
9km0xf2	0Q9T91KKC02699		
9l5w883	0Q9T91KKC02907P		

9MFT733	0Q9T91LKB05238Y		
9mw4xf2	0Q9T91LKC02896A		
9pm0xf2	0Q9T91LKC03015D		
9pvv883	0Q9T91LKC03132Z		
9rh0xf2	0Q9T91LKC03148Y		
9rjnwf2	0Q9T91LKC10831Y		
9tg0xf2	0Q9T91LKC12293N		
9v8zwf2	0Q9T91LKC12378L		
9wby0p2			
9XH02D2			
9zf0xf2			
9ZF4LD2			
b0g0xf2			
b3p2xf2			
b66zwf2			
b6h0xf2			
b80k2p2			
b8c5xf2			
B8H02D2			
B9BJ2D2			
b9s3xf2			
bb73xf2			
bb88wf2			
BCFGLD2			
bcmv0p2			
bd92xf2			
BGLZ633			
bjb4xf2			
bl61xf2			
bq01xf2			
bq3mwf2			
btp4xf2			
BV24LD2			
bvl8xf2			
BWNQK63			
bwnxwf2			
BWS4LD2			
BX1DWF2			
BXHGLD2			
bxj2xf2			
bxl8xf2			
BXTTZ53			
BZ24LD2			

BZPGLD2			
c1c2xf2			
c1xywf2			
c2r1xf2			
C434LD2			
c4d1xf2			
c4t0xf2			
cb5w883			
cbx2xf2			
cc13xf2			
CF45L63			
cf5w883			
ch3zxf2			
cj52xf2			
cjq2xf2			
cl2qwf2			
cmdy0p2			
cmm0xf2			
cnq2xf2			
cpkh8l2			
cqjnwf2			
cs7s883			
cthx883			
CV50733			
cvj2xf2			
CVS4LD2			
cy01xf2			
CY54LD2			
cydf2p2			
cz48xf2			
d111xf2			
d3l3xf2			
d4v0xf2			
D5CS733			
d615xf2			
D82T733			
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dg13xf2			
dgvv883			
djw4xf2			
dkv4xf2			
DKZT733			
dIm0xf2			

DMK0733			
dq03xf2			
dr01xf2			
DS3S733			
dw44xf2			
dwhjwf2			
dz34xf2			
DZR4LD2			
F11VZ53			
F1FVZ53			
F4H4LD2			
f6j4xf2			
f6llc73			
f7j4xf2			
fclywf2			
fd0fft2			
fdy1xf2			
ff61xf2			
fgms883			
fhl8xf2			
fhx6xf2			
FLBJ2D2			
fm63xf2			
fn15xf2			
FNZT733			
fq0fft2			
fs3mwf2			
fsn0xf2			
FVS4LD2			
fxnxwf2			
FXS4LD2			
FZ0BN13			
fzbh8l2			
g0cnwf2			
G0PS633			
g1b7xf2			
G4TWZ53			
G5J4LD2			
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g798xf2			
g8ft883			
g8v0xf2			
gc5w883			

gc98xf2			
ghb4xf2			
gjm1xf2			
gkd3xf2			
gkg7xf2			
GKR0733			
gkvv883			
gly3xf2			
gny3xf2			
gnydft2			
gp61xf2			
grdf2p2			
gslx8l2			
gtlx8l2			
gvlx8l2			
GWS4LD2			
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gx9ywf2			
gylhwf2			
gyxzwf2			
GZ6N9B2			
h0n2xf2			
h1lh8l2			
h1t1xf2			
H360733			
h5mxwf2			
h5v4xf2			
H6PY633			
h8bh8l2			
h9kh8l2			
h9wdft2			
hb5w883			
HBFGLD2			
hdh2xf2			
hdk4xf2			
hf5m0p2			
hfcywf2			
HG2T733			
hh6w883			
hj83xf2			
hkgh8l2			
HNFTLD2			
hr5zwf2			

hs03xf2			
htkh8l2			
htlx8l2			
HV54LD2			
HVS4LD2			
hvz1xf2			
HW50733			
HWS4LD2			
HX40M63			
hznt883			
j373xf2			
j481xf2			
J6QGLD2			
J6YR633			
j79ywf2			
J7J4LD2			
j9m8xf2			
jbst883			
JBVM9B2			
jcd3xf2			
JCNY063			
jcr3xf2			
jdlywf2			
JJCBN13			
jjdlc73			
jjvv883			
jjvv883			
jjydf2			
jky3xf2			
jl03xf2			
jlw4xf2			
jmx1xf2			
jp03xf2			
npj2xf2			
jpnxwf2			
jqjywf2			
jrk3xf2			
jsx5xf2			
jtk3xf2			
jv34xf2			
jwk3xf2			
JYFTLD2			
JYS4LD2			

jz94xf2			
jzy3xf2			
18s3xf2			
1sy3xf2			
1VF4LD2			
2011xf2			
2201xf2			
23tmwf2			
3013xf2			
3213xf2			
37QGLD2			
3l63xf2			
40nwwf2			
40nwwf2			
4KG4LD2			
4zf0xf2			
50x7xf2			
5g5w883			
5lx1xf2			
5pkh8l2			
5WS4LD2			
5yh0xf2			
6nqwwf2			
76n5xf2			
7cv0xf2			
7wn0xf2			
7x01xf2			
92XYWF2			
9ydtld2			
b7n5xf2			
b8l3xf2			
bg13xf2			
bq13xf2			
bwp4xf2			
by8zwf2			
c1tmwf2			
CSS4LD2			
d0n5xf2			
d0n5xf2			
d9y1xf2			
DG63XF2			
djh02d2			
dvh02d2			

f025xf2			
f0j02d2			
fl44xf2			
fnfmwf2			
fsyvwf2			
fvx3xf2			
fyw7xf2			
gwn4xf2			
gxvywf2			
h018xf2			
HBBJ2D2			
hl34xf2			
hwp4xf2			
j1y3xf2			
j202d2			
j804xf2			
j901xf2			
j96zwf2			
jm63xf2			

Bartlesville Public Schools Encumbrance Register

Year 2021-2022 Fund 03

03-2021 BOND - PROJECTS - BEA LEASE PURCHASE

PO No	Date	Vendor	Description	Amount
13	06/07/2022	DAN J KELEHER JR PLLC	ARCHITECT-253/HITTING Final payment for hitting facility architectural services	13,200.00

Report Total: \$13,200.00

Bartlesville Public Schools Encumbrance Register

Year 2021-2022 Fund 01

01-2019 BOND-GENERAL PROJ - BEA LEASE PURCHASE

PO No	Date	Vendor	Description	Amount
314	05/31/2022	BRIGHT MARKET, LLC	TECH-RLDT-SPLYS-019/TECH/ESC SIMPLE GIS SOFTWARE	100.00
315	06/01/2022	DELL MARKETING LP	TECH-RLTD-SPLYS-057/TECH/ESC BLANKET PO FOR (12) PRECISION 3650 TOWERS FOR MMS BROADCASTING CLASS PER QUOTE 30000121147172.1	29,205.36
316	06/02/2022	MICHAEL E COLE	OTHER-CONSTRUCT-SRVCS-018/FS/ESC BLANKET PO FOR GROUND REPAIRS FOR THE STADIUM TRACTOR 8 HOURS X \$125.00 = \$1,000.00 (3) DAYS OF LABOR 24 HOURS x \$135.00 = \$3,000.00 TOTAL \$4,000.00 SOD: 10 PALLETS X \$240.00 = \$2,400.00 & (1) LOAD OF DIRT \$250.00 TOTAL DIRT & SOD: \$2,650.00	3,320.00
317	06/06/2022	VERSA PRODUCTS INC	FURN/FIX-018/CENTRAL Blanket PO for furniture for broadcast room at Central **URGENT** replaces PO 012022-307 made out to wrong vendor	10,790.00
318	06/07/2022	WORKSPACE SOLUTIONS, LLC	FURN/FIX-018/MADISON Blanket PO for furniture for broadcast room at Madison Replaces 012022-308 due to wrong vendor **URGENT**	32,407.00

Report Total: \$75,822.36

AMENDMENT

INDEPENDENT SCHOOL DISTRICT NO. 30 OF WASHINGTON COUNTY, OKLAHOMA
(d/b/a BARTLESVILLE PUBLIC SCHOOLS)

AND

SODEXO OPERATIONS, LLC

THIS AMENDMENT, dated June 8, 2022, is between INDEPENDENT SCHOOL DISTRICT NO. 30 OF WASHINGTON COUNTY, OKLAHOMA (d/b/a BARTLESVILLE PUBLIC SCHOOLS) ("Client") and SODEXO OPERATIONS, LLC, a Delaware limited liability company ("Sodexo").

W I T N E S S E T H:

WHEREAS, Client and Sodexo entered into a certain Management Agreement, dated March 1, 2019, as amended ("Agreement"), whereby Sodexo manages and operates Client's Facilities Management Services at 1100 SW Jennings Avenue in Bartlesville, Oklahoma 74003; and

WHEREAS, the Parties now desire to further amend the aforesaid Agreement;

NOW, THEREFORE, in consideration of the promises herein contained and for other good and valuable consideration, the Parties hereto agree as follows:

1. Based on the following occurrence, the Parties have mutually agreed to an adjustment in the Contract Price as follows:

Current Contract Price	\$3,205,831.00
\$2.00/hour wage increase for all custodial employees	\$ 467,352.00
5% merit increase for Maintenance, Grounds, and administrative employees	\$ 42,942.00
New Contract Price (Effective July 1, 2022)	\$3,716,125.00

Accordingly, Section 7.1 is deleted in its entirety and the following substituted therefor:

"7.1 Contract Price. Commencing July 1, 2022, Client shall pay Sodexo a Contract Price. For the period July 1, 2022 to June 30, 2023, the annual Contract Price shall be Three Million Seven Hundred Sixteen Thousand One Hundred Twenty-Five Dollars (\$3,716,125.00). In any year which is a leap year, the fixed Contract Price shall be increased by an additional day (1/365 of the annual fixed Contract Price) to account for the additional day. Client will pay Sodexo the Contract Price in installment payments, which are determined by dividing the annual amount of the Contract Price by 365 days and this daily amount is applied to the billing frequency below. The Contract Price is based upon Sodexo's estimates at the time of submission taking into account the financial risks assumed by Sodexo and certain fees and Charges incorporated into the calculation of the Contract Price such as Charges for workers' compensation and

general liability insurance based on the average manual rates for such insurance in the geographic area of the Premises, fixed percentage of salaries and wages for health benefits, and supplies and services at invoiced amount with Sodexo retaining allowances negotiated in its national and regional procurement contracts. Commencing July 1, 2023, and annually thereafter, the Contract Price shall be adjusted as specified hereafter.”

2. All capitalized terms used herein shall have the same meanings set forth in the Agreement unless otherwise expressly provided in this Amendment.

3. This Amendment is effective July 1, 2022, and thereafter, unless amended. All other terms and conditions contained in the Agreement shall remain unchanged and in full force and effect, except by necessary implication.

IN WITNESS WHEREOF, the duly authorized officers of the Parties have executed this Amendment, as of the date indicated in the first paragraph of this Amendment.

INDEPENDENT SCHOOL DISTRICT NO. 30 OF
WASHINGTON COUNTY, OKLAHOMA

By: _____
Chuck McCauley
Superintendent

SODEXO OPERATIONS, LLC

By: _____
Brad L. Lozier
Senior Vice President

JOB DESCRIPTION	HOURLY RATE OF PAY	SET RATE
ACADEMICS & INSTRUCTION		
ALGEBRA ACADEMY TEACHER (revised 6/1/2021)	\$40.00	
CURRICULUM WRITING (revised 6/1/2021)	\$40.00	
DRIVERS ED INSTRUCTOR	\$20.00	
INTERPRETER	Employee's Hourly Rate (+\$5/hr for Summer COVID-19 Rate)	
MENTOR TEACHER		\$500.00
NIGHT SCHOOL TEACHERS (added 1/16/06)	Not to exceed \$2000/semester	
SATURDAY SCHOOL	\$25.00	\$40.00 COVID-19 Rate
TEXTBOOK COORDINATOR - MIDDLE SCHOOL (added 8/17/09)		\$1250 per year
TEXTBOOK COORDINATOR - HIGH SCHOOL (revised 7/1/18)		\$1250 per year
TUTORING - IN-PERSON - CERTIFIED TEACHER (revised 6/1/2021)	\$50.00	
TUTORING - NON CERTIFIED	Employee's hourly rate	
TUTORS - NON-CONTRACTED	\$9.00	
ADULT EDUCATION AND LITERACY (AEL)		
AEL CLASSROOM TEACHING - CERTIFIED (non-contracted, revised 12/13/21)	\$40.00	
AEL SUBSTITUTE (CERTIFIED) (1/11/05)	\$14.00	
AEL SUBSTITUTE (NON-CERTIFIED) (1/11/05)	\$12.00	
ASSESSMENT ADMINISTRATION		
AP TEST ADMINISTRATOR (added 8/16/2010)	\$17.00	
AP TEST COORDINATOR (added 8/16/2010)		\$500 per year
ELEMENTARY SCHOOL ENTRY SCREENING (PK-5; added 8/08/07)	\$7.50 per test	
PEARSON VUE TEST ADMINISTRATOR		\$500 per year
PEARSON VUE TESTING CENTER - MANAGER		\$2000 per year
PEARSON VUE TESTING CENTER - ASSISTANT MANAGER (added 6/21/22)		\$500 per year
PSAT PROCTORS (added 1/16/06)		\$40/session
PSAT TESTERS (added 1/16/06)		\$50/session
PSAT TUTOR	\$20.00	
SUMMER RSA CONFERENCING - CERTIFIED	\$25.00	
TEST CENTER COORDINATOR - BHS ACT/ASVAB/SAT/PSAT (added 8/16/2010)		\$970 per year
CAREER TECH TEACHERS		

REQUIRED CORE CURRICULUM TRAINING FOR SECONDARY CAREER TECH AND PLTW		Employee's Daily Rate
VOCATIONAL AGRICULTURE - WORKFORCE/PROGRAM DEVELOPMENT		up to \$2,000/year
HUMAN RESOURCES - NEW EMPLOYEES & SUBSTITUTES		
NEW EMPLOYEES WAITING ON CONTRACT CYCLE		Employee's Hourly Rate
SUBSTITUTE FOR ANY CLASSIFIED POSITION EXCEPT BUS DRIVERS, NURSES		Step 0 at corresponding grade
SUBSTITUTE TEACHER CERTIFIED (rev. 7/19/21)		\$90.00/day
SUBSTITUTE TEACHER NON-CERTIFIED (rev.7/19/21)		\$70.00/day
SUBSTITUTE TEACHERS 21ST CONSECUTIVE DAY IN SAME CLASSROOM (Long-Term sub)		base teacher salary daily rate
INDIAN EDUCATION (OPERATION EAGLE)		
INDIAN EDUCATION COORDINATOR (added 8/1/2010)		\$2,000 per year
INDIAN EDUCATION CULTURAL PRESENTER NON-CONTRACTED - 1/2 HOUR		\$50.00
INDIAN EDUCATION CULTURAL PRESENTER NON-CONTRACTED - 1 HOUR		\$100.00
INDIAN EDUCATION CULTURAL PRESENTER NON-CONTRACTED - FULL DAY		\$300.00
INDIAN EDUCATION CULTURAL PRESENTER RETIRED/CONTRACTED - 1/2 HOUR		\$60.00
INDIAN EDUCATION CULTURAL PRESENTER RETIRED/CONTRACTED - 1 HOUR		\$120.00
INDIAN EDUCATION CULTURAL PRESENTER RETIRED/CONTRACTED - FULL DAY		\$360.00
JANE PHILLIPS ELEMENTARY SCHOOL IMPROVEMENT GRANT (Project Code 515)		
CSI/CIP LEADERSHIP TEAM COLLABORATION (After School)	\$25.00	
CSI PROFESSIONAL DEVELOPMENT FOR CERTIFIED STAFF (After School)	\$15.00	
CSI PROFESSIONAL DEVELOPMENT FOR CERTIFIED STAFF (outside of contracted hours, Rev. 6/1/2021)		\$100/day
CSI TRAINING FOR CLASSIFIED STAFF		Employee's hourly rate
PROFESSIONAL DEVELOPMENT (PD) & TRAINING		
DISTRICT LEVEL TRAINING FOR JANUARY / FEBRUARY INSERVICE WORKSHOPS - PREPARATION AND PRESENTATION (Executive Director Approved, revised 6/1/2021)		\$60 flat rate per one hour workshop
ELEMENTARY PLTW LAUNCH LEADERSHIP TEAM MEMBER (revised 6/1/2021)		\$500 per year
PD PREPARATION OUTSIDE OF CONTRACTED HOURS (max. time is 1/2 presentation time, rev.6/1/2021)	\$40.00	
STAFF DEVELOPMENT PRESENTATION (outside of contracted hours, rev. 6/1/2021)	\$40.00	
REQUIRED TRAINING ATTENDANCE FOR CLASSIFIED STAFF		Employee's hourly rate
TRAINING ATTENDANCE FOR CERTIFIED STAFF (outside of contracted hrs, revised 6/1/2021)		\$100/day,\$50/half-day
SPECIAL SERVICES		
ASSISTIVE TECHNOLOGY COORDINATOR (added 6/21/22)		\$2000 per year
HOMEBOUND / HOMEBASED TEACHER (added 4/16/2018)	\$25.00	
OCCUPATIONAL THERAPIST (increased 6/21/2022)	\$75.00	

PHYSICAL THERAPIST (ADDITIONAL COMPENSATION)		\$4,735.00
PHYSICAL THERAPIST EXTENDED SCHOOL YEAR	\$40.00	
PHYSICAL THERAPIST CONTRACTED (increased 6/21/2022)	\$75.00	
SPECIAL EDUCATION TRAINER - CERTIFIED		\$1,000.00
SPEECH THERAPIST (increased 6/21/2022)	\$75.00	
SPEECH THERAPIST EXTENDED SCHOOL YEAR	\$35.00	
STATE / NATIONAL LICENSURE FOR RELATED SERVICE PROVIDERS (added 6/21/22)		\$350 per year
WORK SITE LEARNING (for Student Workers Reimbursed thru VocRehab - changed 8/17/09)		minimum wage
SUMMER SCHOOL		
BRUIN ACADEMY SUMMER SCHOOL TEACHER (revised 6/1/2021)	\$25.00	\$40.00 COVID-19 Rate
EXTENDED SCHOOL YEAR COORDINATOR (per session)		\$500.00
EXTENDED SCHOOL YEAR TEACHER (certified) (Includes +5%) (revised 6/1/2021)	\$26.25	\$42.00 COVID-19 Rate
EXTENDED SCHOOL YEAR ASSISTANT CONTRACTED DURING YEAR (revised 6/1/2021)		Employee's Hourly Rate (+\$5/hr for COVID-19 Rate)
EXTENDED SCHOOL YEAR ASSISTANT NOT CONTRACTED DURING YEAR		Grade P Step 0
MIDDLE SCHOOL SUMMER SCHOOL TEACHER (revised 6/1/2021)	\$25.00	\$40.00 COVID-19 Rate
REGIONAL SUMMER SCHOOL SECRETARY (BHS)		Employee's hourly rate
REGIONAL SUMMER SCHOOL TEACHER (BHS) (revised 6/1/2021)	\$25.00	\$40.00 COVID-19 Rate
SUMMER BOOST / PROGRAM ASSISTANT (Elementary) (revised 6/1/2021)		Employee's hourly rate (+\$5/hr for COVID-19 Rate) or \$10.15 for non-contracted
SUMMER BOOST / PROGRAM TEACHER (Elementary) (revised 6/1/2021)	\$25.00	\$40.00 COVID-19 Rate
SUMMER BOOST ADMINISTRATOR SUBSTITUTE (revised 6/1/2021)	\$50.00	
SUMMER PROGRAM COORDINATOR		\$500.00
TUTORING - SUMMER SCHOOL VIRTUAL - CERTIFIED TEACHER (added 6/1/2021)		\$40.00 COVID-19 Rate
SUPPORT SERVICES		
HOMELESS LIAISON/ COORDINATOR FOR DISTRICT (added 6/21/22)		\$3000 per year
MEDICATION DISPENSING (limit 2 per site)		\$250.00 per year
SECURITY (increased 6/9/2016)	\$25.00	
VOLUNTEER COORDINATOR FOR DISTRICT		\$2000 per year
TECHNOLOGY		
CHROMEBOOK DISTRIBUTION - Certified (increased 6/21/22)	\$25.00	
CHROMEBOOK DISTRIBUTION - Classified		Employee's hourly rate
SCHOOL WEBMASTER (increased 6/9/2016)		\$1,000.00 per year
TRANSPORTATION		

CDL TRAINING & PASSING TEST - Certified Teacher (added 6/21/22)		\$1,200.00
SUBSTITUTE BUS DRIVERS/NON-CONTRACTED ACTIVITY DRIVERS		Grade U Step 0
TEACHER/SPONSOR BUS DRIVER IN DISTRICT (added 11/17/08)		\$20.00 per week
TEACHER/SPONSOR BUS DRIVER OUT OF DISTRICT (added 11/17/08)		\$20.00 per trip
ATHLETICS AND ACTIVITIES		Set Rate or OT
ANNOUNCER JV, 8th & 9th (revised 6/1/2021)		\$25.00
ANNOUNCER VARSITY (revised 6/1/2021)		\$60.00
CHAIN CREW JV, 8th & 9th		\$10.00
CHAIN CREW VARSITY (revised 6/1/2021)		\$30.00
CLOCK KEEPER JV, 8th & 9th (revised 6/1/2021)		\$25.00
CLOCK KEEPER VARSITY (revised 6/1/2021)		\$40.00
COACHING INCENTIVE - 2 SPORTS (added 6/21/22)		\$2000 per year
COACHING INCENTIVE - 3 OR MORE SPORTS (added 6/21/22)		\$3000 per year
CONCESSION MANAGER (revised 6/1/2021)	\$20.00	
CONCESSION WORKER VARSITY (revised 6/1/2021)	\$15.00	
EVENT MANAGER (revised 6/1/2021)		\$90.00
EVENT SUPERVISION (revised 6/1/2021)		\$75.00
SCORE KEEPER JV, 8th & 9th (revised 6/1/2021)		\$25.00
SCORE KEEPER VARSITY (revised 6/1/2021)		\$35.00
TICKET/PASS WORKERS VARSITY (revised 6/1/2021)	\$12.00	
TRAFFIC CONTROL VARSITY (revised 6/1/2021)		\$50.00
TICKET SUPERVISOR VARSITY (revised 6/1/2021)		\$50.00
TICKET/PASS WORKERS JV, 8th & 9th (revised 6/1/2021)	\$12.00	
USHER (revised 6/1/2021)		\$12.00
VIDEO/SOUND WORKER (revised 6/1/2021)		\$50.00

AGREEMENT

THIS AGREEMENT is made this 20th day of June, 2022 by and between **INDEPENDENT SCHOOL DISTRICT NO. 30 OF WASHINGTON COUNTY, OKLAHOMA a/k/a Bartlesville Public Schools** (School District) and **K-9 NARCOTICS DETECTION, LLC (K9ND)**, an Oklahoma Corporation (Provider).

RECITALS:

- A. School District desires to obtain drug sniffing dog services so that drug searches may be performed on school property.
- B. Provider desires to provide the drug sniffing dog services to the School District pursuant to the terms of this Contract.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein to be legally bound, the School District and Provider agree as follows:

1. Services: Provider agrees to provide an average of eight (8) hours of services per week for a total of 288 hours during the term of this Agreement. Regular search services will be provided at the locations and on dates to be set by the Superintendent or designee. In addition to regularly scheduled searches, the Provider agrees to respond, in emergencies or under special circumstances, within four (4) hours of receipt of a request for services from the Superintendent or the Superintendent's designee.
2. Compensation: The School District agrees to pay an annual fee of \$14,500 for Provider's services during the term of this Agreement. This fee shall be payable in ten (10) monthly installment payments of \$1,450 per month beginning on September 15, 2022. Services requested by the Superintendent in excess of 288 hours will be billed and paid at the rate of \$50 per hour per dog.
3. Areas and Duration of Searches: Each drug sniffing dog search shall last no longer than four (4) hours. The areas of School District property to be searched will be identified by the Superintendent or the Superintendent's designee. These areas may include, but are not limited to, student lockers, locker rooms, restrooms, parking areas, school yards and any other areas where prohibited substances could be stored, hidden, placed or be found
4. Drug Dog: Any drug sniffing dog that is used to provide services under this Agreement must conform to the following requirements:
 - a. The drug dog and the handler of the dog used must be properly certified under Oklahoma law;

- b. The drug dog will only be handled by the handler with whom the drug dog has been certified.
- c. The Provider must maintain proper training and working logs for the drug dog;
- d. The drug dog must be reliable in alerting only on prohibited substances;
- e. The handler of the drug dog must be reliable in recognizing alerts by the particular drug dog he/she is handling;
- f. The drug dog must have been trained using prohibited drugs and not using pseudo drugs;
- g. The drug dog must have been trained to only alert to the prohibited substances listed on attachment A: and
- h. The drug dog will be obedience trained, and lacking in vicious or aggressive behavior.
- i. The handler will Communicate with one or more of the following personnel:

Jason Langham, Michael Harp, Mandy Lumbley, Aaron Kuntz, Marci Beckley, Matt Hancock, Keri Gardner, Joseph Eidson, Cheron Southwick, Tammie Krause, Tiffany Holmes, Kevin Brown, Chanda Myers, Lola Shawn Imhoff, Ken Copeland, Eliot Smith, Staci Bankston, Kerry Ickleberry, LaDonna Chancellor, Stephanie Curtis, and Chuck McCauley.

- 5. Reports: The provider shall submit a written report to the School District after each search when contraband is found. In addition, if the School District is involved in any type of a legal, administrative or other proceeding, included but not limited to, administrative hearings, due process hearing, mediation, arbitration or litigation, involving a search performed pursuant to this Agreement, the Provider agrees to voluntarily cooperate with School District free of charge, including but not limited to, providing documents, testimony or affidavits from Provider or any employees of Provider.
- 6. Terms: This contract is for the 2022 - 2023 school year only and will expire by its terms on June 30, 2023 unless either party gives 30-day notice of intent to discontinue. Failure to follow terms of this contract will be cause for immediate termination.

7. Billing: Provider shall submit a monthly invoice to the School District signed by the Provider setting out the monthly fee and providing a total of all hours spent on searches or other billable services for the month. Each invoice shall also contain a cumulative total of hours spent during the term of this Agreement.
8. Insurance and Indemnity: Before providing any service under this Agreement, Provider shall furnish the School District with a certificate of public liability insurance coverage, naming the School District as co-insured, in minimum amounts of \$125,000 for a single injury, \$1,000,000 for multiple injuries resulting from one occurrence and \$25,000 property damage coverage. The certificate shall require at least ten (10) days notice to the School District before cancellation of coverage for any reason. Provider agrees to maintain said liability coverage in force during the entire term of this Contract. In addition to such insurance, and not in lieu thereof, Provider agrees to indemnify and hold School District and its agents, employees and officers harmless (including defense costs) against any claim, demand or action arising from or growing out of Provider's performance of its services hereunder.
9. Execution: This instrument has been made and executed in Washington County, Oklahoma, and shall be interpreted, construed and enforced in accordance with the laws of the State of Oklahoma and before the courts of the State of Oklahoma.
10. Miscellaneous: This Agreement shall constitute the entire agreement of the parties, and may only be modified in a writing signed by both parties. Neither party shall assign this Agreement.

Executed this 20th day of June, 2022.

ATTEST:

**INDEPENDENT SCHOOL DISTRICT NUMBER 30
Of Washington County, Oklahoma**

Clerk of the Board of Education

President of the Board of Education

“School District”

K-9 Narcotics Detection LLC (K9ND)

By:

“Provider”

ATTACHMENT A

Prohibited Substances

1. Heroin
2. Cocaine
3. Marijuana
4. Methamphetamine



t 405.235.3413 • f 405.235.2807
5657 N. CLASSEN BOULEVARD, SUITE 100 • OKLAHOMA CITY, OK 73118

AGREEMENT FOR BOND COUNSEL SERVICES

INDEPENDENT SCHOOL DISTRICT NO. 30 OF WASHINGTON COUNTY, OKLAHOMA GENERAL OBLIGATION BONDS AND/OR LEASE REVENUE OBLIGATIONS

THIS AGREEMENT is entered into as of June 20, 2022, by and between THE PUBLIC FINANCE LAW GROUP PLLC (“PFLG”), and INDEPENDENT SCHOOL DISTRICT NO. 30 OF WASHINGTON COUNTY, OKLAHOMA (the “District”), a political subdivision of the State of Oklahoma, as follows:

RECITALS

WHEREAS, the District desires to engage PFLG as bond counsel in connection with the financing of certain capital projects authorized at a previously held election on August 13, 2019 (the “2019 Election”), as well as in connection with the financing of certain capital projects proposed for approval at an election to be held on August 10, 2021 (the “2021 Election”), all along with related costs (collectively, the “Projects”); and

WHEREAS, to finance all or a portion of the costs of the Projects, the District intends to issue one or more series of its General Obligation Bonds as may be authorized pursuant to the 2019 Election and/or the 2021 Election (collectively, the “Bonds”); and

WHEREAS, the District further acknowledges that it may in the future consider one or more transactions whereby the District, or a public trust on behalf of the District, issues lease purchase obligations (the “Lease Purchase Obligations”) to construct portions of certain Projects, which obligations will be retired with the proceeds of the Bonds based upon the acquisition of all or distinct portions of the Projects being acquired by the District; and

WHEREAS, the issuance of Bonds and Lease Purchase Obligations shall be referred to collectively as the “Financing Plan”; and

WHEREAS, PFLG possesses the necessary professional capabilities and resources to provide the legal services required by District as described in this Agreement.

AGREEMENTS

1. Scope of Services.

A. *Bond Counsel Services.* PFLG will render the following services as bond counsel to the District:

- (1) Consultation with representatives of the District, including the Superintendent, the legal, financing and accounting staff, financial advisors, and others, with respect to the timing, terms and legal structure of the proposed Financing Plan.
- (2) Furnish full directions of all steps necessary to be taken by the District in compliance with the constitution and statutes of the State of Oklahoma for the proposed issuance of each series of Bonds and/or for the issuance of any Lease Purchase Obligations by the District or a public trust on behalf of the District.
- (3) Provide and furnish forms, outlines of procedure, resolutions or ordinances necessary for the issuance of such Bonds and/or the Lease Purchase Obligations (collectively, the "Financing Documents").
- (4) Review of documentation with respect to any letter of credit or bond insurance policy provided in connection with a Financing, if any.
- (5) Attendance at such meetings or hearings of the District and working group meetings or conference calls as the District may request, and assistance to the District staff in preparation of such explanations or presentations to the governing body of the District as they may request.
- (6) Preparation of final closing papers to be executed by the District required to effect delivery of each series of Bonds and/or Lease Purchase Obligations and coordination of the Bond and/or Lease Purchase Obligation closings, including seeking the approval of each series of Bonds by the Attorney General of the State of Oklahoma.
- (7) In connection with the closing of any series of Bonds, to furnish at least four (4) transcripts of the entire proceedings, one of which shall be filed with the Attorney General of Oklahoma, the Washington County District Attorney, one of which shall be filed with the Clerk of the District, and one of which shall accompany the Bonds.
- (8) Rendering of bond counsel's customary final legal opinion on the validity of the Bonds and/or the Lease Purchase Obligations and, with respect to any tax-exempt obligations, the exemption from gross income for federal income tax purposes and from Oklahoma personal income tax of interest thereon.

PFLG and the District acknowledge that the District shall be represented by the District's attorney (also referred to as "Legal Counsel") for the purpose of rendering day-to-day and ongoing general counsel legal services. PFLG shall circulate documents to and coordinate its services with Legal Counsel to the extent requested by the District or its Legal Counsel.

PFLG and the District further acknowledge that the District shall be represented by Municipal Finance Services, Inc., a municipal advisor pursuant to the terms of SEC Rule 15Ba1-1 (referred to herein as an "Independent Registered Municipal Advisor" or "IRMA"). PFLG is a firm of attorneys who provide legal advice or services of a traditional legal nature to a client, and PFLG and its attorneys do not represent themselves to be a financial advisor or financial expert. Therefore, PFLG is excluded from the definition of Municipal Advisor, and PFLG does not intend

to provide any advice with respect to municipal financial products or the issuance of municipal securities outside of the scope of traditional legal services and advice customarily rendered by bond counsel in public finance transactions. Notwithstanding the foregoing, in the event certain advice may be construed as beyond the scope of traditional legal services, the District specifically acknowledges that PFLG may avail itself of the IRMA exemption under SEC Rule 15Ba1-1 on the basis that (i) the District is represented by an Independent Registered Municipal Advisor not associated with PFLG, (ii) the District hereby advises PFLG that the District is represented by and will rely on the advice of its duly retained Independent Registered Municipal Advisor, and (iii) the District has been advised that PFLG is not a municipal advisor and PFLG owes no federal statutory fiduciary duty to the District.

In rendering opinions and performing legal services under this Agreement, PFLG shall be entitled to rely on the accuracy and completeness of information provided, certifications made by, and opinions provided by counsel to, the District, the Independent Registered Municipal Advisor, property owners and other parties and consultants, without independent investigation or verification.

PFLG's services are limited to those specifically set forth above. PFLG's services do not include representation of the District or any other party to the transaction in any litigation or other legal or administrative proceeding involving the Bonds and/or Lease Purchase Obligations, the Project or any other matter. PFLG's services also do not include any responsibility for compliance with state blue sky, environmental, land use, real estate or similar laws or for title to or perfection of security interests in real or personal property. PFLG will not be responsible for preparing, reviewing, or opining with respect to the District's Official Statement and/or any Continuing Disclosure Undertakings for any Bonds and/or Lease Purchase Obligations, including but not limited to the accuracy, completeness or sufficiency of the Official Statement, Continuing Disclosure Undertaking, or other offering material relating to any Bonds and/or Lease Purchase Obligations. PFLG's services do not include any financial advice or analysis. PFLG will not be responsible for the services performed or acts or omissions of any other participant. Also, PFLG's services will not extend past the date of issuance of the Bonds and/or Lease Purchase Obligations and will not, for example, include services related to rebate compliance or continuing disclosure or otherwise related to the Bonds and/or Lease Purchase Obligations, proceeds of any financing, or the Project after issuance of the Bonds and/or Lease Purchase Obligations.

2. Compensation and Reimbursements.

A. *Compensation for Bond Counsel Services.* For services as bond counsel to the District, PFLG shall be paid a fixed fee at the time of issuance of the Bonds and/or Lease Purchase Obligations as follows:

- (i) General Obligation Bonds. One half of one percent (0.5%) of the par amount of each series of Bonds issued, subject to a minimum fee of \$17,500, and a maximum fee of \$45,000.00, for each series of Bonds issued pursuant to the 2019 Election authorization and/or the 2021 Election authorization.

- (ii) Lease Purchase Obligations. One half of one percent (0.5%) of the par amount of each series of Lease Purchase Obligations issued pursuant to the 2019 Election authorization and/or the 2021 Election authorization.

B. *Expenses.* PFLG shall also be paid a fixed amount of \$2,500.00 to cover expenses and transcript production and distribution in connection with each series of Bonds and/or Lease Purchase Obligations, provided, that any filing, publication, recording or printing costs or similar third party costs required in connection with each series of Bonds and/or Lease Purchase Obligations shall be paid directly by the District, but if paid by PFLG on behalf of the District, shall be reimbursed to PFLG on demand.

C. *Payment.* Fees and expenses shall be payable by the District at the time of issuance of the Bonds and/or Lease Purchase Obligations. Payment of all fees and expenses hereunder shall be made at closing from proceeds of the Bonds and/or Lease Purchase Obligations and shall be entirely contingent upon issuance of the Bonds and/or Lease Purchase Obligations.

D. *Term of Engagement.* This Agreement shall remain in full force and effect through and including June 30, 2023, and shall be on a year-to-year basis automatically renewed for additional one-year periods on July 1 of each year until such time as all of the Bonds authorized in the Election shall be issued or this Agreement shall be otherwise terminated as provided herein.

E. *Termination of Agreement and Legal Services.* This Agreement and all legal services to be rendered under it may be terminated at any time by written notice from either party, with or without cause. In that event, all finished and unfinished documents prepared for adoption or execution by the District, shall, at the option of the District, become its property and shall be delivered to it or to any party it may designate; provided that PFLG shall have no liability whatsoever for any subsequent use of such documents. In the event of termination by the District, PFLG shall be paid for all satisfactory work, unless the termination is made for cause, in which event compensation, if any, shall be adjusted in the light of the particular facts and circumstances involved in the termination. If not sooner terminated as aforesaid, this Agreement and all legal services to be rendered under it shall terminate upon issuance of the Bonds and/or Lease Purchase Obligations; provided that the District shall remain liable for any unpaid compensation or reimbursement due under Section 2 hereof. Upon termination, PFLG shall have no future duty of any kind to or with respect to the Bonds and/or Lease Purchase Obligations or the District.

3. Nature of Engagement; Relationships With Other Parties.

The role of bond counsel, generally, is to prepare or review the procedures for issuance of bonds, notes, or other evidence of indebtedness and to provide an expert legal opinion with respect to the validity thereof and other subjects addressed by the opinion. Consistent with the historical origin and unique role of such counsel, and reliance thereon by the public finance market, PFLG's role as bond counsel under this Agreement is to provide an opinion and related legal services that represent an objective judgment on the matters addressed rather than the partisan position of an advocate.

In performing its services in connection with the Bonds and/or Lease Purchase Obligations, PFLG will act as special counsel to the District with respect to issuance of the Bonds and/or Lease Purchase Obligations; i.e., PFLG will assist the District's Legal Counsel in representing District but only with respect to validity of the Bonds and/or Lease Purchase Obligations and the Financing Documents, and the tax status of interest on the Bonds and/or Lease Purchase Obligations, in a manner not inconsistent with the role of bond counsel described above.

The District acknowledges that PFLG regularly performs legal services for many private and public entities in connection with a wide variety of matters. For example, PFLG has represented, is representing or may in the future represent other public entities, underwriters, trustees, rating agencies, insurers, credit enhancement providers, lenders, contractors, suppliers, financial and other consultants/advisors, accountants, investment providers/brokers, providers/brokers of derivative products and others who may have a role or interest in the Financing Plan or the Project or that may be involved with or adverse to the District in this or some other matter. PFLG agrees not to represent any such entity in connection with the Financing Plan, during the term of this Agreement, without the consent of the District. Given the special, limited role of bond counsel described above, the District acknowledges that no conflict of interest exists or would exist, and waives any conflict of interest that might appear actually or potentially to exist, now or in the future, by virtue of this Agreement or any such other attorney-client relationship that PFLG may have had, have or enter into, and the District specifically consents to any and all such relationships.

4. Limitation of Rights to Parties; Successor and Assigns.

Nothing in this Agreement or in any of the documents contemplated hereby, expressed or implied, is intended or shall be construed to give any person other than the District and PFLG any legal or equitable right or claim under or in respect of this Agreement, and this Agreement shall inure to the sole and exclusive benefit of the District and PFLG.

PFLG may not assign its obligations under this Agreement without written consent of the District except to a successor partnership or corporation to which all or substantially all of the assets and operations of PFLG are transferred. The District may assign its rights and obligations under this Agreement to (but only to) any other public entity that issues the Bonds and/or Lease Purchase Obligations (if not the District). The District shall not otherwise assign its rights and obligations under this Agreement without written consent of PFLG. All references to PFLG and the District in this Agreement shall be deemed to refer to any such successor of PFLG and to any such assignee of the District and shall bind and inure to the benefit of such successor and assignee whether so expressed or not.

5. Counterparts.

This Agreement may be executed in any number of counterparts and each counterpart shall for all purposes be deemed to be an original, and all such counterparts shall together constitute but one and the same Agreement.

6. Notices.

Any and all notice pertaining to this Agreement shall be sent by U.S. Postal Service, first class, postage prepaid to:

PFLG:

The Public Finance Law Group PLLC
5657 N. Classen Boulevard, Suite 100
Oklahoma City, OK 73118
Attention: Allan A. Brooks, III or Nathan D. Ellis

DISTRICT:

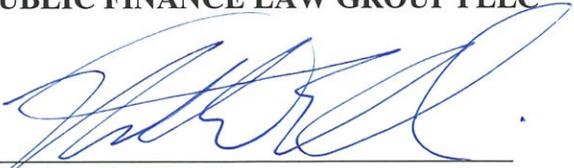
Independent School District No. 30 of Washington County, Oklahoma
1100 SW Jennings Ave.
Bartlesville, OK 74003
Attention: Superintendent

[Remainder of Page Left Blank Intentionally]

The District and PFLG have executed this Agreement by their duly authorized representatives as of the date provided above.

THE PUBLIC FINANCE LAW GROUP PLLC

By:



Nathan D. Ellis, Esq.

**INDEPENDENT SCHOOL DISTRICT NO. 30
OF WASHINGTON COUNTY, OKLAHOMA**

By:

Title: President, Board of Education
Date: June 20, 2022

(SEAL)

ATTEST:

By:

Clerk, Board of Education

June, 3, 2022

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is entered by and among MUNICIPAL FINANCE SERVICES, INC. (“MFSOK”) and the INDEPENDENT SCHOOL DISTRICT NUMBER 30, WASHINGTON COUNTY, OKLAHOMA (Bartlesville Board of Education), Bartlesville, Oklahoma (the “Client”).

The Client desires to engage MFSOK and agrees as follows:

I. Scope of Services.

Some or all of the following services listed below shall be provided under this Agreement and pertain to the Client’s new and outstanding debt obligations, including general obligation bonds and lease financings (the “Issues”). Some of these services may be non-municipal advisor services. The Client designates MFSOK as the Client’s independent registered municipal advisor (“IRMA”) for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the “IRMA Exemption”).

A. New Issue and Refunding of Existing Client Issues

1. Assist Client with bond planning that includes compliance with Oklahoma Constitutional Debt Cap and Client's mill levy target.
2. Evaluate options or alternatives with respect to the proposed new Issue.
3. Provide financial analysis to the Client to assist in understanding the benefits, costs, and risks of the proposed new Issue.
4. Review recommendations made by other parties to the Client.
5. Assist Client in preparing a plan of finance.
6. Advise Client on structure, terms and timing of the proposed new Issue.
7. Prepare financing schedule.
8. Attend meetings as requested by the Client.
9. Assist the Client in preparation of their notices of sale, instructions to bidders, or official statements, as appropriate.
10. Coordinate as appropriate with Client staff, legal representatives, government agencies, accountants, auditors, engineers, consultants, rating agencies, banks, lenders, placement agents, trustees, paying agents, escrow agents, bond insurers and other credit enhancers, to facilitate the plan of finance.
11. If new Issue is a competitive bond sale, assist Client in collecting and analyzing bids submitted by underwriters and selecting the winning bidder.
12. Assist Bond Counsel in the preparation of the Transcript of Proceedings for submission to the Oklahoma Attorney General for review and approval
13. Coordinate closing of the new Issue with Client and other parties.
14. Review Client's Estimate of Needs to be submitted to County.
15. Evaluate potential refunding opportunities on outstanding Issues.

B. Continuing Disclosure Assistance

1. Assisting the Client annually in compiling the financial information and operating data set forth in their Continuing Disclosure Agreement ("CDA") included in any Official Statement; and
2. If necessary, assisting the Client in preparing their "Failure to File Notice" should documents not be available for filing within the prescribed time frame designated in the CDA; and
3. Upon request, assisting the Client in their submission of the aforementioned information to the Electronic Municipal Marketplace Access system ("EMMA").

MFSOK and the Client acknowledge that the Client will engage Bond Counsel and other legal service providers under separate contracts. MFSOK may rely on opinions and advice from legal representatives of the Client and will not be held responsible for any legal advice, directly or indirectly, rendered by the legal representatives.

Neither MFSOK as Municipal Advisor nor its Municipal Advisor Representatives are licensed to engage in the practice of law and, consequently, will offer no legal advice. None of the fee for services under this Agreement relates to legal services. If such legal services are necessary, it shall be the responsibility of the Client to obtain them.

MFSOK's services are limited to those specifically set forth herein.

II. Compensation and Reimbursements

- A. General Obligation Bonds. MFSOK shall be paid at the time of closing a fee calculated as follows:

½ of 1% of the par amount of each series of bonds issued

Maximum fee: \$45,000.00 for each series of bonds

Minimum fee: \$17,500.00 for each series of bonds

- B. Lease Purchase Transactions. MFSOK shall be paid at the time of closing a fee calculated as follows:

½ of 1% of the par amount of each lease obligation issued

Minimum fee: \$17,500.00 for each series of bonds

- C. Compensation for Continuing Disclosure Assistance. MFSOK will receive a fee annually of \$3,500.00 for the services performed.

- D. Expenses for New Issues and Refunding Issues. MFSOK shall also be paid a fixed amount of \$2,500.00 per transaction to cover expenses incurred as part of the transaction, provided that any filing, publication, recording or printing costs or similar third-party costs required in connection with the Issue shall be paid directly by the Client.

- E. Payment and Contingency for New Issues and Refunding Issues. Payment for all fees and expenses shall be made at closing from proceeds of the Issue or from other available funds of the Client and shall be contingent upon closing of the Issue.

III. Term and Termination

- A. Term of Agreement. Unless otherwise terminated as provided herein, this Agreement shall be in force and effect for Fiscal Year Ending June 30, 2023.

- B. Termination of Agreement and Services. This Agreement and all services to be rendered hereunder may be terminated at any time by written notice from either party, with or without cause, with at least thirty (30) days' notice. In that event, all finished and unfinished documents prepared for the Client, shall, at the option of Client, become its property and shall be delivered to it or any party it may designate, provided that MFSOK shall have no liability whatsoever for any subsequent use of such documents.

IV. Successors and Assigns

MFSOK may not assign its obligations under this Agreement without the written consent of Client except to a successor partnership or corporation to which all or substantially all of the assets and operations of MFSOK are transferred. Client may assign its rights and obligations under this Agreement to (but only to) any other public entity that incurs the loan. Client shall not otherwise assign its rights and obligations under this Agreement without written consent of MFSOK. All references to MFSOK and Client in this Agreement shall be deemed to refer to any successor of MFSOK and to any such assignee of Client and shall bind and inure to the benefit of such successor and assignee whether so expressed or not.

V. Municipal Advisor Registration and Acknowledgement

Pursuant to Municipal Securities Rulemaking Board Rule (MSRB) G-10, on Investor and Municipal Advisory Client Education and Protection, Municipal Advisors are required to provide certain written information to their municipal advisory client and/or obligated person clients which include the following:

Municipal Finance Services, Inc. is currently registered as a Municipal Advisor with the U.S. Securities and Exchange Commission (SEC) and the MSRB.

Within the MSRB website at www.msrb.org, the Client may obtain the Municipal Advisory client brochure that is posted on the MSRB website. The brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

VI. Conflict of Interest Statement

As of the date of this agreement, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the Client. During the diligence process, MFSOK has determined that no material conflict of interest has been identified, however, would like to provide the following disclosures:

MFSOK serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of another MFSOK client. For example, MFSOK serves as municipal advisor to other clients and, in such cases, owes a regulatory duty to such other clients just as it does to the Client. These other clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various clients, MFSOK could potentially face a conflict of interest arising from these competing client interests. MFSOK fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with its clients.

The compensation arrangement included in Section II includes a component that is based on the size and completion of a transaction. Consistent with certain regulatory requirements, MFSOK hereby discloses that such contingent and/or transactional compensation presents a conflict of interest regarding MFSOK's ability to provide unbiased advice to enter into such transaction. The contingent fee arrangement creates an incentive for MFSOK to recommend unnecessary financings or financings that are disadvantages to the client, or to advise client to increase the size of the issue. This viewed conflict of interest will not impair MFSOK's ability to render unbiased and competent advice or to fulfill its fiduciary duty. The fee paid to MFSOK increases the cost of borrowing to the Client. The increased cost occurs from compensating MFSOK for municipal advisory services provided.

If MFSOK becomes aware of any other actual or potential conflict of interest not mentioned above during this agreement, MFSOK will promptly provide the Client a supplement written disclosure with sufficient details of the change, if any, which will allow the Client to evaluate the situation.

VII. Legal Events and Disciplinary History

A regulatory disclosure action has been made on MFSOK's Form MA and on Form MA-I for two of MFSOK's municipal advisory personnel relating to a 2017 U.S. Securities and Exchange Commission ("SEC") order. The details of which are available in Item 9; C (2), C (4), C (5) and the corresponding regulatory action DRP section on Form MA and Item 6: C (2), C (4), C (5), C (6) and the corresponding regulatory action DRP section on Form MA-I for both Rick A. Smith and Jon Wolff. In addition, the Oklahoma Department of Securities adopted the above proceedings which are identified in Item 9; D (2), D (4) and the corresponding regulatory action DRP section on Form MA.

The Client may electronically access MFSOK's most recent Form MA and each most recent Form MA-I filed with the Commission at the following website:

www.sec.gov/edgar/searchedgar/companysearch.html.

There has been no change to any legal or disciplinary event that has been disclosed on MFSOK's SEC registration for MA filings since December 18, 2017.

VIII. Fiduciary Duty

MFSOK is registered as a Municipal Advisor with the SEC and MSRB. As such, MFSOK has a Fiduciary duty to the Client and must provide both a Duty of Care and a Duty of Loyalty that entails the following.

Duty of Care:

- A. exercise due care in performing its municipal advisory activities;
- B. possess the degree of knowledge and expertise needed to provide the Client with informed advice;
- C. make a reasonable inquiry as to the facts that are relevant to the Client's determination as to whether to proceed with a course of action or that form the basis for any advice provided to the Client; and
- D. undertake a reasonable investigation to determine that MFSOK is not forming any recommendation on materially inaccurate or incomplete information; MFSOK must have a reasonable basis for:
 - a. any advice provided to or on behalf of the Client;
 - b. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the Client, any other party involved in the municipal securities transaction or municipal financial product, or investors in the Client's securities; and
 - c. any information provided to the Client or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

Duty of Loyalty:

MFSOK must deal honestly and with the utmost good faith with the Client and act in the Client's best interests without regard to the financial or other interests of MFSOK. MFSOK will eliminate or provide full and fair disclosure (included herein) to Client about each material conflict of interest (as applicable). MFSOK will not engage in municipal advisory activities with the Client as a municipal entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in the Client's best interests. As of the date of receipt of this attachment, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the Client.

IX. Recommendations

If MFSOK makes a recommendation of a municipal securities transaction or municipal financial product or if the review of a recommendation of another party is requested in writing by the Client and is within the scope of the engagement, MFSOK will determine, based on the information obtained through reasonable diligence of MFSOK whether a municipal securities transaction or municipal financial product is suitable for the Client. In addition, MFSOK will inform the Client of:

- A. the evaluation of the material risks, potential benefits, structure, and other characteristics of the recommendation;
- B. the basis upon which MFSOK reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the Client; and
- C. whether MFSOK has investigated or considered other reasonably feasible alternatives to the recommendation that might also or alternatively serve the Client's objectives.

If the Client elects a course of action that is independent of or contrary to the advice provided by MFSOK, MFSOK is not required on that basis to disengage from the Client.

X. Record Retention

Pursuant to SEC and MSRB record retention regulations, Municipal Finance Services, Inc. will maintain in writing, all communication and created documents between Municipal Finance Services, Inc. and the Client for six (6) years.

Notices

Any and all notices pertaining to this Agreement shall be sent by U.S. Postal Service, first class, postage prepaid to:

MFSOK:

Municipal Finance Services, Inc.
Attn: Jon Wolff, Vice President
P.O. Box 747
Edmond, OK 73083-0747

CLIENT:

Independent School District Number 30
Washington County, Oklahoma
Attn: Chief Financial Officer
P.O. Box 1357
Bartlesville, OK 74005-1357

Acceptance

If there are any questions regarding the above, please do not hesitate to contact MFSOK. If the foregoing terms meet with your approval, please indicate your acceptance by executing all original copies of this letter and keeping one copy for your file.

By signing this agreement, the Client acknowledges the provisions set forth in the agreement and understands its respective rights, duties, and responsibilities. Furthermore, the Scope of Services contained herein have been reviewed and are hereby approved.

Client and MFSOK have entered into this Agreement by the duly authorized representatives which was approved on June 20, 2022 at a meeting duly called and held in full compliance with the Oklahoma Open Meeting Act.

MUNICIPAL FINANCE SERVICES, INC.

By: _____
Jon G. Wolff, Vice President

INDEPENDENT SCHOOL DISTRICT NUMBER 30
WASHINGTON COUNTY, OKLAHOMA
(BARTLESVILLE BOARD OF EDUCATION)

By: _____
Title: President, Board of Education

ATTEST:

Clerk, Board of Education

(SEAL)

Approval of Finance/Purchasing/Board assignments for the 2022-23 school year	
Purchasing Agent	Preston Birk
Assistant Purchasing Agent	Stephanie Curtis
Treasurer	Sara Vermeire
Assistant Treasurer	Preston Birk
Minutes Clerk	Laci Harris
Encumbrance Clerk	Deborah Conway-Champon
Assistant Encumbrance Clerk	Heather Allen
Activity Fund Custodian	Sara Vermeire
Assistant Activity Fund Custodian	Deborah Conway-Champon

**AN INSURANCE PROPOSAL
PREPARED FOR:**

Bartlesville Public Schools



PRESENTED BY:

**Aaron Reinhardt, AAI
Sean Shadid, CPCU**



About BancFirst Insurance Services

BancFirst Insurance Services, Inc. (BFINS) is the insurance division of BancFirst, Oklahoma's largest state chartered bank. Our relationship with BancFirst provides BFINS with unprecedented stability and financial strength. Utilizing the community footprint of BancFirst, our agents provide expertise and guidance throughout Oklahoma.

BFINS is a rapidly growing independent insurance agency dedicated to the highest standards of quality, integrity, and expertise. As an independent insurance agency, BFINS represents our customers, not a specific insurance carrier. With our business model, we review offerings from multiple carriers to find a provider that best fits the coverage, price, and service needs of our customer. Through this process we provide an insurance proposal as unique as the client we serve.

Sample of BancFirst Insurance Clients

- *Union Public Schools*
- *Norman Public Schools*
- *Bixby Public Schools*
- *Yukon Public Schools*
- *Coweta Public Schools*
- *Collinsville Public Schools*
- *Stillwater Public Schools*
- *El Reno Public Schools*
- *Ft. Gibson Public Schools*
- *Muskogee Public Schools*
- *Shawnee Public Schools*
- *Tahlequah Public Schools*
- *Vinita Public School District*
- *The University of Tulsa*

Service Team

Commercial Insurance Agents – Main Contact	
Aaron Reinhardt, AAI	Sean Shadid, CPCU
Direct: (918) 949-6718	Direct: (918) 949-6712
Cell: (918) 859-4043	Cell: (918) 704-7122
aaron.reinhardt@bancfirst.insurance	sean.shadid@bancfirst.insurance
Account Executive – Secondary Contact and Main Processing Contact	
Chris Orr, CPCU	
Direct: (918) 949-6737	
chris.orr@bancfirst.insurance	
Account Manager - Secondary Processing Contact	
Christen Pulver	
Direct: (918) 949-6705	
christen.pulver@bancfirst.insurance	
Claims Manager - Claims Contact	
Don Holman, CPCU; AIC-M	
Direct: (405) 600-1832	
Cell: (405) 317-0087	
don.holman@bancfirst.insurance	

Additional BancFirst Insurance Resources

Terry McCullar , CPA – Operations Management Consultant

Jan Dumont – Human Resources Consultant

Executive Summary

The insurance market in 2022 is still what we would call volatile or transitioning, which just means we are still dealing with rising process, carrier repositioning and stricter underwriting guidelines. Carriers continue to cut capacity and are playing catch up from record CAT losses in 2020 and 2021.

The hot topic in the insurance world right now is “insurance to value” and the need or push from property carriers and reinsurers to raise the values on insured structures. The increased cost of building materials and labor shortages are the culprit as building costs have skyrocketed. To combat this OSIG has set out to run new cost guide appraisals on all of their districts over a 5 year period. Bartlesville was in the first group of schools and saw their building values increased by OSIG by approximately \$40-45 million.

From a pure property rate standpoint, we do have some good news. Despite still facing a 217% reinsurance loss ratio within the OSIG program since 2015, they are targeting only a 12-14% average program increase. That is a much better outlook as the past two years have seen public school districts being faced with 20 to 40% property rate increases which effectively meant similar overall program rate increases.

The program is experiencing some uptick in rates on the liability lines as carriers are still dealing with social inflation and a challenging litigation environment but we did not see anything drastic. We again looked at any and all creative solutions and deductible options for consideration to help offset the increase in premium and aggressively negotiated this renewal.

Our agency handles the insurance for more Oklahoma Public School districts than anyone in the state and we are always looking for and into alternate options for our schools. The moment one or more materialize, our districts will be the first to hear of it.

Proposal Highlights

- We received several deductible options which are shown in the premium summary
- There are no changes in terms or coverages on the property or liability lines
- Some limits within the Cyber liability coverage have changed (details on Cyber page)

Exposure & Claims Summary

	Current Exposure	Renewal Exposure	Percent Change
Property	\$269,866,924	\$318,842,451	18.14%
Auto	79 Units	80 Units	1.4%

OSIG Claims Policy Claims: 15-16 / 16-17 / 18-19 / 19-20 / 20-21

# OF CLAIMS	PREMIUMS PAID TO OSIG	INCURRED CLAIMS	LOSS RATIO
37	\$2,576,254	\$319,381	12.40%

- Since YE 2015, OSIG has incurred over \$274 million in property losses in the program.
- \$214 million of these losses have been on the back of the reinsurance markets while paying them only \$126 million in premiums.
- This represents a 217% loss ratio. Reinsurance markets target a 65% loss ratio.
- OSIG recently sustained over \$127 million in losses in a 1 year period (2019-2020).

Premium Summary

COVERAGE	2021-2022 Premium	2022-2023 RENEWAL PREMIUM
Property	\$449,002	\$595,587
<i>All Other Peril Deductible</i>	<i>\$250,000</i>	<i>\$250,000</i>
<i>Wind & Hail Deductible</i>	<i>\$250,000</i>	<i>\$250,000</i>
Crime	Included	Included
Boiler & Machinery	\$2,566	\$3,663
General Liability	\$42,060	\$46,968
SBLL	\$42,059	\$46,966
Cyber Liability	Included	Included
Commercial Auto	\$63,273	\$70,766
TOTAL ANNUAL	\$598,960	\$763,950
Percentage Increase		27.55%
Total Cost Increase		\$164,990

DEDUCTIBLE OPTION	ANNUAL PREMIUM	INCREASE	% INCREASE
\$300k AOP / \$300k W&H	\$692,093	\$93,133	15.55%
\$300k AOP / \$350k W&H	\$680,117	\$81,157	13.55%
\$350k AOP / \$350K W&H	\$668,140	\$69,180	11.55%
\$400k AOP / \$400k W&H	\$644,188	\$45,228	7.55%
\$500K AOP / \$300k W&H	\$638,200	\$39,240	6.55%
\$450k AOP / \$450K W&H	\$632,212	\$33,252	5.55%
\$500k AOP / \$400K W&H	\$614,248	\$15,288	2.55%

HISTORICAL PREMIUMS	
POLICY YEAR	PREMIUM
2020-2021	\$489,523
2019-2020	\$481,498
2018-2019	\$488,900
2017-2018	\$468,396
2016-2017	\$517,669
2015-2016	\$528,584

Workers Compensation Premium Summary

	Current Exposure	Renewal Exposure	Percent Change
Workers Comp	\$27,592,515	\$28,928,839	4.84%

CLASS CODES	2021 -2022 PAYROLLS	2022 - 2023 PAYROLLS
8868: Teachers Professional	\$26,952,703	\$28,272,819
7380: Drivers	\$639,812	\$656,020
9101: School All Other	IF ANY	IF ANY

Workers Compensation Premium Options

Coverage	Zenith (Renewal)	Accident Fund	AmTrust	CompSource
ELL - Each Accident	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
ELL - Policy Limit	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
ELL - Each Employee	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
TOTAL WC PREMIUM	\$91,040	\$91,361	\$84,588	\$99,086

2021 Expiring Workers Compensation Premium: \$89,832

Information Summary

First Named Insured: Bartlesville Public Schools ISD #30

- The First Named Insured will be the insured that is:
 - Responsible for payment of premium
 - Authorized to make changes in the policy with approval of insurance company
 - Authorized to cancel the policy
 - Designated to receive notice of cancellation

Other Named Insured's: None

Mailing Address: PO Box 1357
Bartlesville, OK 74005

Location Schedule

Location	Address	City, State
1	1100 S. Jennings	Bartlesville, OK
2	1500 S. Rogers Ave	Bartlesville, OK
3	1700 Hillcrest Drive	Bartlesville, OK
4	198 N. Dewey Ave	Bartlesville, OK
5	245 E. Spruce Ave	Bartlesville, OK
6	300 Wayside Dr	Bartlesville, OK
7	408 E. 9th St	Bartlesville, OK
8	4620 E. Frank Phillip	Bartlesville, OK
9	500 S. Madison Blvd	Bartlesville, OK
10	5100 David Lane	Bartlesville, OK
11	512 S. Madison Blvd	Bartlesville, OK
12	5900 SE Baylor Dr	Bartlesville, OK
13	801 E. 13th St	Bartlesville, OK

Commercial Property

Carrier: OSIG
Policy Term: 7/1/2022 - 7/1/2023

The Commercial Property policy covers your buildings, contents, or specified other property against perils defined by the form, subject to the terms of the policy.

Terms and Conditions

Limits of Coverage:	\$318,842,451 Blanket Buildings & Contents Limit
Auto Values	\$4,385,800
Margin Clause	125% Of Stated Values
Earthquake	\$10,000,000
Flood	\$25,000,000
Loss Cost Adjustment:	Replacement Cost (15 year ACV Provision)
Co-Insurance Provision:	Agreed Amount
All Other Peril Deductible:	\$250,000 (Options available)
Wind & Hail Deductible:	\$250,000 (Options available)
EQ & Flood Deductible:	\$50,000

Additional Coverages

Equipment Breakdown (\$1,000 Ded)	\$200,000,000
Ordinance or Law	Policy Limits
EDP Limit	\$1,500,000
Extra Expense	\$500,000
Equipment Floater	\$150,000
Valuable Papers & Records	Included in Limits
Outdoors Signs	Included in Limits
Property in Transit	Included in Limits
Personal Property of Others	Included in Limits
Employee Dishonesty (\$1,000 Ded)	\$10,000
Depositors Forgery (\$1,000 Ded)	\$10,000
Money & Securities (\$1,000 Ded)	\$10,000

*Flood is not included for 198 N. Dewey, 4620 E. Frank Phillips, 801 & 805 E. 13th, or 1700 Hillcrest

Property Schedule

ADDRESS	OCCUPIED AS	BLDG VALUE	CONT VALUE
1100 S. Jennings	Education Services Center	\$4,033,203	\$825,379
1500 S. Rogers Ave	Fences	\$10,653	\$0
1500 S. Rogers Ave	Jane Phillips Elementary School	\$11,602,456	\$1,782,818
1500 S. Rogers Ave	Playground Equipment	\$46,067	\$0
1500 S. Rogers Ave	Retaining Wall	\$2,305	\$0
1700 Hillcrest Drive	4' Fence - Track Perimeter	\$5,759	\$0
1700 Hillcrest Drive	Baseball Practice Backstop	\$13,820	\$0
1700 Hillcrest Drive	Baseball Practice Fence	\$11,172	\$0
1700 Hillcrest Drive	Blue Stadium Seating (3)	\$88,681	\$0
1700 Hillcrest Drive	Custer Concession Stand Restrooms	\$90,997	\$24,840
1700 Hillcrest Drive	East Bleachers/North Bleachers	\$57,586	\$0
1700 Hillcrest Drive	FB Astro Turf	\$256,488	\$0
1700 Hillcrest Drive	Fence for lighting system	\$1,613	\$0
1700 Hillcrest Drive	Field House w/Locker Room Addn	\$14,508,242	\$2,013,924
1700 Hillcrest Drive	Fine Arts	\$14,893,252	\$2,421,112
1700 Hillcrest Drive	Football Press Box	\$1,562,209	\$156,221
1700 Hillcrest Drive	Goal Post	\$5,759	\$0
1700 Hillcrest Drive	High School 11th & 12th Grades	\$36,602,876	\$5,542,145
1700 Hillcrest Drive	High School 9th & 10th Grade Center & Cafeteria	\$17,562,138	\$3,494,465
1700 Hillcrest Drive	New HS Science Wing	\$2,726,159	\$619,715
1700 Hillcrest Drive	Indoor Sports Practice Facility	\$2,804,688	\$330,152
1700 Hillcrest Drive	Indoor Sports Practice Facility-addition	\$1,111,938	\$111,194
1700 Hillcrest Drive	Marquee Sign	\$57,586	\$0
1700 Hillcrest Drive	Monument Sign	\$57,586	\$0
1700 Hillcrest Drive	New FB Stadium hand rails	\$43,764	\$0
1700 Hillcrest Drive	New Field House Lighting	\$92,135	\$0
1700 Hillcrest Drive	Piperail East Parking Lot	\$20,732	\$0
1700 Hillcrest Drive	Science Wing	\$3,803,788	\$550,253
1700 Hillcrest Drive	Scoreboard	\$207,304	\$0
1700 Hillcrest Drive	Softball Practice Backstop	\$8,638	\$0
1700 Hillcrest Drive	Softball practice Fence	\$6,910	\$0
1700 Hillcrest Drive	FB Stadium (locker room, halls, classes)	\$14,950,447	\$3,451,324
1700 Hillcrest Drive	Stadium Concession/Restrooms	\$354,250	\$53,889

1700 Hillcrest Drive	Stadium Fence East	\$10,366	\$0
1700 Hillcrest Drive	Stadium Fence North	\$4,032	\$0
1700 Hillcrest Drive	Stadium Fence South	\$4,032	\$0
1700 Hillcrest Drive	Stadium Fence West	\$4,721	\$0
1700 Hillcrest Drive	Stadium Lighting 4 pole MUSCO w/ controls	\$416,911	\$0
1700 Hillcrest Drive	Stadium Speaker System	\$57,586	\$0
1700 Hillcrest Drive	STEM lab	\$1,269,574	\$126,957
1700 Hillcrest Drive	New Tennis Facility Nets & Lights	\$975,770	\$0
1700 Hillcrest Drive	Ticket Booth	\$55,281	\$8,667
1820 Crestview Drive	Vo-Ag Building	\$779,676	\$79,599
198 N. Dewey Ave	Doenges Stadium Scoreboard, Storage Bldg, Batting Cage, Bleachers, Concession, RR, Lighting, Etc	\$2,561,706	\$0
245 E. Spruce Ave	6 Classroom Addition	\$1,242,038	\$220,101
245 E. Spruce Ave	Fences	\$5,759	\$0
245 E. Spruce Ave	New Playground Equipment	\$28,793	\$0
245 E. Spruce Ave	Playground Equipment	\$46,067	\$0
245 E. Spruce Ave	Wilson Elementary School	\$11,860,125	\$1,895,070
3000 Wayside Dr	8 Classroom Addition	\$2,097,572	\$357,665
3000 Wayside Dr	Covered Walkways	\$39,159	\$0
3000 Wayside Dr	Fences	\$5,182	\$0
3000 Wayside Dr	Playground Equipment	\$57,586	\$0
3000 Wayside Dr	Storage Bldg	\$10,366	\$1,040
3000 Wayside Dr	Wayside Elementary School	\$11,320,861	\$1,766,311
408 E. 9th St	Central Middle School	\$30,937,919	\$4,761,886
408 E. 9th St	Field House	\$2,686,374	\$517,327
408 E. 9th St	Playground Equipment	\$6,691	\$0
4620 E. Frank Phillip	District Phone Center (Contents Only)	\$0	\$127,109
4620 E. Frank Phillip	District Tech Dept Center (Contents Only)	\$0	\$288,883
4620 E. Frank Phillip	Fences	\$28,793	\$0
4620 E. Frank Phillip	Playground Equipment	\$47,774	\$0
4620 E. Frank Phillip	Will Rogers Early Childhood/Tech Dept	\$0	\$993,756
5100 David Lane	8 Classroom Addition	\$2,514,775	\$423,694
5100 David Lane	Fences & Backstops	\$5,759	\$0
5100 David Lane	Playground Equipment	\$57,586	\$0
5100 David Lane	Ranch Heights Elementary School	\$10,646,389	\$1,650,758
512 S. Madison Blvd	Fence	\$16,123	\$0
512 S. Madison Blvd	Hoover Elementary School	\$14,679,684	\$2,312,382

512 S. Madison Blvd	New Entrance Canopy	\$51,827	\$0
512 S. Madison Blvd	Playground Equipment	\$46,067	\$0
5900 SE Baylor Dr	(2) 150 Seat Bleachers	\$21,882	\$0
5900 SE Baylor Dr	(2) Bleacher Canopys Structures	\$26,488	\$0
5900 SE Baylor Dr	(2) Canopy Covers	\$6,910	\$0
5900 SE Baylor Dr	7 Classroom Addition	\$1,913,155	\$330,152
5900 SE Baylor Dr	Fences & Backstops	\$32,248	\$0
5900 SE Baylor Dr	Field Lighting	\$80,618	\$0
5900 SE Baylor Dr	Football Bleachers	\$36,854	\$0
5900 SE Baylor Dr	Football Concession/Restrooms	\$155,478	\$31,200
5900 SE Baylor Dr	Madison Middle School/STEM lab (new)	\$30,368,487	\$5,473,912
5900 SE Baylor Dr	Maintence Bldg	\$172,752	\$28,889
5900 SE Baylor Dr	Pressbox, Dugouts, Concession, Restroom	\$172,752	\$34,666
5900 SE Baylor Dr	Scoreboard	\$11,517	\$0
5900 SE Baylor Dr	Softball Complex Playing Field, Fencing, Sprinklers	\$115,168	\$0
5900 SE Baylor Dr	New Softball Dugouts	\$50,875	\$10,327
5900 SE Baylor Dr	Softball Varsity Locker Room	\$250,138	\$50,766
801 E. 13th St	Fence	\$13,820	\$0
801 E. 13th St	Kane Elementary School	\$11,062,601	\$1,689,275
801 E. 13th St	New 8 Classroom Addition	\$2,308,861	\$463,313
801 E. 13th St	Playground Equipment	\$57,586	\$0
805 E. 13th St	Bus Shelter (no contents)	\$33,455	\$0
805 E. 13th St	Bus Shelter (no contents)	\$33,455	\$0
805 E. 13th St	Child Nutrition Program Warehouse (contents only)	\$0	\$288,883
805 E. 13th St	Fence	\$5,759	\$0
805 E. 13th St	Maintence Garage	\$658,107	\$132,061
805 E. 13th St	Plant Services Maintenance/Transportation	\$3,078,760	\$550,200
		\$272,847,851	\$45,994,600

General Liability

Carrier: OSIG
Policy Term: 7/1/2022 - 7/1/2023

This type of policy protects your business from claims arising from your legal liability for injury or damages to other people or their property.

General Coverage Information

Coverage	Limits
General Aggregate Limit	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000
Personal/Advertising Injury Limit	\$1,000,000
Each Occurrence	\$1,000,000
Employee Benefits	\$1,000,000
Violent Incident Aggregate (No Deductible)	\$250,000
Violent Incident Each Occurrence	\$25,000

Coverages Highlights:

- Sexual Abuse & Molestation – Occurrence (Incl. in GL)
- Defense Costs Paid in Addition to the Limits Shown
- Employees as Additional Insured's
- Premises & Operations
- Corporal Punishment *Not* Excluded
- Miscellaneous Professional to include school nurses, counselors and allied health programs
- Employee Benefits Liability – Claims Made Form (Unlimited Prior Acts)

School Board Legal Liability

Carrier: OSIG
Policy Term: 7/1/2022 - 7/1/2023

The School Board Legal Liability (SBLL) Program covers former, present and future school board members, administrators, employees and volunteers for any actual or alleged breach of duty, negligent act or error, misstatement, misleading statement or omission.

General Coverage Information

Coverage	Limits
General Aggregate Limit	\$1,000,000
Each Occurrence	\$1,000,000
Special Education Claims Expense Sub-Limit	Silent
Employment Practice Liability	\$1,000,000
IEP Administrative hearings	\$25,000
Redistricting Activities	\$50,000
Deductible	\$10,000

Coverages Highlights:

- Claims Made Form - Full Prior Acts
- Insureds include District, Board Members, Employees, Student Teachers, and Volunteers

Reporting of Claims

The insured shall report in writing any potential claim when the insured first becomes aware of such claim. This includes, but may not be limited to, notices from the Human Rights Commission or from the Equal Employment Opportunities Commission. Please read the claim reporting provisions of your policy. Failure to report as soon as practical may result in voiding of coverage under the terms of this contract.

Cyber Liability

Carrier: OSIG
Policy Term: 7/1/2022 - 7/1/2023

This type of policy protects your business from claims arising from a data breach or network breach.

General Coverage Information	
THIRD PARTY COVERAGE	
Data, Security & Privacy Liability	\$2,000,000
Penalties & Regulatory Defense	\$2,000,000
Website Media Liability & Payment Card Liability	\$2,000,000
FIRST PARTY COVERAGE	
Cyber Extortion	\$750,000
Data Recovery Loss	\$750,000
Business Interruption Loss	\$750,000
System Failure Business Interruption Loss	\$500,000
Dependent Business Interruption – Security Breach	\$750,000
Dependent Business Interruption – System Failure	\$100,000
E-CRIME	
Fraudulent Instruction	\$75,000
Transfer Fund	\$75,000
Fraud	\$75,000

- Claims made form – 7/1/2018 Retro Date
- \$2,000,000 Aggregate Limit
- \$10,000 Deductible
- \$100,000 coverage for Reputational Harm
- \$100,000 coverage for Hardware Loss
- \$25,000 coverage for Cryptojacking

Business Auto

Carrier: OSIG
Policy Term: 7/1/2022 - 7/1/2023

This policy can provide a combination of Liability and Physical Damage protection for vehicles owned, maintained, or used by you. Additional coverage, such as medical payments and uninsured motorists, can be purchased to customize the policy to fit your particular needs

Coverage/Limits

Coverage	Symbols	Limit
Limit of Liability	1	\$1,000,000
Medical Payments	2	\$10,000 Each Person
Uninsured Motorist (UM)	2	OK Minimum Limits
Underinsured Motorist (UIM)	2	OK Minimum Limits
Auto Property Damage Deductible		\$1,000
Comprehensive	7	\$1,000
Collision	7	\$1,000

Hired and Non Owned Auto Coverage

Coverage	Included	States
Hired / Borrowed Auto Liability	Y	OK
Non-Owned Auto Liability	Y	OK

* No charge for auto additions/deletions during the policy term. Those changes must still reported to us.

Liability Coverage Auto Symbols

Symbol	Description
1	Any Auto - This is the broadest symbol designation and covers any vehicle.
2	Owned Autos Only – This symbol covers any auto owned by an insured including any auto that is acquired after the policy begins. The symbol also applies to any trailer while being towed by an owned vehicle.
3	Owned Private Passenger Autos Only – This symbol covers only private passenger type autos owned by the insured including any acquired after the policy begins.
4	Owned Autos Other Than Private Passenger Autos Only – This symbol covers all autos other than private passenger type autos (vans, trucks, motorized equipment) owned by the insured including such vehicles that may be acquired after the policy begins. The symbol also applies to any trailer while towed by owned vehicle.
5	Owned Autos subject to No-Fault – Any auto owned by an insured that is garaged or licensed in a state where no-fault benefit laws exist. This symbol also applied to any auto acquired after the policy begins.
6	Owned Autos Subject to Compulsory Uninsured Motorist Law – Any auto owned by an insured that is garaged or licensed in a state where drivers are required to carry uninsured motorist coverage. This symbol applied to autos acquired after the policy begins.
7	Specifically Described Autos – Only those autos that are specifically listed on the policy are covered. The symbol also applied to any trailer while it is towed by a listed vehicle.
8	Hired Autos Only – This symbol covers only those autos that an insured leases, hires, rents or borrows. However, it does NOT include autos leased, hired, rented or borrowed from an employee, partner or member of an insured’s household.
9	Non-Owned Autos Only – This symbol covers only those autos an insured does not own, lease, hire, rent or borrow that are used the insured’s business. This includes autos owned by employees, partners or member of an insured’s household but only while those non-owned autos are used in the insured’s business or personal affairs.

Vehicle Schedule

Veh #	Year	Make	Model	VIN
1	1997	Kentucky	Trailer	1KKVE5323VL108173
2	2020	Toyota	Corrolla	5YFEPRAE4LP034730
3	2017	Toyota	Corrolla	5YFBURHE2HP635949
4	2011	Ford	F150	1FTMF1CM7BKD84242
5	2009	Ford	E150	1FTNE14W89DA88975
6	2016	Chevrolet	Silverado	1GB3CYCG1GZ410912
7	2015	Chevrolet	3500	1GB3KYCG2FF536666
8	2007	Chevrolet	2500 HD	1GBHC24U07E126993
9	2004	GMC	NK1	1GTEK14T747266319
10	2004	Ford	F2S	1FTNF20L44EC62154
11	2011	Ford	F150	1FTMF1CM0BKD84244
12	2014	Chevrolet	HD2500	1GC0CVCG2EF137393
13	2014	Chevrolet	Silverado	1GCNKPEC6EZ330613
14	2009	Chevrolet	Suburban	1GNFC16J39R134444
15	2010	Ford	Expedition	1FMJU1F55AEB07742
16	2010	Ford	Expedition	1FMJU1F57AEB07743
17	2011	Chevrolet	Suburban	1GNSK5F37BR301910
18	2011	Chevrolet	Suburban	1GNSC5E07BR164891
19	2011	Chevrolet	Suburban	1GNSC5E04BR164900
20	2011	Chevrolet	Suburban	1GNSC5E09BR357558
21	2000	Chevrolet	CG31	1GBJG31R7Y1122797
22	1992	GMC	C6H	1GDJ6H1P6NJ508242
23	2014	Thomas	Bus	4UZABRDU1ECFL3866
24	2015	Thomas	Bus	4UZABRDU2FCFY4133
25	2016	Thomas	Bus	4UZABRDU2GCGT4031
26	2017	Thomas	Bus	4UZABRDU3HCHP2355
27	2017	Thomas	Bus	4UZABRDUXHCHS5839
28	2018	Thomas	Bus	4UZABRFD8JCJG4472
29	2018	Thomas	Bus	4UZABRFDXJCJG4473
30	2018	Thomas	Bus	4UZABRFD1JCJG4474
31	2018	Thomas	Bus	4UZABRFD3JCJG4475
32	2018	Thomas	Bus	4UZABRFD5JCJG4476
33	2018	Thomas	Bus	4UZABRFD7JCJG4477
34	2018	Thomas	Bus	4UZABRFD9JCJG4478
35	2018	Thomas	Bus	4UZABRFD0JCJG4479
36	2018	Thomas	Bus	4UZABRFD7JCJG4480
37	2018	Thomas	Bus	4UZABRFD9JCJG4481
38	2018	Thomas	Bus	4UZABRFD0JCJG4482
39	2018	Thomas	Bus	4UZABRFD0JCJG4483
40	2018	Thomas	Bus	4UZABRFD4JCJG4484
41	2018	Thomas	Bus	4UZABRFD4JCJG4485
42	2018	Thomas	Bus	4UZABRFD4JCJG4486
43	2018	Thomas	Transt Liner	1T7Y84E20J1124345

44	2018	Thomas	Transit Liner	1T7Y84E22J1124346
45	2011	Ford	F350	1FDRF3HT7BEC92320
46	2010	S&H	Cargo Trailer	140CB1218A1095135
47	2017	Ford	Metro Link	1FDEE3FS7HDC46450
48	2017	Thomas	Bus w/ Lift	4UZABRU4HCHT3631
49	2019	Thomas	Bus	4UZABRDU3HCJA8520
50	2017	Ford	Metro Link	1FDEE3FS0HDC46449
51	2020	Thomas	Saf-T-Liner Bus	4UZABRFC1LCM1975
52	2018	Chevrolet	Express	1GB0GR9J1345595
53	2019	Chevrolet	Silverado	1GC1KREY2KF272387
54	2018	Chevrolet	3500	1GB0GRFG9J1345595
55	2016	Chrevrolet	Stake Side w/ Lift	1GB3CYCG1GZ410912
56	2020	Chevrolet	Suburban	1GNSCGKC3LR231708
57	2021	Thomas	C2	4UZABRFC4MCMJ1681
58	2021	Thomas	C2	4UZABRFC6MCMJ1682
59	2021	Thomas	C2	4UZABRFC8MCMJ1683
60	2021	Thomas	C2	4UZABRFCXMCMJ1684
61	2021	Thomas	C2	4UZABRFC1MCMJ1685
62	2021	Thomas	C2	4UZABRFC3MCMJ1686
63	2021	Thomas	C2	4UZABRFC5MCMJ1687
64	2021	Thomas	C2	4UZABRFC7MCMJ1688
65	2021	Thomas	C2	4UZABRFC9MCMJ1689
66	2021	Thomas	C2	4UZABRFC9MCMJ1692
67	2020	Ford	Transit Connect	NM0LS7E23L1452885
68	2019	Chevrolet	Silverado	2GCVKNECXK1236145
69	2018	Freightliner	Cascadia CA113DC	3AKJGBDVXJDJX3916
70	2010	Ford	Expedition	1FMJU1F55AEB07742
71	2010	Ford	Expedition	1FMJU1F57AEB07743
72	2022	Freightliner	FREIGHTLINER M2106 BOX	3ALACWFC1NDNF8194
73	2017	Freightliner	Thomas Saf-T-Liner 27P Lift	4UZABRU4HCHT3631
74	2017	Freightliner	Thomas Saf-T-Liner 35P Lift	4UZABRDU3HCJA8520
75	2019	Freightliner	Thomas Saf-T-Liner 71P	4UZABRDU3HCJA8521
76	2020	Freightliner	Thomas Saf-T-Liner 35P Lift	4UZABRDU3HCJA8522
77	2020	Freightliner	Thomas Saf-T-Liner 71P	4UZABRDU3HCJA8523
78	2020	Freightliner	Thomas Saf-T-Liner 71P	4UZABRDU3HCJA8524
79	2020	Freightliner	Thomas Saf-T-Liner 71P	4UZABRDU3HCJA8525
80	2020	Freightliner	Thomas Saf-T-Liner 35P Lift	4UZABRDU3HCJA8526

80 Total Units

Workers Compensation

Carrier: TBD
A.M. Best Rating: All Options are A Rated Carriers
Policy Term: 7/1/2022 - 7/1/2023

- State law requires that every employer provide Work Comp insurance for their employees. This insurance provides coverage for accidents or disease arising from employment as prescribed by state laws.
- Statutory and Employers Liability – Covers your statutory liability under the work comp laws of the state(s) your employees are hired in, live in, and your legal liability as an employer, for the selected limit of liability per accident, plus defense costs.

Coverage/Limits	
Employers Liability – Bodily Injury by Accident (Each Accident)	\$1,000,000
Employers Liability – Bodily Injury by Disease (Policy Limit)	\$1,000,000
Employers Liability – Bodily Injury by Disease (Each Employee)	\$1,000,000

Classifications				
State	Class Code	Description	2021 Expiring Payroll	Estimated 2022 Payroll
OK	7380	Drivers	\$639,812	\$656.020
OK	8868	School Professional & Clerical	\$26,952,703	\$28,272,819
OK	9101	School All Other	IF ANY	IF ANY

Value Added Services

BancFirst Insurance Services provides many services to our clients directly. These include full claims reviews, OSHA compliance assistance, HR manual development and safety plan consulting. Access to these services is as needed and can be discussed and implemented at any time. Finally, we will coordinate directly with your carrier on your behalf for specific training, risk control and loss management activities needed on an ongoing basis.

Below is a sampling of programs we have helped similar customers put together in the past:

- Review & Update Abuse and Molestation Policies and Procedures
- OSHA Readiness Plan
- Fire Evacuation and Emergency Response Plan Review
- Pollution Response Plan
- Driver Training Program
- Vehicle Safety Standards and Procedures

Another direct resource for all our clients is unlimited access to BancFirst Insurance Connect. This website has a huge variety of resources from fleet manuals to ACA compliance information. The data is updated daily and is designed to help CFOs, HR directors, safety managers and risk management personnel informed of all the latest and greatest information. A demo will be done for the appropriate SSI team members within 30 days of implementation.

Additionally, BFINS partners with several prestigious third party companies to provide deeply discounted services to our customers. These include:

- True Digital Security – True Digital is a cyber-consulting firm committed to helping their clients be well protected from cyber threats. For BFINS clients they offer a much discounted initial assessment of how well protected a business currently is and where they can improve.
- HR Service Connect – HR Service connect provides BFINS clients with access to expertise on many human resources issues. They can review HR manuals of all types including hiring procedures, performance development plans, application procedures etc.

Energy Savings Contract

This Energy Savings Contract is between the Independent School District No. 30 of Washington County, Oklahoma, a/k/a Bartlesville Public Schools (the "District") and Cenergistic LLC ("Cenergistic"). This Contract is subject to all applicable state and federal laws.

Cenergistic® delivers customized, comprehensive people-driven energy conservation programs that focus on using technology and changing human behavior to help school districts, churches and higher education clients reduce their consumption of energy and water without any equipment upgrades. Implementation of these programs is guided by Cenergistic's team of energy consultants and Dallas-based support team members - together representing several hundred years of public school energy conservation experience. Cenergistic's clients can invest the financial savings that result in the lives of the people they serve, rather than in utility companies. Cenergistic guarantees the success of these programs as set out in paragraph 8 below. To date Cenergistic has served more than 1,425 clients in 48 states.

The District is committed to its mission:

**"Building a culture of collaborative learning
Recruiting and retaining highly effective staff
Unifying rich community partnerships
Implementing 21st century instructional strategies
Navigating healthy business operations
Sustaining a commitment to student success."**

The District uses electricity, gas, water and sewer (collectively "energy") to fulfill its mission. The District serves more than 6,000 children at its nine campuses.

Cenergistic has offered to build and provide a customized energy conservation program that is focused on technology and organizational and behavioral change and is designed with the following goals:

- Save dollars that the District can reinvest in the people it serves;
- Preserve a quality learning environment for the District's children;
- Conserve energy for a positive impact on the environment; and,
- Increase awareness to empower energy users to be energy savers.

Cenergistic will help the District pursue these goals through implementation of its energy conservation program. Central to the success of this program is the recognition of shared responsibility between Cenergistic and the District as the program is initiated and implemented. Cenergistic provides extensive resources, remote monitoring, education and training, action planning, and other conservation-related services, while the District will hire the part-time Energy Specialist as set out below and will work cooperatively to implement Cenergistic's program.

As a part of this shared responsibility, Cenergistic offers a *Fee Free Period* during the first month after the Start Date to allow for acceleration of savings for the District before Monthly Fee payments begin.

The parties therefore agree as follows:

1. **Program.** On June 1, 2019 ("Start Date") Cenergistic shall begin its work on this Contract. Cenergistic shall take immediate actions to facilitate the District's search for an energy specialist ("Energy Specialist") and shall provide the District with a people-driven energy management program that is customized to enable the District to reduce consumption of energy ("Program").

2. **Energy Consultants.** A Cenergistic team shall deliver the Program to the District as follows:

- Through Cenergistic's limited on-site, remote and ongoing assessments of the District's facilities and based on Cenergistic's experience in having assessed thousands of client facilities, Cenergistic's team shall develop many recommendations that are specific to the District's environment.
- Cenergistic's team shall guide and assist the District's Program implementation following Cenergistic's proven methodology, the Cenergistic energy management program.

3. **Energy Specialist.** (a) **Position and Compensation.** Program implementation requires a daily focused effort that is led by one of the District's own people – an Energy Specialist who can make conservation a priority while positively engaging people to conserve energy. The Energy Specialist position will be part-time (with a daily commitment) and the District shall not allow or assign other duties that could limit the Energy Specialist's pursuit of the Program goals. The District shall pay the Energy Specialist at a level that is within the range recommended by Cenergistic to attract and retain qualified people ("Compensation").

(b) **District Hiring.** Cenergistic shall serve an active and key role to assist and guide the District through its Energy Specialist search process - from posting the position through interviewing candidates. On the Start Date the District shall promptly begin and then continue this search process until a mutually acceptable person is identified and hired by the District (and funded by the savings from the Program), for the Energy Specialist position. Due to the unique nature of the position, the Energy Specialist will ideally be a current or retired District employee with teaching experience, though other candidates both inside and outside the District should be encouraged to apply for the position. Cenergistic's recommendation for the Energy Specialist position will follow the conclusion of the posting and interview processes and is subject to the District's approval and decision to hire or not hire. Likewise, the District will not employ any person as Energy Specialist that is unacceptable to Cenergistic.

(c) **Duties.** The Energy Specialist's primary duties will be to spend time in the District's facilities to identify savings opportunities and to work closely with Cenergistic and the District's employees to execute proven implementation strategies to change behavior linked to energy consumption. The effective management of energy information is also important for achieving positive results through accountability. For this the Energy Specialist will work to maintain energy consumption and other information related to energy use in the District's facilities and areas. The Energy Specialist will use the EnergyCAP® energy accounting program from EnergyCAP, Inc. ("Third Party Software").

(d) **Education and Training.** Cenergistic's team shall train the Energy Specialist with the skills essential for Program implementation. Cenergistic's comprehensive training will be delivered both remotely online and on-site. The Energy Specialist must attend the on-site appointments scheduled by Cenergistic and must be receptive and responsive to Cenergistic. Cenergistic shall provide written education and training materials, plus online support. Furthermore, Cenergistic shall host and the Energy Specialist shall participate in remote training (Skype, Gotomeeting, etc.) or other education and training

sponsored by Cenergistic, which will be an integral part of the Energy Specialist's education and training. Cenergistic's energy consultants and Dallas-based team will be available and on-call to respond by phone (or in person as deemed appropriate in Cenergistic's discretion), to special problems or questions through the end of the Term (as defined below).

(e) Observation and Communication. The District is the Energy Specialist's supervisor and maintains full and final employment authority, e.g. hiring and firing, for this important position that is subject to high standards and performance expectations. For example, the Cenergistic energy management program calls for routine data entry which is monitored through weekly accountability reporting. Cenergistic shall observe the Energy Specialist's fit, skills, tenacity, hard work, leadership, interpersonal relationships, and performance level and results. Designating a high ranking District business official ("Program Liaison") as the Energy Specialist's supervisor directly and positively impacts Program implementation. Cenergistic shall communicate with the Energy Specialist's supervisor concerning the observed performance of the Energy Specialist. As a part of these obligations, during the first twelve months of an Energy Specialist's service, Cenergistic shall periodically advise the Energy Specialist's supervisor whether that person has shown the qualities to be successful in the position. If Cenergistic advises the District that a person serving as Energy Specialist does not have the qualities to be successful in the position, a replacement Energy Specialist will be recruited and hired using the collaborative process and guidelines described in paragraph 3(b).

(f) Leave Scheduling. The Energy Specialist is expected to spend a majority of time out in the District facilities to drive energy savings; with times outside the instructional day being particularly valuable for the Energy Specialist to identify and capture savings opportunities. It is critically important (especially during the first two years of the Program) that the Energy Specialist be available for work during times when buildings are unoccupied and have flexibility to work nights, weekends and holidays. To allow for appropriate dialogue, the District will notify and consult with Cenergistic before approving any requests for the Energy Specialist's vacation leave or other leave that (1) is in conjunction with school holidays or break periods, or (2) requires an extended absence of more than one week.

4. Program Implementation.

(a) Prompt Start. Upon completion of the Fee Free Period, the District will promptly begin and then continue to implement the Program at its expense.

(b) Commitment and Communication. In Cenergistic's experience, the success of the District's Program implementation will be a function of the demonstrated commitment of the school board, superintendent and other administrators, e.g. through timely communication of high level support for the Program. More specifically, no later than 60 days after the Start Date, the school board must adopt an appropriate policy and, no later than 30 days after the Start Date, the administration must adopt appropriate administrative guidelines reflecting the District's commitment to the Program. The District shall communicate these guidelines to its people, construction contractors and on-site management service providers, if any. Cenergistic will work with the Energy Specialist to facilitate semi-annual progress reports for the school board. The District will make its utility records available for review and copying on request of the Energy Specialist or Cenergistic.

(c) Software. (i) Cenergistic GreenX™ Software. The GreenX mobile and desktop application which is accessible over any browser-enabled device serves as the focal point for energy savings across your entire facilities portfolio. Our machine-learning anomaly detection algorithms provide

transparency into the energy consumption profiles of your buildings and provides alerts and potential resolutions by combining building, equipment and sensor data with historical energy use, weather and other seasonal data. ("Cenergistic Software")

(ii) Third Party Software. The effective management of energy information is a first step to achieving positive results through accountability. Energy consumption will be accounted for by using the Third Party Software, with which Cenergistic's team is knowledgeable and trained to provide support to the District. No later than 30 days after the Start Date, the District must license the Third Party Software program (and pay the licensing fees) from EnergyCAP, Inc. or, if later recommended by Cenergistic to its clients (e.g. because EnergyCAP® ceased to be available), an alternative Third Party Software program. Data input and maintenance will be managed and controlled, at Cenergistic's option, either by the Energy Specialist or at Cenergistic's corporate office, with District access to review all data entry.

(d) Access, Authority and Control. The Energy Specialist needs to have access to the District's systems controls, including the energy management systems ("EMS"), and the authority (in communication and coordination with other District personnel) to make changes so that facilities are not operated outside of the established policy and guidelines. The Energy Specialist needs the authority to: (1) program the EMS including changes in the temperature settings and run times of EMS controlled equipment (e.g. HVAC, water, heating and lighting systems), and (2) change settings and run times for each facility's equipment and systems (e.g. lighting, sewer and water systems, time clocks and thermostats) that are not controlled by the EMS. The Energy Specialist will not have authority to make any changes that violate District established policy and guidelines and the District retains the right to suspend the Energy Specialist's access at any time. In the event of such a suspension the District will immediately inform Cenergistic of the suspension and the basis. The District shall provide such access and authority to the Energy Specialist within 30 days of the Start Date. In order to evaluate and track occupant comfort, within 30 days of the Start Date, the District will set up or modify its internal procedure to ensure that all comfort feedback is immediately routed to the Energy Specialist. This Contract does not alter the District's exclusive right of control over its people and facilities and its pre-existing responsibility, if any, to provide appropriate environments for teaching and working, protect District property and ensure reasonable premises safety.

(e) No Third Party Interference. The District shall not allow any third party to interfere with the District's Program implementation save and except as may be required by Oklahoma law or by local ordinances, rules or regulations.

5. **Savings Determination.** (a) General. Energy savings are determined in accordance with the Measurement and Verification Plan ("M & V Plan") attached hereto by comparing measured use before and after the start of Program implementation, with appropriate adjustments for changes in conditions that are independent of the Program. The simple formulaic expression is:

Avoided Energy Use (or Savings) = Adjusted-Baseline Energy – Reporting-Period Energy ± Non-Routine Adjustments of baseline energy to reporting-period conditions

Cenergistic and the Energy Specialist shall use the Third Party Software to calculate the District's savings by subtracting the energy actually used (i.e. consumption: kWh, BTUs, gallons, etc.) in each Performance Year (as defined below) from the use in the Base Year (as defined below), plus or minus any Adjustment Variables (as defined below), and applying the price (based on the blended rate to the District for each

type of energy purchased by the District for all sources of energy except for solar which shall be valued as set out in paragraph 5(d)(iii) below) ("Savings"). The "Total Savings" means the Savings and any additional verifiable cost containment or avoidances resulting from the Program (e.g. utility refunds received as a result of a Program billing audit), in accordance with current industry-accepted valuation methodology. Savings reports shall be delivered to the Program Liaison for review and verification. The Program Liaison, or designee, will work diligently to review reported Savings and to present any questions about the savings reports to Cenergistic and the Energy Specialist in a prompt manner but in no event more than fifteen (15) calendar days of receipt of the savings reports. Cenergistic's projections of Total Savings when using the Program are based upon energy consumption and other data furnished by the District.

(b) **Baseline Period.** A baseline period will be established as set out in the attached M & V Plan by Cenergistic and the District's Energy Specialist. Unless modified as set out below, the Third Party Software will be used to establish a baseline period consisting of 12 consecutive months that precede the Start Date ("Base Year"). The District represents that the historical utility usage data and building information provided to Cenergistic for the purpose of savings projections is accurate. If it is later determined that either: 1) there is a variation between the data provided and the Base Year data of $\pm 5\%$ or more or, 2) changes in weather, building occupancy or other factors the 12 months preceding the Start Date would cause those 12 months to not accurately reflect pre-program usage by the District ("variation"), Cenergistic may select as the Base Year an alternate 12-month period from the 36 months preceding the Start Date. For new construction, the Energy Specialist and Cenergistic, in consultation with the Program Liaison, will use detailed, calibrated simulation analysis to compile the Base Year.

(c) **Reporting Period.** Each reporting period will be a 12 month period ("Performance Year"). The first Performance Year will begin after the *Fee Free Period* (as defined below) ends ("First Year") and each Performance Year is consecutively named. The "Second Year" means the 12 month reporting period following the end of the First Year, the "Third Year" follows the Second Year, and so on. A Performance Year may be suspended as set out below. Using the Third Party Software, Savings shall be calculated for each Performance Year in comparison to the Base Year.

(d) **Appropriate Adjustments.** (i) Adjustments to the baseline shall be made in accordance with the M & V Plan to recognize that the operating environment changes in ways that impact energy use but are independent of the Program (e.g. the weather) and function simply to bring energy use for the two time periods to an equivalent set of conditions.

(ii) The Third Party Software allows appropriate adjustments to the Base Year, using available data to account for the following factors occurring during the Performance Year that affect the energy used in facilities ("Adjustment Variables"): outside temperature; floor space; occupancy type or schedule; amount, type or use of equipment; number of days in the billing period; energy rates; and reasonably estimated energy loads added or reduced after Program implementation.

(iii) The Third Party Software also allows other appropriate adjustments for a more accurate Savings calculation. If the District has experienced abnormal temperatures during the Base Year, a total of 36 months of billing information can be used to create a more accurate statistical model for the District. The District shall communicate the District's energy conservation guidelines to its construction contractors and on-site management service providers, if any. Savings will be determined using either calibrated simulation or by making appropriate adjustments, as mutually agreed by the parties, in the event of any of the following: (a) the guidelines are not substantially followed by third party

construction contractors or on-site management service providers; (b) the District chooses not to substantially implement Cenergistic's water conservation recommendations; or, (c) there are equipment malfunctions that negatively impact program savings. Agreement concerning the calibrated simulation or appropriate adjustments will not be unreasonably withheld by either party. In the event solar electricity is implemented by the District, the parties agree to a process that recognizes net metered electric generation to exclude any solar production from the reported Third Party Software use and cost avoidance. Solar energy produced (that was consumed by the building) is tracked in the Third Party Software to allow for the total energy consumption comparisons. All savings reported in the cost avoidance reports shall be from energy purchased from the grid (metered electricity) so it will be valued at the grid average unit cost (as "average unit cost" is defined in this Contract and Measurement and Verification Plan).

(iv) The data will continue to be reviewed for accuracy during the term of the Contract. In the event there are inaccuracies in the data or there are data entry errors (i.e. information not known at the time, incorrect meter reading or data entered into the Third Party Software incorrectly), the data may be updated to correct such errors that occurred during the twelve (12) months immediately preceding the latest monthly billing statement. Data prior to the twelve (12) months immediately preceding the latest monthly billing statement will be deemed to be accurate by the parties.

(e) Third Party Contractor. The parties agree that Cenergistic may utilize the services of a third party contractor to (1) automatically retrieve utility bill data from both online and offline sources by, among other things, accessing utility vendor websites, OCR of scanned copies of bills or reading from machine readable files, (2) import the data into the Third Party Software and (3) utilize the service of other third party contractors. The District (1) consents to allowing access to utility bills by such third party contractor and (2) agrees to reasonably cooperate with such third party contractor, with assistance as necessary from Cenergistic, to enable the third party contractor to have and maintain access to (including online) to the District's utility bills.

6. **Term**. This Contract shall be for a term beginning on the Start Date and ending on the last day of the Fifth Year ("Term").

(b) **Non-appropriation**. The District's obligation pursuant to this Contract to pay Cenergistic in any fiscal year of the District is limited to and payable exclusively out of, the District's available funds for such fiscal year. The District shall have no obligation to fund its financial obligations pursuant to the Contract other than for its current fiscal year; no provision of the Contract shall be construed as creating any other indebtedness or any multiple-fiscal year direct or indirect debt or other financial obligation whatsoever of the District. Cenergistic and the District intend, subject to the other provisions of this Contract, that it will continue from its stated Start Date until at least the end of the Fifth Year, but the Contract shall terminate at the end of the District's current fiscal year, and at the end of each of its succeeding fiscal years unless the District decides to renew the Contract for the District's next following fiscal year, and, as a part of its newly adopted budget for such fiscal year, sufficient funds are appropriated by the local appropriating body for such fiscal year to discharge its obligations pursuant to the continued Contract. If this Contract is continued for the next year, no Work Fee will be payable for the preceding year.

The District reasonably believes that legally available funds can be obtained in amounts sufficient to pay all of its obligations as required in this Contract, as and when due, during its present and all following fiscal years. If the District decides not to renew the Contract for its next or any following fiscal year, the

District shall give written notice of such decision to Cenergistic not later than 60 days prior to the beginning of the upcoming fiscal year. Payment of any sums due, including any Work Fees shall be paid within 30 days after sending the written notice of the District's decision not to renew the Contract.

7. **Fee Free Period and Monthly Fee.** (a) **Fee Free Period.** The *Fee Free Period* shall begin on the Start Date and end one month after the Start Date, or on such later date as determined by Cenergistic ("*Fee Free Period*").

(b) **Monthly Fee.** The District shall pay Cenergistic a fee of \$11,800 ("Monthly Fee") per month for 60 consecutive months ("*Fee Period*"). For internal accounting purposes, Cenergistic will allocate 25% of the Monthly Fees as the value of the Cenergistic Software. The District shall pay the first Monthly Fee in the second month after the Start Date and Cenergistic will bill the District on the 1st of each month for each subsequent Monthly Fee. Failure to pay the billing statement within 60 days after it is due, at Cenergistic's option, shall result in the Program being suspended (including, without limitation, the suspension of Cenergistic support for the Program). Savings shall continue to accrue during any suspension for failure to pay the billing statement. A valid request or need for an adjustment to a billing statement shall not be good cause for failure to pay a given billing statement; any appropriate adjustments shall be made to subsequent billing statements.

(c) **Additional Facilities.** In the event the District builds, acquires, contracts with, or otherwise becomes responsible for educational services for another district ("*acquired district*"), or is requested by another district ("*requesting district*") to allow the District's Energy Specialist to provide energy management support, the District agrees to not share, utilize, or include the Program (including the use or services of the Energy Specialist trained by Cenergistic) to any extent, in any facilities in the acquired or requesting district without Cenergistic's express written consent and payment of additional fees as mutually agreed.

8. **Savings Guarantee.** (a) Cenergistic's commitment to the quality of the Program is evidenced by Cenergistic's Savings Guarantee (as defined below). Cenergistic shall reimburse the District for the difference if the District's Costs (as defined below) exceed its Total Savings, computed for any Performance Year during the Term ("Savings Guarantee"). To be eligible for the Savings Guarantee the District must have employed an Energy Specialist as required and substantially implemented the Program. If Cenergistic reasonably determines that the District is not substantially implementing the Program, Cenergistic shall give the District written notice of its determination (including specific details supporting Cenergistic's determination and specific recommendations for appropriate District action). The District shall act within a reasonable time to cure such failure, with curative steps being taken within sixty (60) days after receipt of the written notice referenced above. If the parties are unable to agree on whether the District is substantially implementing the Program, the parties agree to meet to resolve the differences as set out in paragraph 13(c) below. "Substantial implementation of the Program" does not require the District to have implemented the Program in every detail. To "substantially implement" the Program means that the process of implementation is material to the extent that the program functions as intended. It requires that the Program has been implemented in its material elements, or almost fully implemented. Without limiting the foregoing, the following shall be a lack of substantial implementation for purposes of this paragraph: (i) failure to pay a billing statement within 90 days from the due date; (ii) failure to approve the administrative guidelines within 60 days of the Start Date; or, (iii) if the District directs Cenergistic to stop work for reasons other than a material breach of this Contract and such notice is not withdrawn within sixty (60) days after initial delivery to Cenergistic. The "District's Costs" means the total amounts

paid for the Energy Specialist's Compensation and Travel Expenses, initial and renewal costs of the Third Party Software, and the Monthly Fees. Cenergistic shall pay the District a required reimbursement no later than 90 days after the results for the prior Performance Year have been finalized by Cenergistic and the District's Energy Specialist. If Cenergistic fails to make a required reimbursement, the District may terminate this Contract without payment of a Work Fee and recover the amount of the required reimbursement from Cenergistic.

(b) The District shall refund prior reimbursements on the Savings Guarantee to Cenergistic if the Total Savings exceed the District's Costs, computed from the Start Date to the end of any subsequent Performance Year. Any refund shall be reduced, if required, in order to ensure that the District's payment obligations for the current Performance Year do not exceed Total Savings for that Performance Year. The District shall pay Cenergistic a required refund no later than 90 days after the results for such later Performance Year have been finalized by Cenergistic and the District.

9. **Termination for Convenience.** (a) Termination for Convenience by District. As provided in this Contract Cenergistic anticipates a long-term relationship and remains committed to the District through the Term and beyond. However, the District may terminate this Contract for any reason and without cause as provided in this paragraph. To validly exercise this right to terminate for any reason and without cause (including if there is no appropriation of funding or for any other termination that is not based on Cenergistic's failure to perform its material obligations under this Contract) (a "Termination for Convenience"), the District shall provide Cenergistic with at least 60 days prior written notice and shall pay Cenergistic a Work Fee to compensate Cenergistic for its Intellectual Property, the work performed by Cenergistic and for the benefits received by the District (and not as a penalty) ("Work Fee"), with the calculation based upon the date of termination, as follows: (i) Contract Start Date through the end of the First Year, \$177,000, (ii) during or through the end of the Second Year, \$141,600, during or through the end of the Third Year, \$127,440, (iii) during or through the end of the Fourth Year, \$113,280, (iv) during or through the end of the Fifth Year, the lesser of the remaining monthly payments or \$84,960.

Upon a Termination for Convenience, the Work Fee shall include the following additional amounts which the District shall pay Cenergistic: the unpaid Monthly Fees but only through the termination effective date. A Termination for Convenience voids the Savings Guarantee for the Performance Year during which the termination occurs and for subsequent years. This termination right does not limit the rights and remedies of the District. More specifically, if Cenergistic fails to perform its material obligations under this Contract, the District's legal rights and remedies are not limited by the terms of this paragraph. If the District contends Cenergistic has committed a material breach of the Contract, the District will provide written notice to Cenergistic specifically describing the breach and giving Cenergistic a reasonable opportunity and time (not less than 30 days) to cure the claimed breach before taking other action. If the material breach is not remedied by Cenergistic following the notice as set out above, the District may terminate this Contract without any obligation to pay a Work Fee.

10. **Termination Event.** Upon termination of this Contract or discontinuation of the Program at the end of the Fee Period the District shall promptly: (a) return to Cenergistic all materials and Proprietary Information previously furnished by Cenergistic or accumulated by the District in connection with the Program, including all copies thereof; (b) discontinue the employment of any District Energy Specialist trained by Cenergistic in that position; (c) return or allow the removal by Cenergistic of any

monitoring or sensor devices installed by Cenergistic or at any time upon Cenergistic request; and (d) cease using the Proprietary Information and implementing the Program. Notwithstanding the foregoing, the District is not prohibited from: (i) using energy conservation information that is in the public domain or is obtained from sources other than Cenergistic, or (ii) hiring a person (other than an Energy Specialist trained by Cenergistic) to assist with monitoring energy use or consumption.

11. **Proprietary Program and Information.** (a) Proprietary Information. The District will have access to and use of (1) Cenergistic's energy management program, (2) materials that are copyrighted, trade secrets and other information that is proprietary to Cenergistic and (3) the Cenergistic Software, including both browser based and mobile versions, as the same may be developed and released by Cenergistic from time to time during the term of this Contract pursuant to a nonexclusive, nontransferable license to use Cenergistic Software. Items (1) through (3) along with all database files created using the Third Party Software are collectively referred to as "Proprietary Information".

(b) Limitations on Use; Confidentiality. The District agrees that nothing contained in this Contract shall be construed as granting any ownership rights to any Proprietary Information, or to any invention or any patent, copyright, trademark, or other intellectual property right. The District shall not make, have made, use or sell for any purpose any product or other item using, incorporating or derived from any Proprietary Information. The District will not modify, reverse engineer, decompile, create other works from, or disassemble any software programs contained in the Proprietary Information. The District agrees that the Proprietary Information (including all copies) continues to be Cenergistic's property and should be kept confidential to the full extent permitted by law. The District shall give Cenergistic written notice and an opportunity to respond if the District receives a third party request for Proprietary Information. The District shall not, except as required by law, disclose the Proprietary Information to any unauthorized person or use it outside of the District or this Contract. The District shall assist Cenergistic in the protection of the Proprietary Information. The District's obligations under this paragraph survive termination of this Contract. District hereby agrees that breach of this subparagraph will cause Cenergistic irreparable damage for which recovery of damages would be inadequate, and that Cenergistic shall therefore be entitled to obtain timely injunctive relief, as well as such further relief as may be granted by a court of competent jurisdiction.

(c) In consideration of the education and training provided by Cenergistic, the District's Energy Specialist must agree not to disclose Proprietary Information to third parties or to compete with Cenergistic. Due to the inherent risk for disclosure of Proprietary Information, the District's Energy Specialist must not participate in any Energy Specialist user group meeting that is not sponsored by Cenergistic.

(d) Non-Solicitation. While under contract with Cenergistic and for a period of two years following the termination of this Contract, the District will not solicit, hire or retain any Cenergistic employees or contractors for employment or other work at or for the District.

12. **Program Continuation Phase.** After the Term, the District will have the option to continue partnering with Cenergistic upon the same terms as set out in this Contract to sustain and grow energy program savings. No action will be required by either party to continue the Program beyond the Term, but if the District chooses not to continue the Program beyond the Term or to terminate at any time after the Program has been continued beyond the Term, it will provide sixty (60) days written notice to Cenergistic. There shall be no Work Fee in the event of cancellation after the end of the Term.

13. **Miscellaneous.** (a) This Contract constitutes the entire agreement of the parties with respect to the subject matter of this Contract. This Contract supersedes the parties' prior communications, requests, responses, proposals, offers and agreements, if any. This Contract may be modified only by a writing signed by the parties. Invalidity or unenforceability of one or more provisions of this Contract shall not affect any other provision of this Contract.

(b) In an action to enforce or construe this Contract in a court with competent jurisdiction, the prevailing party shall be entitled to recover its reasonable and necessary attorneys' fees and costs of court.

(c) **Dispute Resolution.** Open communication and cooperation of the parties is vital to the success of the Program and to the settlement of disputes if they arise. If a dispute persists, either party may suggest an executive meeting for review and resolution. The party suggesting the meeting should identify the issues in dispute and coordinate a face-to-face meeting at the District to review the issues and solution options. The executive officer for each party who has full authority to discuss the issues and commit to effective solutions shall attend and participate in the meeting. Also, those persons with firsthand knowledge of the issues must be available for the meeting. No dispute under this Contract shall be subject to litigation proceedings prior to completing the meeting, except for an action to seek injunctive relief.

(d) **Counterparts.** A signed copy of this Contract delivered by facsimile, e-mail or other means of Electronic Transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Contract.

(e) Cenergistic shall employ a professional engineer registered in the State of Oklahoma at all times during the term of this Contract and during any period of continued partnership with the District after the Term.

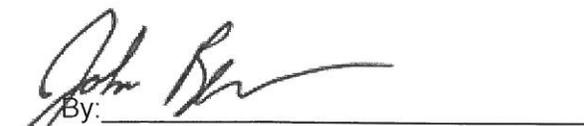
(f) Cenergistic shall give the District a bond in the amount of \$5,000 to ensure Cenergistic's faithful performance of the Contract.

Each party is signing this Contract on the date stated under that party's signature.

INDEPENDENT SCHOOL DISTRICT NO. 30
OF WASHINGTON COUNTY, OKLAHOMA,
a/k/a BARTLESVILLE PUBLIC SCHOOLS

CENERGISTIC LLC

By: 

By: 

Name: Scott Bilger

Name: John Bernard

Title: President, Board of Education

Title: Senior Vice President, Client Development

Date: 5/21/20

Date: May 17, 2019

Bartlesville PS, OK – K12 FF (SIM) part-time District employed ES v.3 051419

MEASUREMENT AND VERIFICATION PLAN

This Measurement & Verification Plan ("M&V Plan") is prepared for Independent School District No. 30 of Washington County, Oklahoma, a/k/a Bartlesville Public Schools (the "Organization") by Cenergistic and is agreed to by the parties as the M&V plan in accordance with the protocols of the International Performance Measurement and Verification Protocol ("IPMVP") for the energy program delivered by Cenergistic pursuant to the contract between Cenergistic and the Organization with a Start Date of _____ (the "Contract").

This M&V Plan is prepared in accordance with Section 7 of IPMVP Core Concepts (EVO 10000-1:2016). The IPMVP guideline, developed and maintained by the nonprofit Efficiency Valuation Organization (see www.EVO-World.org), is the most current and widely-recognized guideline promulgated by a non-profit and impartial source. The IPMVP is the product of an international consortium of volunteers working together to promote standardized methods for the correct valuation of energy efficiencies.

IPMVP includes guidance for many types of energy management initiatives and circumstances; not all guidance is applicable in all cases. The purpose of this M&V Plan is to document how the M&V guidance contained within IPMVP will be specifically applied to this Contract. In cases of variance between specific provisions of IPMVP and this M&V Plan, this Plan takes precedence.

- 1. Facility and Project Overview** Cenergistic energy programs are people driven programs that include multiple facilities and conservation steps. The program scope and list of measures are described within the Contract.
- 2. ECM Intent** The energy conservation measures ("ECMs") reduce electricity, gas, water and other energy usage and cost, depending on the specific facility. Many varied ECMs will be used to achieve the savings. The expected savings will be an amount in excess of the cost of the program in accordance with the Savings Guarantee. ECMs will be operational in nature (not equipment, facility or hardware retrofits) and are generally categorized as turning off energy-using systems when not necessary, setting back energy-using systems when possible, and improving efficiency of energy-using systems when in use. Space conditions, during both occupied and unoccupied periods, will change as necessary to comply with the Organization's published energy policy and administration guidelines.
- 3. Selected IPMVP Option and Measurement Boundary** IPMVP Option C (Whole Facility) will be used for savings determination because it is the most appropriate M&V method for total facility energy reduction when all energy-using systems are affected and ECMs cannot be isolated, submetered or simulated by computer model. Option C was also chosen because many ECMs will be involved, and some of them cannot be directly measured. Utility meters for electricity, gas, water and sewer will be included in the savings M&V for the Organization. Together, these meters will account for all energy use by each facility. The total savings is the sum of savings for each facility. The measurement boundary includes all facilities and infrastructure owned and leased by the Organization. In the event metering equipment is determined to be unreliable, unavailable, or does not measure the effect of the ECM, Option A (Retrofit-isolation: Key Parameter Measurement), Option B (Retrofit Isolation: All Parameter Measurement) or Option D (Calibrated Simulation), will be used.

- 4. Baseline: Period, Energy and Conditions** Using the Third Party Software (as defined in the Contract, hereinafter “Third Party Software”), a baseline period shall be established for each meter consisting of 12 consecutive months (or 24 consecutive months when conditions warrant an expanded baseline) that precede the energy program Start Date. Normally this will be the 12 months immediately prior to Start Date, but under circumstances described in the Contract, an alternate period (up to 24 months) may be chosen.

The baseline data for each meter will be defined and available in the M&V Third Party Software upon import and preparation of the data for each meter & facility. The Third Party Software also includes static factors such as weather and building size. Included in the baseline data will be an identification of the baseline period, baseline energy consumption and demand data, other independent and relevant variable data, and other static factors (i.e. occupancy type, building information such as square footage, etc.). Other baseline data may be included and/or supplemented as agreed by the parties. Local weather data will be obtained from a nationally-recognized service.

- 5. Reporting Period** Each reporting period will be a 12 month period called a “Performance Year”. The Performance Year begins according to the terms of the Contract.
- 6. Basis for Adjustment** Energy savings are determined by comparing measured use before and after the start of Program implementation, after making appropriate adjustments for changes in conditions that are independent of the Program. Since savings are to be reported as “cost avoidance”, under reporting period conditions, the IPMVP equation for reporting period savings will be used. This method quantifies how savings in a given reporting period is determined, relative to what energy use would have been without the ECMs in place, consider routine and non-routine adjustments and is expressed as:

$$\text{Avoided Energy Use (or Savings) =} \\ \text{Adjusted-Baseline Energy – Reporting-Period Energy} \pm \text{Non-Routine Adjustments} \\ \text{of baseline energy to reporting-period conditions}$$

In addition, savings may be accrued due to one-time actions such as identification of utility billing errors leading to refunds, rebates, rate changes, and other measures that do not reduce energy usage but do reduce Organization’s out of pocket utility costs.

- 7. Calculation Methodology and Analysis Procedure** The Third Party Software performs the cost avoidance calculation and analysis procedure. The Third Party Software allows appropriate routine and non-routine adjustments to the baseline period, using available data to account for the following factors occurring during the reporting period that affect the energy used in facilities: number of days in the billing period, energy unit cost, and reasonably estimated energy loads added or reduced after Program implementation due to such factors as outside temperature; floor space; occupancy type or schedule; amount, type or use of equipment; facility construction/renovation; and energy management hardware retrofits installed under unrelated projects. Specific cost avoidance analysis algorithms used by the Third Party Software are extensively documented and can be furnished upon request.

The Third Party Software also allows other appropriate adjustments for a more accurate Savings calculation. If the Organization has experienced abnormal temperatures during the baseline period, a total of 36 months of billing information can be used to create a more representative statistical weather model. Savings will be determined using either calibrated simulation or by making

appropriate adjustments, as mutually agreed by the parties, in the event of any of the following: (a) the Organization's energy conservation guidelines are not substantially followed by its construction contractors or on-site management service providers, if any, (b) the District chooses not to substantially implement Cenergistic's water conservation recommendations; or, (c) there are equipment malfunctions that can negatively impact program savings.

The Third Party Software adheres to the IPMVP guidelines. IPMVP is not exhaustive in its guidance; in some situations engineering judgment must be used. Calculations are supervised by licensed Professional Engineers, Certified Measurement and Verification Professionals and Certified Energy Managers.

- 8. Energy Prices** Reporting of cost avoidance will value the energy use avoided at the then-current unit cost for each meter, each period. Prices will be calculated by the Third Party Software for each month. The price applied for each utility (except solar) is the realized price, based on the blended rate to the Organization for each type of energy purchased by the Organization, taking into account consumption and all charges from the utility provider. In the event solar electricity is implemented by the Organization, the parties agree to a process that recognizes net metered electric generation to exclude any solar production sold back to the grid from the reported EnergyCAP use and cost avoidance. Solar energy produced (that was consumed by the building) is tracked in EnergyCAP to allow for the total energy consumption comparisons. All savings reported in the cost avoidance reports shall be from energy purchased from the grid (metered electricity) so it will be valued at the grid average unit cost (as "average unit cost" is defined in this Contract and Measurement and Verification Plan).
- 9. Meter Specifications** Utility grade meters used for billing are the only meters used. Exception: For bulk fuel stored in tanks, manual measurements recorded by the Organization or by the provider may be used. In master-metered campus situations, submeters may be necessary for accurate identification of building by building energy usage.
- 10. Monitoring responsibilities** Energy data from utility bills will be recorded in the Third Party Software as set out in the Contract. The Third Party Software captures weather information necessary for calculating and applying adjustments. Changes to the baseline conditions, such as facility size, occupancy or equipment changes, will be documented in the Third Party Software. Responsibility for collection, entry, calculation and accuracy of the data in the Third Party Software is the responsibility of the Energy Specialist(s) under the supervision of Cenergistic.
- 11. Expected Accuracy** The accuracy of data capture of the utility billing data and entry of that data into the Third Party Software is expected to be verified 100% ($\pm 2\%$) via reports that reconcile data with utility bill accounts payable to ensure the quality of the data entered, to ensure consistency with previous billing, elimination of gaps or duplicate entries, and reasonable protection against user errors in data entry. Statistical accuracy of the Third Party Software's routine weather adjustment process uses industry-standard linear regression techniques and is evaluated on a meter-by-meter basis. Data analysis does not involve sampling since the actual data, as entered into the Third Party Software, is used for any savings calculations. The accuracy of the Third Party Software's calculations has been validated empirically against the Department of Energy's ENERGY STAR program, which benchmarks buildings' performance. The calculations of the Third Party Software are consistent with ENERGY STAR results in determining increase in building energy utilization index (EUI – Energy usage per square foot per year).

- 12. Budget** The cost of M&V includes the Third Party Software cost, as defined in the Contract, plus a portion of the Energy Specialist's time. The Third Party Software cost is defined in the Contract. More time will be required early in the energy program by the Energy Specialist as the baselines are determined and the Energy Specialist becomes familiar with the Third Party Software and the process for entering data and determining savings. Once the utility bills have been entered, the baseline has been determined and the Energy Specialist has become familiar with the Third Party Software and the process, subsequently, the savings determination process and its review with operating and administrative staff is expected to require approximately 5% of an Energy Specialist's time, across all meters and facilities for the Organization.
- 13. Report Format** Cost avoidance will be calculated on a monthly basis as set out in the Contract. M&V and cost avoidance reports will be prepared and provided at least semi-annually to the Organization. Cost avoidance calculations will commence with a formal data release occurring approximately five months after the Energy Specialist is in place. Cost avoidance reports will include results from the Third Party Software and show energy as well as expenditure savings versus the baseline. Cost avoidance reports have different formats for different audiences, but in general show usage and cost for: baseline actual, baseline adjusted to reporting period conditions, reporting period actual, and calculated cost avoidance (adjusted baseline minus reporting period actual).
- 14. Quality Assurance** Cenergistic quality assurance procedures and testing principles are applied to the baseline and performance data at the beginning of each program and periodically throughout the term of the Contract. Testing includes, but is not limited to a review of the baseline for compliance with contractual terms including M&V Plan, testing of baseline data for reasonableness, accuracy and completeness, substantive sampling techniques for Third Party Software bill entry data correctness, Third Party Software settings and standard and special adjustments appropriateness and correctness.

The parties agree this M & V plan will be modified as mutually agreed to reflect changes that occur or additional data that may be obtained.

This M & V plan has been developed for Bartlesville Public Schools by the following qualified professional.

CENERGISTIC LLC



Eileen Byrd

SENIOR VICE PRESIDENT - QUALITY ASSURANCE

CERTIFIED PUBLIC ACCOUNTANT (Texas State Board of Public Accountants)

CERTIFIED INTERNAL AUDITOR (Institute of Internal Auditors)

CERTIFIED QUALITY ENGINEER (American Society of Quality)

CERTIFIED MEASUREMENT AND VERIFICATION PROFESSIONAL (Association of Energy Engineers)

CERTIFIED ENERGY MANAGER (Association of Energy Engineers)

Customer: BARTLESVILLE PUBLIC SCHOOLS
Addr: P.O. BOX 1357
 BARTLESVILLE OK 74005-1357
October Membership: 5816

MAS: MUNICIPAL ACCOUNTING SYSTEMS, INC.
Addr: 908 EAST 35TH STREET
 SHAWNEE, OK 74804
Phone: (800)749-5691 **Fax:** (405)275-7091

Re-Occurring Fiscal Year Charges

Re-Occurring Fiscal Year Charges are based on the membership (200 minimum) from the latest October 1 count.

Description	Total
Appropriated Funds	\$11,882.00
-Additional Contact(s): 1 - Amount: \$250.00	
Payroll	NA
- Usage Fee Included In Appropriated Funds	
Treasurer	\$2,326.40
Activity Funds	\$1,163.20
Personnel	\$2,326.40
Purchase Requisition	\$2,326.40
Employee Document Management	NA
Total 2022-2023 Fiscal Year Charges:	
	\$20,024.40

Terms and Conditions

- The software charge includes phone support for one (1) designated contact per application. Additional contacts can be added at an additional cost. MAS shall provide the phone support during normal business hours of 8:00 a.m. to 5:00 p.m. CST, Monday through Friday, exclusive of holidays. MAS shall have full and free access to the Customer equipment and software to provide support.
- The software charge includes interactive online training via training videos and webinars.
- On-site training (by appointment only) will be charged \$750.00 per day from 9:30 a.m. through 3:30 p.m. CST and \$.55/mile roundtrip. Additional time is \$100.00 per hour.
- Customer agrees that MAS shall not be liable to Customer for any incidental or consequential damages, loss, or other liabilities arising out of the use or inability to use the software.
- The terms and conditions of this agreement supersede those of all previous agreements between the parties with respect to the use of the software and such use hereafter is subject to the terms and conditions of this agreement.
- This agreement shall be governed by the Laws of the State of Oklahoma.

Software as a Service

- Definitions.
 - Application means the software and other material used by MAS to access, configure, and provide the Services. The Application(s) identified in the Service Order Agreement are licensed on a subscription basis and delivered as hosted online software using the Software as a Service (SaaS) model.
 - Charges mean the fees payable by Customer pursuant to the Software Service Order Agreement.
 - Customer Data means any data that Customer sends to the Service and any data that Customer receives from the Service in fulfillment of a request, excluding any content deemed to be Intellectual Property.

- (d) Documentation means instructions and examples pertaining to appropriate integration with and proper use of the Services.
 - (e) Intellectual Property Rights means all intellectual property rights, including patents, trademarks, trade name, service mark, copyright, trade secrets, know-how, process, technology, development tool, ideas, concepts, design right, domain names, moral right, database right, methodology, algorithm and invention, and any other proprietary information (whether registered, unregistered, pending, or applied for).
 - (f) Privacy Policy and Terms of Service means the MAS Privacy Policy and Terms of Service in effect at the time of this Agreement, which is incorporated herein by reference and which is subject to change without notice.
 - (g) Service shall have the meaning set forth in the MAS Privacy Policy and Terms of Service.
 - (h) Service Order Agreement means the Software Service Order Agreement delivered by MAS to Customer which sets forth the service and fees for the current fiscal year.
 - (i) Usage Data means any data that MAS collects or generates during the performance of the Service, including non-confidential elements of Customer Data.
2. Service.
- (a) MAS Obligations. MAS hereby agrees, subject to and during the term of this Agreement and the Privacy Policy and Terms of Service: (i) to provide the Service to Customer; (ii) to grant or procure a right for Customer to access and use the Application as a part of the Service only; and (iii) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service.
 - (b) Customer Obligations. Customer hereby agrees, as allowed by Oklahoma constitution or law, subject to and during the term of this Agreement: (i) to comply with the Privacy Policy and Terms of Service; (ii) not to reverse-engineer the Application; (iii) to use an appropriate integration method for the volume and/or nature of queries to the Service; (iv) that it is solely responsible for all of its activities and for the accuracy, integrity, legality, reliability, and appropriateness of all Customer Data; (v) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service, and notify MAS promptly of any such unauthorized use; (vi) to comply with all applicable laws in using the Service, wherever such use occurs, and not use, or require MAS to use, any Customer Data obtained via the Service for any unlawful purpose; and (vii), to accurately represent Customer's use of the Service and data obtained from the Service.
3. Service Order Agreement. The Service Order Agreement will be effective only when signed by Customer and MAS. Any modifications or changes to the Services under any executed Service Order Agreement will be effective only if and when memorialized in a mutually agreed written change order signed by both Parties.
4. Access to the Service, Attribution, and Charges.
- (a) Customer Accounts. Customer must provide MAS with valid contact information prior to receiving access to the Service in compliance with the Privacy Policy and Terms of Service.
 - (b) Data Preparation & Configuration. Customer will ensure that: (i) Customer Data is in proper format as specified by the Documentation; and (ii) no other software, data, or equipment having an adverse impact on the Service has been introduced.
5. Availability, Maintenance, and Technical Support.
- (a) Availability & Maintenance. MAS will use commercially reasonable efforts to make the Service available. Downtime for maintenance, upgrades, enhancement, or any other reason, may be scheduled at any time.
 - (b) Technical Support. Unless otherwise provided in the Service Order Agreement, MAS will offer technical and customer support on a first-come, first-served basis during regular business hours, Central Standard Time.
6. Third-Party Software Integration Acknowledgements, Representations, and Agreements. MAS will provide software as part of the Service that will allow the Customer to share data with third-party applications.
- (a) It is understood and agreed that MAS is not responsible for the security of the data once it has been provided by the Customer to a third party using the Service.
 - (b) It is understood and agreed that MAS is not releasing this data to a third party. It is acknowledged and agreed that under no circumstance shall MAS be deemed to be a direct or indirect transferor of information/data to any third party. MAS is only providing software that will allow the Customer to share data with third-party applications.
 - (c) Customer hereby represents that it is aware of all duties, requirements and restrictions set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.
 - (d) Customer hereby represents that it shall perform all duties and requirements set forth under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.
 - (e) Customer hereby represents that it shall refrain from performing any act restricted under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance.
 - (f) Customer hereby agrees that it shall, as allowed by Oklahoma constitution or law, defend, indemnify, reimburse, and make whole in any manner, MAS for any form of damages sustained as a direct or indirect result of the Customer's failure to follow any duty, requirement, restriction or other that is mandated under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Children's Online Privacy Protection Act (COPPA) (15 U.S.C. §§ 6501-6508), the Health Insurance Portability and Accountability Act (HIPPA), the Health Information Technology for Economic and Clinical Health Act (HITECH Act), and any other law, statute, or ordinance. This shall include any and all attorney fees, costs, expenses, expert fees, and other that MAS could incur.

(g) Customer represents that it shall obtain all necessary authorizations (including authorizations from any parent/guardian, student or other interested third person) as required by law before any information/data is transferred by it to a third party.

7. Intellectual Property Rights.

(a) MAS Intellectual Property. MAS and its third-party licensors (as appropriate) shall retain all Intellectual Property Rights in the Service and Usage Data. Except as expressly set forth herein, no MAS Intellectual Property Rights are granted to Customer.

(b) Customer Intellectual Property. Customer retains all Intellectual Property Rights in Customer Data. Customer grants MAS a license: (i) to use the Customer Data to the extent necessary for the performance of the Services; (ii) to keep an archival copy subject to the provisions of the relevant data protection regulations; and (iii) to create Usage Data by collecting non-confidential elements of Customer Data, such as dates, location codes, equipment types, carriers, and other data as determined by MAS and in conjunction with automatically generated data such as IP address, time, and frequency of access.

(c) Feedback Relating to Services. MAS shall have a perpetual, royalty-free, irrevocable, worldwide license to use and incorporate into the Services any suggestions, ideas, modification requests, feedback, or other recommendations related to the Services provided by or on behalf of Customer.

(d) Derivatives and Compilations of Usage Data. MAS shall have a perpetual, royalty-free, irrevocable, world-wide license to use, sublicense, and publish derivative works and compilations resulting from collection and analysis of Usage Data.

8. Privacy and Personal Information.

(a) MAS's Privacy Policy. MAS's Privacy Policy and Terms of Service, made a part hereof, is available at www.wengage.com.

9. Term; Termination.

(a) Term. This Agreement is effective for the fiscal year set forth in the Software Service Order Agreement unless earlier terminated by either Customer or MAS.

(b) Termination Without Cause. Customer may terminate this Agreement by discontinuing use of the Service and paying any remaining charges. MAS may terminate this Agreement by discontinuing its provision of the Service to Customer, in which case Customer is not obligated to pay any remaining charges.

(c) Breach. MAS may terminate this Agreement if Customer breaches any material obligation provided hereunder, including Customer's obligations specified in Section 2(b), which breach is not cured within five (5) days of MAS's notice to Customer.

10. Confidential & Proprietary Information. For purposes of this Section, a Party receiving Confidential & Proprietary Information (as defined below) shall be the "Recipient" and the Party disclosing such information shall be the "Discloser."

(a) Acknowledgment. Customer hereby acknowledges that the Service (including any Documentation, source code, translations, compilations, partial copies, and derivative works used in connection with the Services) is provided using confidential and proprietary information belonging exclusively to MAS or its third-party licensor (as appropriate), and MAS hereby acknowledges that Customer Data contains confidential and proprietary information belonging exclusively to Customer or relating to its affairs (in each case, "Confidential & Proprietary Information"). Confidential & Proprietary Information does not include: (i) information already known or independently developed by Recipient outside the scope of this relationship by personnel not having access to any Confidential & Proprietary Information; (ii) information in the public domain through no wrongful act of Recipient, or (iii) information received by Recipient from a third-party who was free to disclose it.

(b) Covenant. Recipient hereby agrees that during the Term and at all times thereafter it shall not use, commercialize, or disclose such Confidential & Proprietary Information of the Discloser to any person or entity, except to its own employees and agents having a "need to know" (and who themselves are bound by similar nondisclosure restrictions), and to such other recipients as the Discloser may approve in writing; provided that all such recipients shall have first executed a confidentiality agreement in a form acceptable to Discloser. Recipient shall not: (i) alter or remove from any Confidential & Proprietary Information of the Discloser any proprietary legend, or (ii) decompile, disassemble, or reverse engineer the Confidential & Proprietary Information (and any information derived in violation of such covenant shall automatically be deemed Confidential & Proprietary Information owned exclusively by the Discloser). Recipient shall use at least the same degree of care in safeguarding the Confidential & Proprietary Information of the Discloser as it uses in safeguarding its own confidential information, but in any event at least reasonable care. Upon termination or expiration of this Agreement, and regardless of whether a dispute may exist, Recipient shall, upon request by Discloser, return or destroy (as instructed by Discloser) all Confidential & Proprietary Information of Discloser in its possession or control and cease all further use thereof.

(c) Injunctive Relief. Recipient acknowledges that violation of the provisions of this Section would cause irreparable harm to Discloser not adequately compensable by monetary damages. In addition to other relief, it is agreed that injunctive relief shall be available without necessity of posting bond to prevent any actual or threatened violation of such provisions.

11. Notices. Notices sent to either Party shall be effective when delivered in person or transmitted electronically, one (1) day after being sent by overnight courier, two (2) days after being sent by first class mail postage prepaid to a physical address provided by the Customer, or five (5) days after being sent by email from MAS to the address in the Customer account. A copy of this Agreement and notices generated in good form shall be treated as "original" documents admissible into evidence unless a document's authenticity is genuinely placed in question.

12. Survival. Termination shall have no effect on the Parties' rights or obligations under Section 8 ("Privacy and Personal Information"); Section 10 ("Confidential & Proprietary Information"), Section 13 ("Independent Contractor Status"), any payment obligations or any provision which by its nature should survive.

13. Independent Contractor Status. Each Party and its employees and agents are independent contractors in relation to the other Party with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the Parties. Each Party shall remain responsible and shall, as allowed by Oklahoma constitution or law, indemnify and hold harmless the other Party, for the withholding and payment of all federal, state and local personal income, wage, earnings, occupation, social security, worker's compensation, unemployment, sickness and disability insurance taxes, payroll levies, or employee benefit requirements now existing or hereafter enacted and attributable to themselves and their respective people.

14. Miscellaneous. This document and the documents incorporated herein constitute the entire agreement between the Parties with respect to the

subject matter hereof and supersede all other communications, whether written or oral. MAS reserves all rights not specifically granted herein. Neither Party shall be liable for delays caused by events beyond its reasonable control, except non-payment of amounts due hereunder shall not be excused by this provision. Any provision hereof found by a tribunal of competent jurisdiction to be illegal or unenforceable shall be automatically conformed to the minimum requirements of law and all other provisions shall remain in full force and effect. Waiver of any provision hereof in one instance shall not preclude enforcement thereof on future occasions.

Prepared By: Amanda Bunkerfield

Date Prepared: 4/4/2022

Accepted By (please circle one): Superintendent / Board President

Signature: _____

Date Accepted: _____

**ACTIVITY ACCOUNT
REQUEST FOR FUNDRAISING AND/OR EXPENDITURES**

Site Name: Madison School Year: 2022-2023
 Account Name/Number Broadcasting/809 Sponsor(s): New

FUNDRAISERS to be Approved: Or Additional Revenue for Existing Funds:

<u>Fundraiser</u>	<u>Start/End Date</u>	<u>On/Off Campus</u>	<u>Est. Income</u>
1. <u>Donations</u>			\$
2. <u>Bake Sale</u>			\$
3. <u>Car Wash</u>			\$
4. <u>Discount Card Sales</u>			\$
5. <u>Shirt Sales</u>			\$
6. <u>Candy Sales</u>			\$
7. <u>Advertisements</u>			\$
8. _____			\$
9. _____			\$
10. _____			\$

EXPENDITURES to be Approved:

1. Shirts/Apparel
2. Workshops
3. Computer Supplies
4. Broadcasting Equipment/Supplies/Furniture
5. Registration Fees
6. Travel Expenses
7. Transportation
8. Technology
9. _____
10. _____

[Signature]
Principal's Signature
[Signature]
Sponsor's Signature (if applicable)

[Signature]
Activity Fund Custodian's Signature
5/23/22
Date of Request

Board Approval Date



BARTLESVILLE PUBLIC
SCHOOLS



2022 - 2023

School Activity Funds
Regulations Manual

BARTLESVILLE BOARD
OF
EDUCATION

**BARTLESVILLE PUBLIC SCHOOLS
SCHOOL ACTIVITY FUNDS REGULATIONS MANUAL**

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Bartlesville Independent School District #30

**P.O. Box 1357 – 1100 S. Jennings; Bartlesville, Oklahoma 74005
Telephone (918) 336-8600**

**TO ALL SCHOOL ACTIVITY FUND
ADMINISTRATORS, SPONSORS AND CUSTODIANS**

Presented herein are the general regulations of the school activity funds as authorized by the Board of Education. These regulations have been developed for use in all operations of the school activity funds.

This manual has been developed to assist you in the performance of your duties. Please refer to it often for guidance in all areas related to the school activity funds.

As this manual is being continuously updated, your comments and suggestions are welcome.

Preston Birk,
Executive Director,
Financial Services

INTRODUCTION
DESCRIPTION AND LIMITATIONS OF THE
SCHOOL ACTIVITY FUNDS

Student Body Activities are defined in part, in State Board of Education Bulletin No. 145 as follows: “Direct and personal services for public school pupils, such as interscholastic athletics, entertainment, publications, clubs, band, and orchestra, that are managed or operated by the student body under the guidance and direction of **adults** and **are not part of the regular instructional program.**” (Emphasis added)

The Attorney General has ruled that if students are used to collect funds or if parent organizations are using students, the proceeds must be deposited in the School Activity Fund. Parent Clubs of school-sponsored groups should be informed of this ruling. (Emphasis added) Bank account(s) opened by the parent club/organization can carry the name of the particular school but MUST also include the words “parent club”, “parent booster club”, or “parent organization” on the checking account and check face. The District ID number CANNOT be used by parent clubs/organizations.

Any debt incurred by the parent club MUST be incurred in the name of the parent club/organization (which would include paying tax) and NOT in the name of the school.

NOTE: ...Student Achievement and Parent-Teacher Associations and Organizations that are sanctioned by the school district board of education shall be exempt from the provisions as outlined in Section 5-129. (70 O.S. § 5-129.1)

The separation of school projects from PTA projects is also necessary. It is vitally important for each group to support the projects of the other, but joint sponsorship, per se, has caused problems in the past and is not recommended. A sponsorship agreement should be reached between the school and the PTA prior to the initiation of any project.

The “direct and personal services” for public school pupils requires the collection and expenditure of substantial sums of money. It is, therefore, important that sound business practices are followed and that expert supervision of these activities be provided.

It is stated in the Regulations for Administration and Handbook on Budgeting and Business Management, Bulletin No. 145-W of the State Department of Education, that: “A sound system of activity accounting in public schools should offer opportunities for valuable educational training for students; it should also facilitate reporting and comparing data between and among schools... and it should safeguard and protect both the funds and the persons responsible...” Accordingly, accounting concepts developed herein are based on financial systems employed by private enterprise rather than on principles used in governmental accounting.

It is important that these concepts are properly understood and that the person involved be accurately informed in this regard. Unless each person dealing with School Activity Funds – Principals, Group Sponsors, Organization Officers, et al. – understands these principles as well as their individual responsibilities, there is little probability that this or any other system would be of educational benefit to the students. PRINCIPALS AND SPONSORS ARE TO BE HELD ACCOUNTABLE FOR THEIR ACTIONS CONCERNING SCHOOL ACTIVITY FUNDS.

Students should not be sent to pick up checks and/or make purchases.

ACTIVITIES REQUIRING A CHARGE FOR ADMISSION

Admission charges are not to be made for any program held during the time when school is in session. Programs for entertainment, which contributes to the benefit of the students, should be provided for **ALL** children if conducted during the school day.

PURPOSE:

Oklahoma law states, "...Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the School Activity Fund. ...Disbursements from each of the activity accounts shall be by check, ...and shall not be used for any purpose other than that for which the account was originally created..." (Emphasis added)

This precludes all cash expenditures; prevents cash transfers between accounts; and prohibits expenditures from one account for payment of the obligations of another.

It is, therefore, evident that each account should have a specific purpose. It is important to have a clear understanding of the function and purpose of each account to avoid misapplication of funds. The purpose of most accounts is generally understood by the account titles, written descriptions such as charters, etc., and by customary usage of the account.

Any questions arising in the schools regarding procedures relative to the operation (fundraising, receipts, disbursements, rules interpretations, etc.) of School Activity Funds should be directed to the Activity Fund Custodian.

The Board of Education may establish, by board resolution, a general fund refund sub-account within the school activity fund. The balance in the sub-account shall be determined by need, and it shall be provided by refunds and reimbursements received, including, but not limited to; rental income, reimbursements for lost and damaged textbooks, summer school and adult tuition, and overpayments. The sub-account may be expended only for the refund of revenues previously received and deposited either into the sub-account or directly into the general fund. It is recommended that the refund sub-account in the activity fund is financed by depositing all or part of the applicable collections and that all refunds be made from that account. Any remaining balance of the refund sub-account shall be transferred to the school district general fund on or before June 30 each year.

AUTHORITY:

Oklahoma Statutes (70 O.S. § 5-129A) require the Board of Education of each school district to adopt appropriate rules and regulations governing the receipt and expenditure of school activity funds. The Board must appoint a custodian for the school activity fund who shall make a full and true accounting for all funds that may come into his/her possession or under his/her control.

The Board has appointed the Principal of each site location as the administrator responsible for the operation of the activity funds under his/her control.

RESPONSIBILITIES OF THE PRINCIPAL:

Principals, being responsible for their school's overall program, are accountable for knowing and enforcing all rules governing School Activity Funds. Although administrative styles may vary, the basic duties required of all principals are as follows:

1. To select appropriate sponsors to represent all authorized student groups and to conduct all fund raising activities. Because the principal is the approving officer, he/she may not act as group sponsor.
2. To be certain that every responsibility and authority is properly delegated and thoroughly understood by those upon whom such authority is conferred.
3. To periodically evaluate the performance of each person involved, to determine that all functional duties are being substantially carried out.
4. To inform all faculty members (especially new teachers) concerning the proper use of funds and proper purchasing procedures.
5. To report to the Executive Director of Financial Services all cases of theft or suspected theft of cash and/or merchandise belonging to the School Activity Fund.
6. The Principal may not be a signer on the PTA checking account.

RESPONSIBILITIES OF SPONSORS:

Sponsors for any group, club, or student organization are responsible for the following duties depending on the nature of the organization, whether or not the group elects student officers:

1. Work closely with the group and give supervision and guidance to student officers exerting leadership and counsel where required.
2. Organize and conduct student projects and ascertain that **all** receipts are properly accounted for and deposited with the Budget Secretary. Sponsors need to make daily deposits during student projects. Sponsor's must submit all receipts in the InTouch Receipting System and turn in all cash/checks to the Budget Secretary. Insure that records maintained by students and/or sponsors are compared with those of the Budget Secretary periodically.
3. Inspect materials received and authorize payment when delivery is complete and quality of merchandise is determined to be satisfactory. The sponsor's signature on the purchase order & invoice(s) signifies that the claim is approved for payment and that all items have been received and are in working order.

NO SPONSOR OF ANY ACCOUNT SHALL MAKE PURCHASES OR OBLIGATIONS IN EXCESS OF FUNDS ON HAND.

REPORT OF FUNDS:

Records shall be kept of all funds collected, handled or disbursed by any school or activity by the sponsor of the activity and the activity fund custodian.

The Activity Fund Custodian shall provide a report to the Board of Education at the regularly scheduled meeting each month presenting the financial information of each account of the school activity fund, including all receipts, expenditures, transfers and ending balances of each account for the previous month.

The Activity Fund Custodian shall also provide a detailed report to the Board of Education at the end of the fiscal year showing beginning balance, receipts, expenditures, transfers, and ending balances of each account of the school activity fund as of the close of the fiscal year.

AUDIT:

The Board of Education shall contract for an annual audit of all school district funds each fiscal year, which shall include all school activity funds. The original report of such audit shall be delivered to the Executive Director of Financial Services and the Board of Education.

The auditor will give assistance and advice when necessary to insure adequate compliance with Activity Fund Procedure.

DISPOSITION OF SPECIAL AUDIT REPORTS

The scope of School Activity Fund audits includes operational and special internal audits. Reports on such examinations are made to the Executive Director of Elementary and/or Secondary Services.

If such reports are deemed to contain information indicative of misappropriation of funds, unauthorized or illegal fund raising projects, money handling, irregularities, or other violations that require further explanation, the Executive Director of Elementary and/or Secondary Services will issue a written statement requesting the principal or auditee to submit a written reply to the charges set forth within a given time.

If the reply provides acceptable explanations to the charges, the case will be closed at the discretion of the Executive Director of Elementary and/or Secondary Services and Executive Director of Financial Services. If the Executive Director of Elementary and/or Secondary Services and Executive Director of Financial Services believe that the explanation is not

acceptable, the case will be reviewed with the Superintendent. Decisions reached by this review will involve one or more of the following:

1. Reprimand
2. Transfer of responsibilities
3. Restitution
4. Suspension
5. Legal Action

ACCOUNTING SYSTEMS:

A central accounting system for all school activity funds shall be developed and maintained by the Activity Fund Custodian at the Education Service Center. Such accounting system shall provide a complete record of receipts, expenditures, transfers, and fund balances of each account of the school activity fund. School activity funds shall not carry a negative balance.

Bank statements shall be reconciled on a monthly basis by the activity fund custodian under the supervision of the Executive Director of Financial Services. The school activity fund shall be balanced to the bank statement and any discrepancies noted shall be immediately resolved. The site administrator or designee shall also reconcile his/her record monthly with the reports from the activity fund custodian.

The Executive Director of Financial Services shall have oversight responsibility in implementing the prescribed system of accounting at each location throughout the district. Such records of receipts, expenditures, transfers, fund balances and other financial information shall be made available to the administrators, secretaries, sponsors, and to the general public upon written request for such information.

INVESTMENT INCOME:

The school district Treasurer or designee shall invest any available funds in authorized interest-bearing instruments/accounts as authorized and approved by the Board of Education policies and State statutes. The Activity Fund Custodian shall notify the Treasurer or designee of the amount available for investment as necessary. The Executive Director of Financial Services shall approve all investments.

Investment Income shall be credited to the Interest on Investments Account at the Education Service Center. Such investment income shall be used for authorized expenditures for the interest account, as approved by the Board of Education. The Executive Director of Financial Services shall be responsible for the management and expenditure of interest earnings for activity fund accounts.

RECEIPTS:

Sponsors are required to issue receipts through the InTouch Receipting System for ALL funds collected in excess of \$1 (a list of persons remitting monies shall be maintained by Sponsors for all receipts of \$1 or less). The Sponsor is required to turn in all money collected in the school to the Budget Secretary **daily**. Sponsors are responsible for counting the cash, filling out, and signing a cash sheet before turning it into the Budget Secretary. The Budget Secretary is required to complete an EOP Transfer in InTouch and ensure that all totals match at the time the money is submitted by Sponsor. Secretaries should also complete the Final EOP for Deposit "PRIOR" to making the bank deposit to ensure final balance is correct.

All money received by the Secretary & Sponsors must be deposited intact to the school's designated bank account. In no case may expenses be paid from monies received and not yet deposited. The cashing of personal checks is forbidden.

TICKET SALES:

The Ticket Reconciliation worksheet shows the number of tickets sold for an event, along with the amount of money collected. The worksheet must be turned in to the site Budget Secretary with the collected funds for deposit.

DEPOSITS:

Arvest Bank will be used as the school depository for all activity funds. Deposits of funds subject to the requirements of this section shall be made by the end of the next business day, however, if the deposit for a day totals less than One Hundred Dollars (\$100.00), a school district may accumulate monies required to be deposited into the fund on a daily basis until the total accumulated balance of deposits equals or exceeds One Hundred Dollars (\$100.00). Provided, a school district shall deposit accumulated monies into the fund not less than one (1) time per week, regardless of whether the monies total One Hundred Dollars (\$100.00). (70 O.S. § 5-129A as amended by HB 2332, 2004 Legislature).

Additional procedures involving deposits are as follows:

1. All transactions should be entered daily into InTouch Receipting System.
2. EOP should be completed daily if \$100 or more has been collected or at least ONE time per week if less than \$100.
3. All receipts for one day can be deposited on one deposit—it is not necessary to make separate deposits for each receipt. Use Date of Deposit as the EOP Reference Number.
4. Bank Deposit Transmittal Forms should be completed and sent, with proper attachments to the Activity Fund Custodian on the next business day following the deposit. E.g.: proper attachments, Copy of EOP Receipt showing deposit amount, Pink Bank Deposit Slip and Bank Receipt.
5. Checks for start-up money should be made payable to the appropriate sponsor. Example: gate receipts should be listed as “gate receipts” and the dollar amount and the re-deposit should be listed as “Startup re-deposit” and the dollar amount. Both can be deposited on the same receipt.
6. At the end of the month, after the bank statement has been reconciled, the secretary will receive a copy of the monthly reports. If the reports and the secretary’s books do not agree, the Activity Fund Custodian will be notified immediately.

INSUFFICIENT (NSF) CHECKS:

In the event that checks are returned Non-Sufficient Funds (NSF), the activity fund custodian will send the check to the proper school site for collection. Along with the check, the activity fund custodian will ask for the correct coding, in order to debit the proper account. When the money has been collected, the site will again deposit it in the manner described above.

TRANSFERS:

Monies from school activity accounts may be transferred to other approved school activity accounts for payment of goods or services. Transfers shall be made upon approval by the Board of Education, as required by state statutes, upon the request by the account sponsor and approval by the site administrator. (70 O.S. § 5-129A).

PURCHASES/PAYMENTS:

The following procedures should be followed in preparing and issuing purchase orders:

1. All Activity Fund Requisitions should be approved and signed by the site administrator prior to issuing a Purchase Order number. A Purchase Order number is required PRIOR to ordering goods/services.
2. Any Activity Fund Requisition that exceeds \$500.00 needs to be approved by the Executive Director of Financial Services prior to issuing a purchase order number.
3. At least three (3) quotes, written or telephone should be obtained for single purchases exceeding \$5,000. The purchase request, with quotes attached, must be approved by the Superintendent, Executive Director of Financial Services or designee prior to a purchase order number being issued.
4. Invoices over \$25,000 should have a non-kickback affidavit attached to the purchase order. This form will be completed and in the Activity Fund Custodians Office prior to payment being made.
5. The Employee Purchasing and the Budget Designee (Site Administrator or Budget Secretary) lines on the Purchase Order must be signed and dated to verify that goods/services have been received before payment can be issued for an invoice. All Invoices/Receipts must be signed as well.
6. No payment will be made until order is complete.
7. Blanket purchase orders may be issued for recurring purchases of goods or services. Payments on blanket purchase orders will be authorized by the Budget Designee's signature on the Partial Payment form.
8. Checks shall be written after all paperwork is completed and submitted to the Activity Fund Custodian.

PUBLIC PURPOSE EXPENDITURES:

WORKSHOPS/MEETINGS

The Board of Education authorizes the reasonable use of expenditures of activity funds derived from non-taxpayer funds for the provision of food and nonalcoholic beverages to school district employees and Board of Education members when employees or Board members are in attendance at an in-district workshop or board-sponsored meeting within the district, and when such meetings are of such duration to consider sustenance appropriate

"WORKING LUNCH"

Expenditures for meals are authorized only when the duration of workshops or meeting encompasses the normal mealtime, and training or business is conducted in conjunction with the meal in order that the meeting or workshop may be conducted with minimum interruption

OTHER CONDITIONS

Food and nonalcoholic beverages may be provided in conjunction with faculty and staff meetings, workshops and in-service training conducted within the school district when:

- a. funding is provided through an activity fund account designated for faculty and staff, or
- b. revenue for this account is derived from donations, faculty fee assessments, business sponsorships, faculty lounge vending machines (if students do not have access to such vending machines and the required utility costs for vending machine operation has been assessed and paid) and other non-student revenue

General Fund resources, including taxpayer funds, may be used to provide one meal per day in conjunction with meeting, workshops and in-service training sessions conducted within the school district only when the meetings are scheduled and of such duration (minimum of four hours) so as to encompass a normal meal time (breakfast, lunch or supper). **Agenda or schedule of event must be attached to PO & Invoice when adult meals are provided.**

OTHER APPROVED EXPENDITURES

The Board of Education authorizes the reasonable use of expenditures of activity funds derived from non-taxpayer funds for the provision of awards, memorials, service pins, etc. to staff and Board of Education members when approved by the superintendent.

(Board of Education Policy CDC)

ONLINE PURCHASES:

Board Policy – Internet and other Computer Networks Access and Acceptable Use Policy: Online purchases of goods/services must have prior approval from the Superintendent or his designee. Any online purchase requires an approved purchase order. Online purchases are allowed when no other means to acquire supplies/services are possible. Purchases with vendors using third party billing are strictly prohibited.

DISBURSEMENTS:

Disbursements from each fund must be made only for the specific purpose for which the fund was created. All disbursements shall be made by check and cosigned by the Activity Fund Custodians. Attached to each purchase order shall be invoices or signed receipts evidencing that the goods and/or services were received by the school district. Athletic Officials & Security personnel shall sign a receipt of payment form to be filed with the purchase order within two working days of the event. All original purchase orders and supporting documentation shall be filed by the Activity Fund Custodian at the Education Service Center.

As required by state statutes (70 O.S. § 5-129A), disbursements from each activity fund account must be made for the specific purpose for which the fund was established and approved by the Board of Education. **In no instance shall checks be made payable to “cash.”**

Pursuant to state statutes (70 O.S. § 5-129H), funds may be provided to appropriate account sponsors in advance for the purpose of paying student/sponsor travel expenses on authorized overnight school trips. Such advances shall be requested on a form listing the estimated expenses to be incurred, and shall be approved by the site administrator. Said form shall be attached to the purchase request initiated for the funds request. Upon approval of the purchase order as provided herein, a check will be made payable to the account sponsor who shall sign a receipt acknowledging responsibility for the funds. Provided, however, that within 48 hours of completion of the trip, the account sponsor must submit record of any unused funds, along with itemized invoices and/or receipts, to the Activity Fund Custodian to account for the full amount advanced prior to the trip. Account sponsor further understands that he/she will be held personally liable for any shortage of funds.

All requests for travel expense reimbursements shall be paid in compliance with Board of Education policy, DED, and administrative guidelines.

REQUESTS TO ACCEPT GIFTS FOR SCHOOL:

Occasionally, the public donates material to the schools through the Activity Fund, or offers to share the cost of new items to be purchased by the Fund. The same rules apply with respect to obtaining administrative approval as in the case of special equipment purchases.

UNDER NO CIRCUMSTANCES MAY SPONSORS OR TEACHERS ACCEPT GIFTS DIRECTLY FROM OUTSIDE SOURCES.

When any gift is accepted, the following steps must be followed:

1. If the gift consists of items other than cash, the Principal initiates the request and submits it to the Executive Director of Financial Services. Approvals are also required from the Director of Transportation or the Director of Technology.
2. After Board approval, the request is returned to the Executive Director of Financial Services.
3. Approved copies are sent to the Principal.

YEAR END/CLOSE OUT:

Principals/Budget Secretaries will submit all of the following items to the School Activity Fund Office on the date set aside for close out.

1. All PO's must be closed. If your School Activity Fund, at the close of the school year, is indebted to suppliers for material or services which have not been received, you must submit a new request for purchasing dated July 1, showing the name of the supplier, the nature of the item or service, the account(s) which the items will be charged, and the amount unpaid as of June 30.
2. All funds must be deposited.

ADMINISTRATIVE ACCOUNT

WAREHOUSE/TRANSPORTATION**ACCOUNT NAME**General Administrative
Account (801)**SOURCE OF REVENUE**

1. Commissions

SITE: 040**APPROVED EXPENDITURES**

1. Dish Soap, Scrubbing Pads, etc.
2. Medical Supplies
3. Office Supplies
4. Paper Goods
5. Refreshments for Meetings

DATES OF FUNDRAISERS

1. Ongoing

EDUCATION SERVICE CENTER**ACCOUNT NAME**

General Administrative Account (801)

SOURCE OF REVENUE

1. Donations/Grants
2. Interest Earnings
3. Recycling
4. Vending Machines

SITE: 050**APPROVED EXPENDITURES**

1. Advertising (Employment, etc)
2. Bank Service Charges
3. Brochures/Printing
4. Cards/Flowers
5. Catering Services
6. Equipment/Materials/Supplies
7. Field Trip/Transportation Costs
8. Gifts/Awards
9. Notary Fees/Expenses
10. Photography Expenses
11. Postage
12. Presenter's Fees
13. Professional/Board Meeting Expenses
14. Refreshments/Banquet Supplies
15. Reimbursements/Refunds
16. Repairs
17. Staff/Volunteer Recognition/Awards
18. Staff Breakfast/Luncheon Expenses
19. Supplies
20. Transportation Expenses
21. Uniforms
22. Wholesale Membership Cards
23. Workshop/Seminar/Meeting Expenses
24. Vending Supplies

DATES OF FUNDRAISERS

1. Ongoing
2. Ongoing

EDUCATION SERVICE CENTER**SITE: 050****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

General Refund Account (803)

1. Damage of School Property
2. Fee Collections
3. Lost Books
4. Rental of Property
5. Sale of Property/Equipment

1. Refunds
2. Transfer to General Fund

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing

Tuition Clearing Account (806)

1. Tuition Payments for Driver's Ed.
2. Tuition Payments for Night School
3. Tuition Payments for Summer School

1. Refunds
2. Transfer to General Fund

1. Continuous
2. Continuous
3. Continuous

Adult. Fees Clearing Account (808)

1. AEL Classes
2. CPR Cards
3. Sub Background Checks

1. Refunds
2. Transfer to General Fund

1. Continuous
2. Continuous
3. Continuous

S.A.D.F. (831)
(Safe And Drug Free)

1. Donations/Grants
2. Lobby Guard Key Fobs

1. Lobby Guard Supplies
2. Materials/Supplies
3. Postage
4. Presenter Fees
5. Refreshments
6. Registration for Conferences
7. Travel Expenses

EDUCATION SERVICE CENTER**SITE: 050****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

BPS Foundation Grants (835)

1. Donations from BPS Foundation

1. Supplies
2. Books
3. Classroom Equipment
4. Classroom Supplies
5. Consumables
6. Curriculum Materials
7. DVDs/Other Media
8. Equipment
9. Furniture
10. Gym Equipment
11. Maintenance Items
12. Materials
13. Playground Equipment
14. Postage
15. Repairs/Services
16. Shipping Costs
17. Software/Hardware
18. Staff/Student Travel Expenses
19. Student Special Needs
20. Student Activity Needs
21. Student Incentives/Rewards
22. Subscriptions
23. Technology
24. Technology Equipment
25. Technology Supplies

1. Ongoing

EDUCATION SERVICE CENTER**SITE: 050****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

Homeless Student Assistance (995)

1. Donations/Grants
2. Fundraiser - Spirit Cups
3. Super Fan Sports

1. Clothing, Shoes
 2. Dues/Fees
 3. Graduation & Senior Class Related Expenses
 4. Paper Goods
 5. Refreshments
 6. School Supplies
 7. Student Activities
 8. Toiletry and Hygiene Items for Locker Room
 9. Transportation/Travel Expenses
-

Bruin Logo (996)

1. Sale of Bruin Logo Contributions
2. Donations/Grants

1. Advertising
 2. Awards
 3. Books/E-Books
 4. Building Improvements
 5. Construction
 6. Dues and Fees
 7. Equipment
 8. Furniture
 9. Instructional/Professional Development Materials
 10. Photography Equipment/Supplies
 11. Refreshments/Catering
 12. Staff/Student Recognition
 13. Supplies
 14. Technology
-

EDUCATION SERVICE CENTER=
ACCOUNT NAME

Back to School Rally (997)

SOURCE OF REVENUE

1. Donations/Grants

SITE: 050

APPROVED EXPENDITURES

1. Advertising
2. Brochures
3. Food
4. Misc. Give Aways
5. Postage
6. Presenters/Entertainers Fees/Expenses
7. Printing
8. Refunds
9. T-Shirts

DATES OF FUNDRAISERS

1. Ongoing

EDUCATION SERVICE CENTER
ACCOUNT NAME

Community of Caring (832)

SOURCE OF REVENUE

1. Donations/Grants

SITE: 051

APPROVED EXPENDITURES

1. Cleaning for Coats for Kids
2. Health Care Expenses
3. Reimbursements/Refunds
4. Shoes for Kids

DATES OF FUNDRAISERS

1. Ongoing

CURRICULUM
ACCOUNT NAME

SITE: 056

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>DATES OF FUNDRAISERS</u>
General Refund Account (803)	<ol style="list-style-type: none">1. Damage of School Property2. Fee Collections3. Lost Books4. Rental of Property5. Sale of Property/Equipment	<ol style="list-style-type: none">1. Refunds2. Transfer to General Fund	<ol style="list-style-type: none">1. Ongoing2. Ongoing3. Ongoing4. Ongoing5. Ongoing

SPECIAL SERVICES
ACCOUNT NAME

SITE: 057

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>DATES OF FUNDRAISERS</u>
General Refund Account (803)	<ol style="list-style-type: none">1. Damage of School Property2. Fee Collections3. Lost Books4. Rental of Property5. Sale of Property/Equipment	<ol style="list-style-type: none">1. Refunds2. Transfer to General Fund	<ol style="list-style-type: none">1. Ongoing2. Ongoing3. Ongoing4. Ongoing5. Ongoing

Exceptional Education Services (840)

<ol style="list-style-type: none">1. Assorted Fundraisers2. Candy Sales3. Car Wash Sales4. Dance/Banquet5. Donations/Grants6. Ticket Sales7. T-shirt Sales8. Uniforms	<ol style="list-style-type: none">1. Bowling2. Dance/Banquet Expenses3. Equipment4. Food/Refreshments5. Lodging6. Postage7. Refunds8. Registration9. Reimbursements10. Special Olympic Cost11. Supplies12. Transportation Cost13. Travel Expenses14. T-shirts15. Uniforms	<ol style="list-style-type: none">1. Fall & Spring2. Fall3. Spring (Feb./March)4. Ongoing
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PROFESSIONAL DEVELOPMENT CENTER**SITE: 057/059****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**General Administrative Account (801)
Site: 059

1. Donations/Grants
2. Fundraisers
3. Registrations
4. Tuition and Late Fees

1. Audio Visual Services
2. Books/Periodicals
3. Communication Services
4. Consultant Fees/Expenses
5. Equipment
6. Meals
7. Postage
8. Printing
9. Refreshments
10. Refunds/Reimbursements
11. Rental or Lease Services
12. Repairs/Maintenance Services
13. Staff Registration/Tuition
14. Supplies/Materials
15. Technical Services
16. Travel/Lodging
17. Videos

1. Ongoing

General Refund Account (803)

1. Damage of School Property
2. Fee Collections
3. Lost Books
4. Rental of Property
5. Sale of Property/Equipment

1. Refunds
2. Transfer to General Fund

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing

PROFESSIONAL DEVELOPMENT CENTER**SITE: 057/059****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**Staff Development In-Service Workshop (922)
Site: 057 (Adult Ed) & 059 (TOY)

1. Candy Sales
2. Donations/Grants
3. Donut Sales
4. Juice Sales
5. Recycling
6. Registration Fees
7. Snack Sales
8. Vending Machines
9. Donations for TOY

1. GED Graduation Caps/Gowns/Tassels
2. Graduation Honor Awards
3. Graduation Refreshments
4. Refreshments
5. Refunds
6. Snacks for Resale
7. Speaker Fees
8. Student Recognition Awards
9. Supplies
10. Teacher Recognition/Awards
11. Teacher Registrations
12. Teacher Travel
13. Workshop Materials/Supplies

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing

OPERATION EAGLE**SITE: 062****ACCOUNT NAME**

General Administrative Account (801)

SOURCE OF REVENUE

1. Ad/Magazine Sales
2. Auctions
3. Bake Sales
4. Box Tops
5. Candy Sales
6. Car Washes
7. Corporate Sponsorships
8. Donations/Grants
9. Food/Drink Sales
10. Fundraiser/Merchandise Sales
11. Garage Sales
12. Sale of Clothing/Art/Crafts
13. Sale of Property/Equipment
14. Stocking Stuffer Sales
15. Student Material/Supplies
16. Vending Machine Sales
17. Video/Books/Poster Sales

APPROVED EXPENDITURES

1. Advertising
2. Awards
3. Banquet
4. Camera Supplies
5. Cards/Flowers
6. CDs/Videos/Books
7. Cleaning of Regalia/Uniforms
8. Clothing/Bags/Uniforms
9. Community Projects
10. Computer Accessories
11. Computer Supplies
12. Contest Fees
13. Dance Clothing/Accessories
14. Decorations
15. Dues/Fees
16. Equipment
17. Fabric
18. Family Benevolence
20. Fundraising Expenses
21. Furniture/Fixtures
22. Graduation Expenses
23. iPad Accessories
24. Lodging
25. Meals/Beverages/Snacks
26. Misc. Give Aways
27. Musical Instruments
28. Postage
29. Printing
30. Registration
31. Reimbursements/Refunds
32. Rental/Royalty Charges

DATES OF FUNDRAISERS

1. Ongoing

cont'd

ACCOUNT NAME

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

General Administrative Account (801)
cont'd

- 33. Repairs/Maintenance
 - 34. Service Projects
 - 35. Software Applications
 - 36. Software/Hardware
 - 37. Speaker Fees
 - 38. Student Activities
 - 39. Technical Services
 - 40. Transportation
 - 41. Website Fees
-

ELEMENTARY ACCOUNTS

The following page lists the Fundraisers and Expenditures for all elementary sites General Administrative Account (801) and General Refund Account (803). If the site has any other projects, they will be listed individually by site.

<u>Site Name</u>	<u>Site Number</u>
Richard Kane Elementary	110
Hoover Elementary	120
Jane Phillips Elementary	130
Ranch Heights Elementary	160
Wayside Elementary	175
Wilson Elementary	185

ELEMENTARY

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>DATES OF FUNDRAISERS</u>
General Administrative Account (801)	1. Cookie Dough Fundraiser 2. Donations/Grants 3. Lost Agendas 4. Rebates 5. Recycling 6. Refunds 7. School Directory 8. School Pictures 9. Student Store 10. T-Shirts/Sweatshirts 11. Vending Machines 12. Yearbooks	1. Books/Instructional Materials 2. Building Maintenance 3. Cards/Flowers 4. Charitable Donations 5. Communication Expenses 6. Computer Equipment/Software 7. Equipment 8. Equipment Repairs 9. Family Emergencies 10. Field Trips 11. Furniture 12. Health, First Aid, Hygiene Supplies 13. Maintenance Items 14. Materials 15. Outdoor Signs 16. Parent/Volunteer Recognition 17. Photography Expenses 18. Playground Equipment 19. Postage/Shipping Charges 20. Presenter Fee/Expenses 21. Printing 22. Refreshments 23. Refunds 24. Reimbursements 25. Rental Fees 26. Staff Developments 27. Staff Recognition 28. Student/Staff T-Shirts /Sweatshirts 29. Student Assessment 30. Student Recognition 31. Student Special Needs 32. Subscriptions 33. Supplies 34. Transportation/Travel Expenses 35. Workshop/Meeting/Seminar Expenses 36. Yearbook Cost	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Ongoing 8. Ongoing 9. Ongoing 10. Ongoing 11. Ongoing
General Refund Account (803)	1. Damage of School Property 2. Fee Collections 3. Lost Books 4. Rental of Property 5. Sale of Property/Equipment	1. Refunds 2. Transfer to General Fund	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing

HOOVER**SITE: 120**

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>DATES OF FUNDRAISERS</u>
STEAM Program (844)	1. Donations	1. Refreshments/Food 2. Reimburse Payroll Expenses 3. Supplies 4. Transportation 5. Tshirts	1. Ongoing

RANCH HEIGHTS**SITE: 160**

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>DATES OF FUNDRAISERS</u>
ATLAS (843)	1. Donations	1. Books/Instructional Materials 2. Field Trips 3. Furniture 4. Health, First Aid, Hygiene Supplies 5. Materials for Special Projects 6. School & Art Supplies 7. Sensory Materials 8. Student Recognition	1. Ongoing
Service Club (915)	1. Donations/Grants 2. Student Store Sales	1. Field Trip Expenses 2. Refreshments 3. Refunds 4. Reimbursements 5. Staff Development Materials 6. Staff Recognition 7. Student Recognition 8. Supplies/Materials 9. Supplies for Store	1. Ongoing 2. Ongoing

MIDDLE SCHOOL ACCOUNT

CENTRAL**SITE: 505****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

General Administrative Account (801)

1. Anthology Sales
2. Candy/Food Sales
3. Donations/Grants
4. Faculty Shirt Sales
5. Fundraiser Sales
6. Recycling
7. Testing Fees
8. Vending Machines

1. Academic/Attendance Awards
2. Books/Materials
3. Cards/Flowers
4. Community Involvement
5. Donations
6. Drama Expenses
7. Equipment Maintenance
8. Fees/Registration
9. Furniture
10. Honorariums
11. Meeting Expenses
12. Parent/Patron Recognition/Appreciation/
Memorials
13. Portraits (Staff Recognition)
14. Postage
15. Printing
16. Refreshments
17. Refunds/Reimbursements
18. Resale Items
19. Shipping
20. Software/Hardware
21. Speaker Fees/Expenses
22. Staff Appreciation/Recognition/Memorials
23. Staff Travel Expenses
24. Student Activities
25. Student Appreciation/Recognition/
Incentives/Memorials
26. Student Needs
27. Student Travel Expenses
28. Supplies/Materials/Equipment

1. Year Round
2. Year Round
3. Year Round
4. Year Round
5. Year Round

General Refund Account (803)

1. Damage of School Property
2. Fee Collections
3. Lost books
4. Rental of Property
5. Sale of Property/Equipment

1. Refunds
2. Transfer to General Fund

1. As Needed
2. As Needed
3. Year Round
4. Year Round
5. As Needed

CENTRAL
ACCOUNT NAME

SITE: 505

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Art Club (807)	<ol style="list-style-type: none">1. Arts/Craft Sales2. Donations/Grants3. Fundraiser Sales	<ol style="list-style-type: none">1. Arts/Craft Supplies2. Cleaning Supplies for Art Projects3. Fundraiser Expenses4. Refreshments	<ol style="list-style-type: none">1. As Needed2. As Needed3. Year Round4. Year Round5. As Needed
Broadcasting (809)	<ol style="list-style-type: none">1. Advertisements2. Business Sponsorships3. Camps4. Donations/Grants5. Event Sponsorships6. Recycling7. Shirt Sales8. Spirit Sales9. Snack Sales10. Student Activities (Self Promo)	<ol style="list-style-type: none">1. Apparel, Uniforms, Shirts2. Broadcasting Equipment, Furniture & Supplies3. Hardware, Supplies, Tools & Equipment4. Lodging/Travel - Staff & Students5. Membership Dues/Subscriptions6. Office/Classroom Supplies7. Refreshments/Meals8. Reward Parties, etc9. Team Camps/Workshops10. Technology Equipment (Laptop & Programs, etc)11. Transportation	<ol style="list-style-type: none">1. Ongoing2. Ongoing3. Ongoing4. Ongoing5. Ongoing6. Ongoing7. Ongoing8. Ongoing9. Ongoing10. Ongoing

**CENTRAL
ACCOUNT NAME**

SOURCE OF REVENUE

SITE: 505

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Music (878)

1. Dues
2. Fees
3. Donations/Grants
4. Trip Expenses

1. Award/Trophies/Medals
2. Chorus Expenses
3. Dues
4. Fees
5. Postage
6. Refunds
7. Reimbursements
8. Trip Expenses

1. As Needed
1. Aug. -Sept., Dec. - Jan.
2. Aug. -Sept., Dec. - Jan.
3. As Needed

National JHS (885)

1. Bake Sales
2. Car Washes
3. Contests
4. Dances
5. Donations/Grants
6. Dues
7. Faculty/Student Events
8. Food/Drink/Candy Sales
9. Movie Night
10. T-Shirts

1. Community Projects
2. Contest Fees
3. Donations
4. Family Benevolence
5. Food Items
6. Parties
7. Postage
8. Recognition
9. Refunds
10. Reimbursements
11. School Gifts
12. Shirts
13. Supplies
14. Travel Expenses
15. Trips

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing
9. Ongoing
10. Ongoing

Orchestra (887)

1. Donations/Grants
2. Fundraiser Sales
3. Orchestra Books/Supplies
4. Solo/Ensemble Contest Fees

1. Items for Fundraising
2. Orchestra Books/Supplies
3. Solo & Ensemble Contest Fees

1. As Needed
-

**CENTRAL
ACCOUNT NAME**

SOURCE OF REVENUE

SITE: 505

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Pep Club (894)

1. Car Washes
2. Bake Sales
3. Donations/Grants
4. Uniform Parts
5. Clinic Fees

1. Instructional Services
2. Refunds & Reimbursements
3. Spirit Materials
4. Travel Expenses
5. Uniform Parts

1. Aug. - Sept.
2. Aug. - Sept.
3. As Needed
4. Spring & Fall
5. Spring & Fall

Pictures (895)

1. Picture Sales

1. Academic/Attendance Awards
2. Books/Materials
3. Cards/Flowers
4. Community Involvement
5. Donations
6. Equipment Maintenance
7. Fees/Registration
8. Furniture
9. Parent/Patron Recognition/Appreciation
10. Postage
11. Printing
12. Refreshments
13. Refunds/Reimbursements
14. Software/Hardware
15. Staff Appreciation/Recognition
16. Staff/Student Travel Expenses
17. Student Appreciation/Recognition/Incentives
18. Supplies/Materials/Equipment

1. Aug. & Feb.

Service Club (915)

1. Donations/Grants
2. Student Store Sales

1. Refunds
2. Reimbursements
3. Replenish Stock
4. Supplies

1. Ongoing
 2. As Needed
-

CENTRAL
ACCOUNT NAME

SOURCE OF REVENUE

SITE: 505

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Student Council (926)

1. Back To School Parties
2. Bake Sales
3. Car Washes
4. Convention Orders
5. Donations/Grants
6. Fundraising Sales
7. Halloween Parties
8. Spirit Sales
9. Spring Parties
10. Student Store Sales

1. Classroom Materials
2. Dance/Party Expenses
3. Decorations
4. DJ Services
5. Donations
6. Gifts for School
7. Items for Fundraisers
8. Paper Goods
9. Refreshments
10. Refunds
11. Reimbursements
12. Rental of Non-School Facilities
13. Replenish Student Store Stock
14. Security
15. Spirit Sales
16. StuCo Charter Membership
17. Student Awards/Appreciation
18. Student Council Trip Expenses
19. Student Materials
20. Student Newspaper Expenses
21. Turkeys for Heritage Day
22. Youth Canteen Use Expenses

1. September
2. Two-three times a year
3. Aug. - Sept.
4. Nov.
5. As Needed
6. Ongoing
7. Oct.
8. Game Season
9. Apr. - May

Dance Club
(950)

1. Donations
2. Dues/Fees
3. Fundraising
4. Selling T-Shirts

1. Dance Uniforms
2. Donations
3. Fees/Registrations
4. Student Travel Expenses
5. T-Shirts/Resale Items

1. Ongoing
-

CENTRAL
ACCOUNT NAME

SOURCE OF REVENUE

SITE: 505

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Technology Student Association
(960)

1. Awards
2. Donations
3. Dues/Fees
4. Fundraising Sales
5. Reimbursements

1. Conferences/Travel
2. Donations/Reimbursements
3. Dues/Contest Fees
4. Equipment/Supplies
5. Prizes
6. Postage/Shipping/Freight
7. Refreshments
8. Scholarships
9. Shirts/Clothing
10. State/Regional/National Competitions

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing

Yearbook (990)

1. Ads
2. Donations/Grants
- 3 Fundraising Sales
4. Yearbook Sales

1. Camera Equipment/Supplies
2. Film/Development
3. Fundraiser Expenses
4. General Supplies
5. Monthly Newspaper Expenses
6. Printing
7. Publication Expenses
8. Refreshments (i.e. yearbook signing party)
9. Refunds/Reimbursements
10. Yearbook Cost
11. Yearbooks

1. As Needed
 2. Ongoing
 3. Through Year
 4. Ongoing
-

MADISON
ACCOUNT NAME

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

General Administrative Account (801)

- | | | |
|--|-----------------------------------|----------------------------|
| 1. Box Tops for Education | 1. Appliances | 1. Ongoing |
| 2. Candy Sales | 2. Building Improvements | 2. Ongoing |
| 3. Canteen Party | 3. Cards & Flowers | 3. Ongoing |
| 4. Donations/Grants | 4. Consumable Technology Supplies | 4. Ongoing |
| 5. Faculty vs. Student Events | 5. Contest Fees | 5. Ongoing |
| 6. Food/Drink Sales | 6. Digital Photography Lab | 6. Ongoing |
| 7. Food Labels | 7. Donations | 7. Ongoing |
| 8. Partnerships/Sponsorships | 8. Dues | 8. Ongoing |
| 9. Photo Booth | 9. Food Items | 9. Ongoing |
| 10. Recycle Paper/Cell | 10. Furniture & Equipment | 10. Ongoing |
| 11. Sale of Class Rings | 11. Geometry Templates | 11. Ongoing |
| 12. Sale of Dry Food Goods | 12. Ground Beautification | 12. Ongoing |
| 13. Sale of Mugs | 13. Instructional Equipment | 13. Aug.- Oct, Mar. & Apr. |
| 14. Sale of Student Materials/Supplies | 14. Maintenance Agreements | |
| 15. School Picture Sales | 15. Notary/ Bond Renewal, Etc. | |
| 16. Testing Fees | 16. Parent/Volunteer Recognition | |
| 17. T-Shirt/Sweatshirt Sales | 17. PE Equipment | |
| | 18. Photo Booth Supplies | |
| | 19. Postage | |
| | 20. Printing | |
| | 21. Professional Development | |
| | 22. Recognition Awards | |
| | 23. Refreshments | |
| | 24. Refunds | |
| | 25. Security Fees | |
| | 26. Staff & Student Recognition | |
| | 27. Student Activities | |
| | 28. Student Rewards | |
| | 29. Student/Staff Travel | |
| | 30. Supplies | |
| | 31. Technology | |
| | 32. Tests | |
| | 33. Travel/Mileage Reimbursements | |
| | 34. Uniforms | |
-

MADISON
ACCOUNT NAME

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

General Refund Account (803)

1. Damage of School Property
2. Fee Collections
3. Library Fines
4. Lost books
5. Recycle Printer Cartridges
6. Rental of Property
7. Sale of Property/Equipment

1. Refunds
2. Transfer to General Fund

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing

Broadcasting (809)

1. Advertisements
2. Bake Sales
3. Candy Sales
4. Car Washes
5. Discount Card Sales
6. Donations/Grants
7. Shirt Sales

1. Broadcasting Equipment/
Supplies/Furniture
2. Computer Supplies
3. Registration Fees
4. Shirts/Apparel
5. Technology
6. Transportation
7. Travel Expenses
8. Workshops

1. Ongoing
 2. Ongoing
 3. Ongoing
 4. Ongoing
 5. Ongoing
 6. Ongoing
 7. Ongoing
-
-

MADISON
ACCOUNT NAME

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Cheerleaders (820)

1. Bake Sales
2. Candy Sales
3. Car Washes
4. Dances
5. Donations/Grants
6. Garage Sales
7. Gift Sales
8. Magazine Sales
9. Parties
10. Pom Pons
11. Spirit Sales
12. T-Shirts

1. Camp Fees
2. Camp Scholarships
3. Donations
4. Equipment
5. Food/Snacks
6. Instructor Fees
7. Parties
8. Refunds
9. Reimbursements
10. Spirit Sales
11. Supplies, Materials
12. Travel Expenses
13. Uniforms

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing
9. Ongoing
10. Ongoing
11. Ongoing
12. Ongoing

Choral Club (821)

1. Choir Shirts
2. Contest Fees
3. Donations/Grants
4. Drama Production
5. Uniform Cleaning

1. Cleaning of Uniforms
2. Contest Fees
3. Materials
4. Refunds
5. Rental/Royalty Charges
6. Supplies
7. Travel Expenses

1. Ongoing
 2. Ongoing
 3. Ongoing
 4. Ongoing
-
-

MADISON
ACCOUNT NAME

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Vision Quest (834)

1. Box Tops for Education
2. Campbell's Soup Labels
3. Collection of Fee/Dues
4. Donations/Grants
5. Food/Drink/Candy Sales
6. Recycle Paper/Cell Phones/Cartridge
7. Student Store

1. Community Projects
2. Donations
3. Dues/Contest Fees
4. Equipment
5. Parties
6. Refreshments
7. Staff & Student Recognition
8. Student Activities
9. Student/Staff Travel

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing

Music (878)

1. Brochure Sales
2. Candy Sales
3. Contest Fees
4. Donations/Grants
5. Parades
6. Student Sales of Items in Brochures

1. Band Materials/Instruments
2. Band Supplies
3. Band T-Shirts
4. Camp Scholarships
5. Clinicians
6. Contest Fees
7. Incentive/Recognition Activity
8. Postage
9. Refunds
10. Repairs
11. Trip Expenses

1. Oct.-Dec.
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing

National Jr. Honor Society (885)

1. Bake Sales
2. Car Washes
3. Contests
4. Dances
5. Donations/Grants
6. Dues
7. Faculty/Student Events
8. Food/Drink/Candy Sales
9. Fundraising Sales
10. Garage Sales
11. Movie Night
12. Ribbon Sales
13. T-shirt Sales

1. Community Projects
2. Contest Fees
3. Donations
4. Family Benevolence
5. Food Items
6. Parties
7. Postage
8. Recognition
9. Refunds
10. Reimbursements
11. School Gifts
12. Shirts
13. Supplies
14. Travel Expenses
15. Trips

1. Ongoing
 2. Ongoing
 3. Ongoing
 4. Ongoing
 5. Ongoing
 6. Ongoing
 7. Ongoing
 8. Ongoing
 9. Ongoing
 10. Ongoing
-

MADISON
ACCOUNT NAME

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Student Council (926)

1. Brochure Sales
2. Candy Sales
3. Concessions at Athletic Events
4. Donations/Grants
5. Fall/Spring Parties
6. Food/Drink/Candy Items from
Athletic Events to Concessions
7. Lolligrams/Valentines
8. Parties
9. Recycling of Donated Cell Phones
10. Ribbon Sales
11. Spirit Shirts
12. Spirit Buttons
13. Ticket Sales for Party Events

1. Beautification of School Grounds
2. Class Gift at End School Year
3. Community Projects
4. Decorations for Activities/Dances
5. Donation for Youth Canteen
6. Donations
7. Family Benevolence
8. Food/Drink/Candy Items
9. Leadership Conference
10. Pep Assemblies
11. Refunds
12. Reimbursements
13. School Gifts
14. Spirit Supplies
15. Student/Staff Trips
16. Student Activities/Parties
17. Student Rewards
18. Teacher/Staff Appreciation
19. Welcome Back Gifts

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing
9. Ongoing

Dane Club (950)

1. Donations/Grants
2. Dues/Fees
3. Fundraising Sales
4. Selling T-Shirts

1. Dance Uniforms
2. Donations
3. Fees/Registrations
4. Student Travel Expenses
5. T-Shirts/Resale Items

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing

Technology Student Association
(960)

1. Awards
2. Donations
3. Dues
4. Fundraising Sales
5. Reimbursements

1. Conferences/Travel
2. Donations/Reimbursements
3. Dues/Contest Fees
4. Equipment/Supplies
5. Prizes
6. Postage/Shipping/Freight
7. Refreshments
8. Scholarships
9. Shirts/Clothing
10. State/Regional/National Competitions

1. Ongoing
 2. Ongoing
 3. Ongoing
 4. Ongoing
 5. Ongoing
-

MADISON
ACCOUNT NAME

SOURCE OF REVENUE

SITE: 510

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Yearbook (990)

1. Ad Sales
2. Brochure Sales
3. Candy Sales
4. Car Washes
5. Discount Card Sales
6. Donations/Grants
7. Holiday Sales
8. Movie Night
9. Recycle Printer Cartridges
10. Recycle Various Items
11. Sweatshirt Sales
12. Silent Auction
13. Yearbook Sales

1. CDs or Flash Drives
2. Computer Supplies
3. Conferences
4. Digital Cameras
5. Equipment/Supplies
6. Film Developing
7. Film Purchase
8. Materials
9. Printing
10. Refreshments
11. Refunds
12. Reimbursements
13. Student Activities
14. Student/Staff Travel
15. T-Shirts
16. Workshops
- 17 Yearbook Costs/Supplies

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing
9. Ongoing
10. Ongoing

Archery Club (994)

1. Contest Fees
2. Donations/Grants
3. Faculty vs. Student Events
4. Food/Drink Sales
5. Gift Sales
6. Parties/Dances
7. Recycling Paper/Cell
8. T-Shirt Sales

1. Community Expenditures/Projects
 2. Contest Fees
 3. Decorations
 4. Equipment
 5. Food/Drink/Candy Items
 6. Shirts
 7. Student Recognition
 8. Student/Staff Travel
 9. Supplies
 10. Travel Expenses
-

HIGH SCHOOL ACCOUNTS

HIGH SCHOOL**ACCOUNT NAME**

General Administrative Account (801)

SOURCE OF REVENUE

1. Club Dues
2. Commissions
3. Concession Sales
4. Dinners
5. Donations/Grants
6. Fees
7. Field Trip Charges
8. Fundraisers
9. Parking Permit Sales
10. Picture Sales
11. Poinsettia Sales
12. Recycling Fees
13. School Dances
14. School Directory Sales
15. School Supply Sales
16. Student Badge Replacement
17. Testing Fees
18. Vending Machines

SITE: 705**APPROVED EXPENDITURES**

1. Academic/Attendance Awards
2. Appliances
3. Assist Student Organizations
4. Blank Badges & Printer Supplies
5. Bronze Bear - Maintenance and Repair
6. Building /Office Improvements/Enhancements
7. Cards/Flowers
8. Catering Services
9. Charitable Donations
10. Classroom Equipment
11. Classroom Supplies/ACT Prep Books
12. Club Supplies
13. Consultant Fees/Expenses
14. Consumable Technology Supplies
15. Covering for Gym Floor
16. Dues/Fees
17. Equipment
18. Gifts for Various Guests
19. Graduation Expenses
20. Meals
21. Mileage
22. Misc. Rental Charges
23. Parties
24. Picture Charges
25. Postage Charges
26. Printing
27. Refreshments for Meetings
28. Refreshments for Students
29. Refunds
30. Registration Fees
31. Reimbursements
32. School Board Recognition
33. Security Fees
34. Speaker Honorariums
35. Staff Awards/Prizes
36. Staff Recognition
36. Staff Travel Reimbursement
37. Stamps/Postage Charges
38. Student Gifts

DATES OF FUNDRAISERS

1. Ongoing

cont'd.

HIGH SCHOOL
ACCOUNT NAME

SITE: 705

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

General Administrative Account (801)
cont'd.

- 39. Subscriptions
- 40. Student Gifts
- 41. Student Recognition
- 42. Student Travel
- 43. Substitute Teacher Recognition
- 44. Supplies/Material
- 44. Support Staff Supplies/Equipment/Recognition/Awards
- 45. Teacher Recognition
- 46. Teacher Recognition
- 47. Teacher Supplies
- 48. Testing Fees
- 49. Travel
- 49. T-Shirts
- 50. Volunteer/Guest Recognition
- 51. Wholesale Membership Cards

General Refund Account (803)

- 1. Book Rebinding/Damage Fees
- 2. Copy Charges
- 3. Damage of School Property
- 4. Fee Collections
- 5. Library Fines
- 6. Lost Agendas
- 7. Lost books
- 8. Rental of Property
- 9. Sale of Property/Equipment

- 1. Refunds
- 2. Transfer to General Fund

- 1. Ongoing
- 2. Ongoing
- 3. Ongoing
- 4. Ongoing
- 5. Ongoing
- 6. Ongoing
- 7. Ongoing

AP Exams (804)

- 1. Donations/Grants
- 2. Exam Fees
- 3. Refunds from State

- 1. AP Materials for Students
- 2. AP Monitors
- 3. AP T-Shirts
- 4. AP Workshops for Teachers
- 5. Building Rental Expense
- 6. Exam Fees
- 7. Student Exam Fee Refunds
- 8. Supplies/Materials/Equipment
- 9. Travel for Workshops

- 1. Ongoing
- 2. Mar. – May
- 3. Ongoing

**HIGH SCHOOL
ACCOUNT NAME****SOURCE OF REVENUE**

SITE: 705

APPROVED EXPENDITURES**DATES OF FUNDRAISERS**

Art Club (807)

1. Art Sales
2. Bake Sales
3. Block Party Booth
4. Buttons
5. Calendars
6. Candy Bar Sales
7. Clothing - Paint/Designs
8. Donations/Grants
9. Dues
10. Face Painting
11. Garage Sales
12. Photography Retouching
13. T-Shirt Design
14. T-Shirt Sales

1. Art Awards
2. Donations
3. Dues/Fees
4. Equipment
5. Field Trips
6. Fundraiser Merchandise
7. Furniture/Fixtures
8. Garage Sales Expenses
9. Refreshments
10. Refunds
11. Reimbursements
12. Service Projects
13. Student Awards
14. Supplies
15. T-Shirts
16. Travel

1. Ongoing
2. October
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Fall
8. October
9. Ongoing
10. Ongoing
11. Ongoing
12. Ongoing

Broadcasting (809)

1. Advertisements
2. Business Sponsorships
3. Camps
4. Donations/Grants
5. Event Sponsorships
6. Recycling
7. Shirt Sales
8. Spirit Sales
9. Snack Sales
10. Student Activities (Self Promo)

1. Apparel, Uniforms, Shirts
2. Broadcasting Equipment, Furniture & Supplies
3. Hardware, Supplies, Tools & Equipment
4. Lodging/Travel - Staff & Students
5. Office/Classroom Supplies
6. Refreshments/Meals
7. Reward Parties, etc
8. Team Camps/Workshops
9. Technology Equipment (Laptop & Programs)
10. Transportation

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing
9. Ongoing
10. Ongoing

**HIGH SCHOOL
ACCOUNT NAME**

SOURCE OF REVENUE

SITE: 705

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Choral Club (821)

1. Choir T-Shirt Sales
2. Cost of Uniforms
3. Donations/Grants
4. Fees
5. Uniform Cleaning

1. Choir T-Shirts
2. Entry Fees
3. Instruments
4. Materials/Equipment
5. Music
6. Printing Charges
7. Refreshments
8. Refunds
9. Reimbursements
10. Special Supplies
11. Student Awards
12. Travel Cost
13. Uniform Cleaning Expenses
14. Uniform Fabric

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Spring

Drama (833)

1. Ad Sales
2. Candy Sales
3. Corporate Sponsorships
4. Donations/Grants
5. Dues & Fees
6. Ticket Sales

1. Advertising
2. Consultant Fees/Expenses
3. Costume Rental for Play Production
4. Drama Production Expenses
5. Play Production Costs
6. Field Trips
7. Printing
8. Reimbursements
9. Rentals (Scenic/Light/Sound/Special Effects)
10. Royalties
11. Scene Construction
12. Scripts
13. Student Membership Dues to International
14. Supplies for Cany Sales
15. Supplies/Materials/Equipment
16. T-Shirt Sales
17. Thespian Society & National Forensic
18. Student Travel to Play/Festivals/Competitions

1. Oct. - Nov., Feb. & Apr.
2. Sept. - May
3. Sept. - Apr.
4. Sept. - May
5. Oct. - Nov., Feb. & Apr.

BPA (836)
Agricultural Education

1. Advertising
2. Donations/Grants
3. Dues and Fees
4. Event Sponsorships
5. FFA Fundraisers
6. Merchandise Sales
7. Sales & Concessions

1. Advertisement/Printing
2. Ag Curriculum/Materials/Supplies
3. Ag Equipment, Trailers, and Vehicles
4. Catering Expenses/Refreshments
5. Donations/Grants/Awards
6. FFA Jackets and Uniforms
7. Furniture
8. Guest Speaker Fees
9. Recognition/Awards
10. Registration for Conferences and Stock
11. Repairs/Maintenance
12. Subscriptions/Membership Dues
13. Technology
14. Travel Expenses and Lodging

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing

**HIGH SCHOOL
ACCOUNT NAME**

SOURCE OF REVENUE

SITE: 705

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

BPA (837)
Environmental Club

1. Chevron Dovation
2. Bake Sale
3. Garage/Rummage Sale
4. T-Shirt Sale

1. Club T-shirts
2. Recycling Services
3. Related Recycling Expenses

1. Ongoing
 2. Ongoing
 3. Ongoing
 4. Ongoing
-

Bruin Bundles (838)

1. Enrollment Preorders
2. Graduation Orders
3. Merchandise Sales
4. Web Orders (InTouch)

1. Bags/Wraps
2. Balloons/Weights
3. Candy
4. Cards
5. File Folders
6. Ink Pens/Markers, etc.
7. Locking Cash Box
8. Locking Storage
9. Ribbons
10. Stickers

1. Ongoing
 2. Ongoing
 3. Ongoing
 4. Ongoing
-

BHS SpEd (839)

1. Grants/Donations

1. Classroom Supplies/Task Boxes
 2. Field Trips (incl. Food)
 3. Furniture (incl Storage)
 4. Homecoming Float Decorations
 5. Kitchen Supplies
 6. Manipulatives
 7. Printer Ink (Color & B&W)
 8. Refreshments
 9. Shirts
 10. Teaching Materials
 11. Transportation
-

1. Ongoing

BPA (841)
Business Professionals
of America

1. Block Party
2. Candy Sales
3. Data Match
4. Donations/Grants
5. Dues
6. Fundraisers for Chapter
7. Kiosk Sales
8. T-Shirts

1. BPA Projects
 2. Charitable Donations
 3. Dues/Fees
 4. Materials/Equipment
 5. Printing
 6. Refreshments
 7. Refunds
 8. Registration
 9. Reimbursements
 10. State Leadership Conference
 11. Student Awards
 12. Supplies/Materials/Equipment
 13. Travel Expenses
 14. T-Shirts
-

1. Oct.
2. Ongoing
3. Spring
4. Ongoing
5. Fall
6. Ongoing
7. Ongoing
8. Ongoing

**HIGH SCHOOL
ACCOUNT NAME**

SITE: 705

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

French Club (845)

1. Valentine Telegrams
2. Donations/Grants
3. Candy Sales
4. Nat'l French Exam Registration
5. Dues/Fees

1. Dues/Fees
2. Field Trips
3. Refreshments/Meals
4. Refunds
5. Reimbursements
6. Special Projects
7. Student Recognition/Awards
8. Supplies/Materials/Equipment
9. T-Shirts
10. Travel/Lodging

1. Feb.
2. Ongoing
3. Ongoing
4. Dec.
5. Ongoing

Musical Production (880)

1. Cleaning
2. Donations/Grants
3. Fees
4. Refunds
5. Ticket Sales
6. T-Shirts

1. Advertising for Musical
2. Auditorium Equipment
3. Batteries
4. Choreographer
5. Consultant Fees/Expenses
6. Dues/Fees
7. Instruments
8. Lighting
9. Materials
10. Music Supplies
11. Musical Awards
12. Musical Performance Supplies
13. Orchestra
14. Piano Tuning
15. Printing Charges
16. Refreshments
17. Refunds
18. Rehearsal Equipment
19. Reimbursements
20. Rental/Royalty Charges
21. Scene Construction
22. Supplies/Equipment
23. Technical Assistance
24. T-Shirts
25. Uniform and Costume Cleaning

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Apr. – May
6. Ongoing

National Honor Society (881)

1. Bake Sale
2. Beverage Sales
3. Block Party Booth
4. Car Wash
5. Donations/Grants
6. Dues
7. Fundraisers for Charitable
8. Student Stole Purchase
9. T-Shirt Sales
10. Valentine Fundraiser

1. Charitable Donations
2. Dues/Fees
3. Graduation Expenses
4. Ice Cream Social
5. Induction Ceremony
6. Refreshments
7. Refunds/Reimbursements
8. Registration
9. School Spirit
10. Stole Purchase
11. Student/Staff Recognition
12. Supplies
13. T-Shirts
14. Travel Expenses

1. Oct.
2. Ongoing
3. Fall
4. Spring

**HIGH SCHOOL
ACCOUNT NAME**

SITE: 705

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Newspaper (882)

1. Ad Sales
2. Advertising
3. Bake Sale
4. Block Party Nacho Booth
5. Book/Copy Sales
6. Car Washes
7. Distribution Party
8. Donations/Grants
9. Fees
10. Garage Sales
11. Posters Program
12. Restaurant Percentage Nights
13. Silent Auction
14. Spaghetti Dinner
15. Sponsor Dinner
16. Sponsorships
17. Stocking Stuffers
18. Subscriptions
19. Yearbook Ad-Ons

1. Dues/Fees
2. Materials/Equipment
3. On-line Subscriptions
4. Printing
5. Refreshments
6. Refunds
7. Registration Fees
8. Reimbursements
9. Scholarships
10. Speaker Fees
11. Student Awards
12. Summer Camp Expenses
13. Supplies
14. T-shirts
15. Travel Expenses

1. Fall
2. Ongoing
3. Fall
4. October
5. Fall
6. Fall
7. Ongoing
8. Fall
9. Ongoing
10. Fall
11. Ongoing
12. Ongoing
13. Fall
14. Spring
15. Spring
16. Ongoing
17. Ongoing
18. Ongoing
19. Ongoing

Orchestra (887)

1. Fees
2. Donations/Grants
3. Uniform Cleaning
4. Refunds

1. Classroom/Instrument Supplies
2. Entry Fees
3. Instruments
4. Refreshments
5. Refunds
6. Reimbursements
7. Travel Expenses
8. Uniform Cleaning

1. Ongoing
2. Ongoing

BHS Band (889)

1. Ad Sales/Sponsorships
2. Apparel
3. Awards/Scholarships
4. Bake Sales
5. Candy Sales
6. Car Washes
7. Contests/Entry Fees/Reg & Dues
8. Concerts/Performances/Ticket Fees
9. Damage of School Property
10. Donations/Grants
11. Equipment/Property Sales
12. Fees for Lost Books/Equipment
13. Fees for Uniform/Costume Cleaning
14. Flags, Rifles, Sabres
15. Fundraisers
16. Instrument/Equipment Rental
17. Parades/Parties
18. Special Services
19. Spirit Sales
20. Refunds/Reimbursements

1. Advertising
2. Awards/Trophies
3. Clinicians
4. Consultant Fees/Expenses
5. Donations
6. Materials/Equipment/Instruments
7. Family Benevolence
8. Incentive/Recognition Activities
9. Instrument/Equip Repairs & Maintenance
10. Membership Dues (Staff/Students)
11. Music Purchases/Rentals
12. Parties/Decorations
13. Postage
14. Refreshments
15. Refunds
16. Registration Dues/Fees (Contests,Entry Fees)
17. Repairs
18. Royalty Fees
19. Scholarships (Camp Fees, etc)
20. Software Purchases/Subscriptions
21. Spirit Sales
22. Staff/Student Recognition
23. Supplies
24. Technical Assistance
25. Travel Expenses
26. T-Shirts/Apparel - Students/Staff

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing
9. Ongoing
10. Ongoing
11. Ongoing
12. Ongoing
13. Ongoing
14. Ongoing
15. Ongoing
16. Ongoing
17. Ongoing
18. Ongoing
19. Ongoing

**HIGH SCHOOL
ACCOUNT NAME**

SOURCE OF REVENUE

SITE: 705

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

World Language Club (917)

1. Bake Sales
2. Block Party Booth
3. Car Washes
4. Dinner
5. Donations/Grants
6. Dues
7. Garage Sales
8. Silent Auction
9. T-Shirt Sales

1. Club Projects
2. Dues/Fees
3. Postage
4. Refreshments
5. Refunds
6. Reimbursements
7. Student Awards
8. Supplies
9. T-Shirts
10. Travel

1. Oct.
2. Ongoing
3. Ongoing
4. Fall

Spanish Honor Society (918)

1. Block Party Booth
2. Donations/Grants
3. Dues
4. National Spanish Exam Fees

1. Club Projects
2. Dues/Fees
3. National Spanish Exams
4. Refreshments
5. Refunds
6. Reimbursements
7. Student Awards
8. Supplies
9. T-Shirts

1. Oct.
2. Ongoing
3. Fall
4. Spring

Speech Program (919)

1. Ad Sales
2. Concession Sales
3. Donations/Grants
4. Dues/Fees
5. Homecoming Booth
6. Play Ticket Sales
7. T-Shirt Sales
8. Tournament Fees

1. Concession Supplies
2. Donations
3. Dues/Fees
4. National Tournament Trophies
5. Printing Charges
6. Refreshments/Meals
7. Refunds
8. Reimbursements
9. Rentals
10. Speech Tournament Fees
11. Supplies, Materials/Equipment
12. Travel & Lodging
13. Trophies

1. Spring
2. Ongoing
3. Ongoing
4. Ongoing
5. Oct.
6. Spring
7. Ongoing
8. Continuous

Shogi Club (920)

1. Bake Sales
2. Donations/Grants
3. Food Sales
4. Merchandise Resale

1. Apparel
2. Competition - Shogi
3. Dues/Fees
4. Transportation

1. Ongoing
 2. Ongoing
 3. Ongoing
 4. Ongoing
-

**HIGH SCHOOL
ACCOUNT NAME**

Student Council (926)

SOURCE OF REVENUE

1. Block Party Booth
2. Canned Food Drive
3. Car Washes
4. Catalog Sales
5. Class Gift
6. Clothes Drive
7. Concession Stand
8. Crush Week
9. DJ Service
10. Donations/Grants
11. Dues/Fees
12. Fall Conference
13. Food Sales
14. Holiday Grams
15. Homecoming Dance
16. Homecoming T-Shirts
17. Kidnap the Teacher
18. Kids Night Out
19. Kiss a Senior Goodbye
20. Misc. Trip Fees
21. Movie Night
22. Parking Auction
23. Parking Space Raffle
24. Penny Wars
25. Pizza Fundraiser
26. Prom Tickets
27. Refunds
29. School Souvenirs
30. Senior Videos
31. Sonic
32. Spring Conference
33. Spring Dance
34. T-Shirt Sales
35. Twister Tournament
36. Valentine Carnations

SITE: 705

APPROVED EXPENDITURES

1. Appreciation Gifts for Staff/Students
2. Charitable Donations
3. Class Gift
4. Dues/Fees
5. Food Baskets for Needy
6. Gifts for Needy
7. Graduation Expenses
8. Leadership Breakfast/Luncheons
9. Materials/Equipment
10. Music for Prom & Dances
11. Postage
12. Prizes and Gift Cards
13. Prom
14. Prom Expenses
15. Refreshments
16. Refunds
17. Reimbursements
18. Security Guard Fees
19. StuCo Projects
20. Supplies
21. Surplus Product Sales
22. Travel Expenses
23. T-Shirts
24. Various Camps & Training for Members
25. Volunteer Recognition

DATES OF FUNDRAISERS

1. Oct.
2. Ongoing
3. Ongoing
4. Spring
5. Dec. – Mar.
6. Oct.
7. Oct.
8. Jan.
9. Sept.
10. Sept. & Jan.
11. Ongoing
12. Mar. - Apr.
13. Ongoing
14. Ongoing
15. Ongoing
16. Ongoing
17. May
18. Ongoing
19. Ongoing
20. Feb.
21. Sept.– Mar.

Technology Student Association
(960)

1. Awards
2. Donations
3. Dues
4. Fundraising Sales
5. Reimbursements

1. Conferences/Travel
2. Donations/Reimbursements
3. Dues/Contest Fees
4. Equipment/Supplies
5. Prizes
6. Postage/Shipping/Freight
7. Refreshments
8. Scholarships
9. Shirts/Clothing
10. State/Regional/National Competitions

1. Ongoing
 2. Ongoing
 3. Ongoing
 4. Ongoing
 5. Ongoing
-

**HIGH SCHOOL
ACCOUNT NAME**

SOURCE OF REVENUE

SITE: 705

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Science Trek Club (962)

1. Candy Sales
2. Donations/Grants
3. Dues
4. Field Trip Expenses
5. Hat Day
6. Human-I-Tees
7. Mistletoe Sales

1. Charitable Donations
2. Club Projects
3. Improvements to Haley Environmental Lab
4. Membership Dues to BSA (Insurance)
5. Refunds
6. Reimbursements
7. Science Lab Equipment/Supplies
8. Travel Expenses

1. Ongoing
2. Ongoing
3. Fall
4. Ongoing
5. Fall
6. Ongoing
7. Dec.

Technology Support Team (970)

1. Awards
2. Donations
3. Dues/Contest Fees
4. Equipment Sales
5. Fundraiser Sales
6. Insurance Premiums
7. Reimbursements
8. Repair Fees

1. Apparel
2. Awards and Prizes
3. Conferences and Travel
4. Donations
5. Dues/Contest Fees
6. Equipment, Parts, and Supplies
7. Postage, Shipping, and Freight
8. Refreshments
9. Reimbursements
10. Scholarships
11. Staff Compensation - Additional Duty

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing Est, \$10,000+
7. Ongoing
8. Ongoing

Counselors' Special Fund (986)

1. Donations/Grants

1. Clothing
2. Dues/Fees
3. Eye Glasses
4. Food Items
5. Graduation Items (Cap & Gown, etc.)
6. Hearing Aides/Other Special Needs Items
7. Meal Reimbursement for Students/Staff
8. Misc. Student Necessities
9. Prescriptions/Over the Counter Medicine for Students
10. Reimbursements
11. Scholarships

1. Ongoing

Yearbook (990)

1. Ad Sales
2. Advertising
3. Book/Candy Sales
4. Cap Sales (Stocking/Beanie)
5. Car Washes
6. Distribution Party
7. Donations/Grants
8. Fees
9. Garage Sales
10. Merchandise Sales
11. Posters Program
12. Restaurant Percentage Nights
13. Sponsorships
14. Stocking Stuffers
15. T-Shirt Sales
16. Yearbook Accessories
17. Yearbook Ad-Ons

1. Cameras/Film
2. Dues/Fees
3. Furniture/Cabinets
4. Hardware/Lights/Bulbs, etc
5. Kitchen Supplies
6. Postage Charges
7. Printing Charges
8. Refreshments
9. Refunds
10. Reimbursements
11. Scholarships
12. Speaker Fees
13. Supplies
14. Supplies/Materials/Equipment
15. Technology (Laptops/Software, etc)
16. Travel Expenses

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing
9. Ongoing
10. Ongoing
11. Ongoing
12. Ongoing
13. Ongoing
14. Ongoing
15. Ongoing
16. Ongoing

**HIGH SCHOOL
ACCOUNT NAME**

SOURCE OF REVENUE

SITE: 705

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Leadership (992)

1. Donations
2. Candy/Bake Sales
3. Memory Garden Stepping Stone
4. Painted Parking Space
5. T-Shirts
6. Ticket Sales

1. Charitable Donations
2. Field Trip Expenses
3. Laser Tag Fee
4. Refreshments
5. Snacks for Resale
6. Student Awards
7. Supplies
8. T-Shirts

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing

Math Club (993)

1. Competition Fees
2. Corporate Sponsorships
3. Donated Item Sales
4. Donations/Grants
5. Dues
6. Field Trip Charges
7. Food Sales
8. Merchandise Sales
9. Trivia Contests
10. T-Shirt Sales

1. American Math Competition (AMC Online)
2. Awards
3. Dues/Fees
4. Equipment for Team
5. Food
6. Refreshments/Meals
7. Refunds
8. Registration Fees
9. Reimbursements
10. Study Questions
11. Supplies
12. Tournament Fees
13. Transportation Costs
14. Travel/Lodging
15. T-Shirts

1. Ongoing
 2. Ongoing
 3. Ongoing
 4. Ongoing
 5. Ongoing
 6. Ongoing
 7. Ongoing
 8. Ongoing
 9. Ongoing
 10. Ongoing
-

ALTERNATIVE HIGH SCHOOL
ACCOUNT NAME

SITE: 715

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

General Refund Account (803)

1. Damage of School Property
2. Fee Collections
3. Lost books
4. Rental of Property
5. Sale of Property/Equipment

1. Refunds
2. Transfer to General Fund

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing

Alternative High School (805)

1. Ad Sales
2. Candy Sales
3. Donations/Grants
4. Fees
5. Field Trip Charges
6. Krispy Kreme Donut Sales
7. Recycled Materials
8. Snack Sales
9. T-Shirt Sales

1. Appliances
2. Appreciation Gifts for Staff/Students
3. Charitable Donations
4. Class Gift
5. Consultant Fees/Expenses
6. Consumable Technology Supplies
7. Dues/Fees
8. Equipment
9. Field Trips
10. Film/Processing
11. Graduation Items (Caps/Gowns)
12. Materials
13. Printing Charges/Materials
14. Recycling Containers
15. Refreshments
16. Refunds
17. Reimbursements
18. Snacks for Resale
19. Student Recognition/Awards
20. Student Recognition/Incentives
21. Supplement Instructional Funds
22. Supplies
23. Travel Expenses
24. T-Shirts

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing

ATHLETICS ACCOUNTS

ATHLETICS**SITE: 705****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

General Administrative Account (802)

1. Advertisements	1. Ambulance Service	1. July - June
2. Book Sales	2. Books/Videos/Computer Software	2. July - June
3. Concessions	3. Cards/Flowers	3. July - June
4. Donations/Grants	4. Coaches Out-of-District Travel	4. July - June
5. Event Sponsorships	5. Dues/Fees	5. July - June
6. Game Contracts	6. Event Advertisement	6. July - June
7. Gate Receipts	7. Facility Rental	7. July - June
8. Program Books	8. Lodging	8. July - June
9. Refunds	9. Meals	9. July - June
10. Reimbursements from Cancelled Events	10. Officials	10. July - June
11. Reimbursements from OSSAA	11. Other Professional Services	
12. Sale of Property or Equipment	12. Out-of-District Transportation	11. July - June
13. Season Ticket Sales	13. Postage	12. July - June
14. Spirit Sales	14. Refreshments	13. July - June
14. Spirit Sales	15. Refunds	14. July - June
	16. Renovation of Athletic Areas	
	17. Repair of Athletic Areas	
	18. Security	
	19. Supplies/Equipment	
	20. Uniforms	

General Refund Account (803)

1. Damage of School Property	1. Refunds	1. July - June
2. Fee Collections	2. Transfer to General Fund	2. July - June
3. Lost books		3. July - June
4. Rental of Property		4. July - June
5. Sale of Property/Equipment		5. July - June

ATHLETICS
ACCOUNT NAME

SITE: 705

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Baseball Fund (811)

1. 100 Inning Baseball Game	1. Banquet	1. July - June
2. Alumni Organizations	2. Dues/Fees	2. July - June
3. Baseball Cap Sales	3. Equipment	3. July - June
4. Baseball Clinic	4. Field Equipment/Maintenance	4. July - June
5. Business Sponsor Poster	5. Hospitality for Tournaments	5. July - June
6. Concessions	6. Lodging	6. July - June
7. Dances	7. Meals	7. July - June
8. Donations/Grants	8. Out of State Tournaments	8. July - June
9. Game vs. Merchants	9. Poster	9. July - June
10. Gate Workers	10. Refunds	10. July - June
11. Golf Tournament	11. Senior Night	11. July - June
12. Hat Sales	12. Supplies	12. July - June
13. Homecoming Booth/Dance	13. Supplies/Equipment for Indoor Facility	13. July - June
14. JUCO Tournament	14. Team Camps	14. July - June
15. Sonic Car Hops	15. Team Hats	15. July - June
	16. Transportation Costs	
	17. Uniforms	
	18. Website Fee	
	19. Weekend Trip Expenses	

Basketball Fund (813)

1. Advertising in Gym	1. Dues/Fees	1. July - June
2. Camps	2. Equipment	2. July - June
3. Car Washes	3. Lodging	3. July - June
4. Clinics	4. Meals	4. July - June
5. Concessions	5. Refunds	5. July - June
6. Donations/Grants	6. Scrimmage Fees	6. July - June
7. Garage Sales	7. Supplies	7. July - June
8. Golf Tournament	8. Team Camps	8. July - June
9. Homecoming Booth	9. Team Posters	9. July - June
10. Magazine Subscriptions	10. Transportation	10. July - June
	11. Uniforms	

ATHLETICS**SITE: 705****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

Concessions (824)

1. Advertising at Athletic Venues
2. Donations/Grants
3. Pre-Game Hospitality

1. Equipment
2. Equipment/Athletic Area Improvements
3. Facilities
4. Fundraising Expenses
5. Printing
6. Refreshments/Meals
7. Repair of Athletic Areas

1. July - June
2. July - June
3. July - June

Lady Bruins (867)

1. Advertising in Gym
2. Benefit Game
3. Camps/Clinics
4. Candy Sales
5. Car Washes
6. Concessions
7. Cookie Dough
8. Coupon Package
9. Dances
10. Donations/Grants
11. Free Throw-A-Thon
12. Garage Sales
13. Homecoming Booth
14. Magazine Sales
15. Sonic Car Hops
16. T-Shirts

1. Dues/Fees
2. Equipment
3. Lodging
4. Meals
5. Refunds
6. Supplies
7. Team Camps
8. Team Posters
9. Transportation
10. Uniforms

1. July - June
2. July - May
3. Dec. - June
4. July - May
5. July - June
6. July - May
7. July - May
8. July - May
9. July - May
10. July - May
11. Aug. - Nov.
12. July - May
13. July - May
14. July - May
15. July - May
16. July - May

ATHLETICS**SITE:705****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

Football (868)

1. Camps/Clinics
2. Car Washes
3. Field Advertisement
4. Golf Tournament
5. Lift-A-Thon
6. Tailgate Cookout

1. Equipment
2. Lodging
3. Meals
4. Reimbursements
5. Supplies
6. Team Camps
7. Transportation
8. Uniforms

1. July - June
 2. July - June
 3. July - June
 4. July - June
 5. July - June
 6. July - June
-

Wrestling (966)

1. Advertising in Gym
2. Car Washes
3. Donations/Grants
4. First Aid Kit Sales
5. Garage Sales
6. Golf Tournament
7. Hamburger Cook-Outs
8. Lift-A-Thon
9. Raffles
10. Run-A-Thon
11. Spirit Items
12. Wrestle-A-Thon
13. Wrestling Media Guide

1. Camp Expenses
2. Entry Fees
3. Equipment
4. Scales
5. Student Lodging
6. Student Meals
7. Supplies
8. Team Camps
9. Transportation
10. Uniforms
11. Wrestling Tapes

1. July - June
 2. Mar. - Sept.
 3. July - June
 4. July - June
 5. July - June
 6. July - June
 7. July - June
 8. July - June
 9. July - June
 10. Mar. - Nov.
 11. July - June
 12. Nov. - May
 13. July - June
-

Golf (971)

1. Bake Sales
2. Donations/Grants
3. Advertising Sponsors
4. Golf Tournament
5. Pancake Breakfast
6. Sales of Goods

1. Dues/Fees
 2. Equipment
 3. Lodging
 4. Meals
 5. Supplies
 6. Team Camps
 7. Transportation
 8. Uniforms
-

1. Aug. - May
2. Aug. - May
3. Aug. - May
4. Aug. - May
5. Aug. - May
6. Aug. - May

ATHLETICS**SITE: 705****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

Cross Country (973)

1. Car Washes
2. Concessions
3. Donations/Grants
4. Homecoming Booth

1. Banquet
2. Dues/Fees
3. Equipment
4. Lodging
5. Meals
6. Spirit Items
7. Supplies
8. Team Camps
9. Transportation
10. Uniforms

1. July - June
2. Sept. - Oct.
3. July - June
4. Sept. - Nov.

Soccer (977)

1. Bruin Soccer Camp
2. Marathon Soccer Game
3. Chili Supper/Player Auction
4. Concessions
5. Donations/Grants
6. Meat Sales
7. Spirit Sales

1. Bags/Warm-ups
2. Banquet Expenses
3. Billboard Ad
4. Dues/Fees
5. Equipment
6. Lodging
7. Meals
8. Refunds
9. Schedule Posters
10. Senior Night/Expenses
11. Supplies
12. Team Camps/Coaches Training
13. Team Posters
14. Transportation
15. Uniforms
16. Website Fee
17. Yard Signs

1. June
2. Feb.
3. July - June
4. Mar. - May
5. July - June
6. July - June
7. July - June

FORMS

**ACTIVITY ACCOUNT
REQUEST FOR FUNDRAISING AND/OR EXPENDITURES**

Site Name: _____ School Year: _____

Account Name/Number _____ Sponsor(s): _____

FUNDRAISERS to be Approved: Or Additional Revenue for Existing Funds:

<u>Fundraiser</u>	<u>Start/End Date</u>	<u>On/Off Campus</u>	<u>Est. Income</u>
1. _____			\$ _____
2. _____			\$ _____
3. _____			\$ _____
4. _____			\$ _____
5. _____			\$ _____
6. _____			\$ _____
7. _____			\$ _____
8. _____			\$ _____
9. _____			\$ _____
10. _____			\$ _____

EXPENDITURES to be Approved:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Principal's Signature

Activity Fund Custodian's Signature

Sponsor's Signature (if applicable)

Date of Request

Board Approval Date

**ACTIVITY FUND
TICKET RECONCILIATION FORM**

SUBACCOUNT NAME AND NUMBER: _____

ACTIVITY NAME AND NUMBER: _____

ACTIVITY DATE: _____

INDIVIDUAL RESPONSIBLE FOR TICKETS: _____

TICKET RECORD

OF FIRST TICKET SOLD _____ # OF NEXT UNSOLD TICKET _____
NUMBER OF TICKETS SOLD _____ @\$ _____ =\$ _____

OF FIRST TICKET SOLD _____ # OF NEXT UNSOLD TICKET _____
NUMBER OF TICKETS SOLD _____ @\$ _____ =\$ _____

OF FIRST TICKET SOLD _____ # OF NEXT UNSOLD TICKET _____
NUMBER OF TICKETS SOLD _____ @\$ _____ =\$ _____

TOTAL VALUE OF TICKET SOLD \$ _____

CASH RECONCILIATION

- | | |
|--|----------|
| 1. Total gate receipts including starting change | \$ _____ |
| 2. Beginning Cash (Change) | \$ _____ |
| 3. Net Gate Receipts (1 minus 2) | \$ _____ |
| 4. Value of Tickets Sold (above) | \$ _____ |
| 5. Ticket Value Unaccounted for (4 minus 3) | \$ _____ |
| 6. Cash Turned into Site Office | \$ _____ |
| 7. Site Receipt # _____ Date of Receipt _____ | |

**BARTLESVILLE PUBLIC SCHOOL
ACTIVITY FUND
SPONSOR'S CASH SHEET**

Date _____ Account Name _____

For _____

Account # _____

Pennies _____ Ones _____

Nickels _____ Fives _____

Dimes _____ Tens _____

Quarters _____ Twenties _____

Halves _____ Fifties _____

Checks _____

Total Deposit _____

Sponsor's Signature _____

Financial Secretary _____

Signature Confirming EOP Transfer

If Applicable – Please provide explanation of why funds have not been deposited by next business day after receipt for amounts over \$100.00 or weekly if amount is less than \$100.00. Per OK Legal Statute (70 O.S. § 5-129A as amended by HB 2332, 2004 Leg.)

**ACTIVITY ACCOUNT
REQUEST FOR
ADVANCE FOR TRAVEL EXPENSES**

SUBACCOUNT NAME AND NUMBER: _____

TRIP BEGINNING DATE: _____

TRIP ENDING DATE: _____

SPONSOR REQUESTING ADVANCE: _____

Number of People going on trip: _____

ESTIMATED EXPENSES

M	Travel Day			
E	\$41.25			\$
A	Non Travel Day			
L	\$55.00			\$
S	Parking			\$
	Taxi/Bus			\$
	Registration			\$
	Other			\$
	TOTALS			\$

Sponsors Signature: _____

Date: _____

Site Administrators Signature: _____

Date: _____

**ACTIVITY ACCOUNT
RECEIPT OF
ADVANCE FOR TRAVEL EXPENSES**

SUBACCOUNT NAME AND NUMBER: _____

SPONSOR RECEIVING FUNDS: _____
please print

PURCHASE ORDER NUMBER: _____

CHECK NUMBER: _____

CHECK AMOUNT: _____

I acknowledge that I have received the amount of funds listed above. I also acknowledge that within 48 hours upon returning from the trip, I shall return the remaining money and receipts to make up the full amount that I received to the Activity Fund Custodian. If the remaining money and receipts do not total the amount received, I will be held personally liable for the shortage.

SPONSOR SIGNATURE: _____

DATE: _____

Signature of Activity Fund Custodian: _____

Date: _____

**ACTIVITY ACCOUNT
ACCOUNTABILITY FOR
ADVANCE FOR TRAVEL EXPENSES**

SUBACCOUNT NAME AND NUMBER: _____

SPONSOR RETURNING FUNDS: _____
please print

PURCHASE ORDER NUMBER: _____

AMOUNT OF FUNDS ADVANCED: _____

Actual Expenses (Receipts)

M	Travel Day			
E	\$41.25			\$
A				
L	Non Travel Day			\$
S	\$55.00			
	Parking			\$
	Taxi/Bus			\$
	Registration			\$
	Other			\$
	TOTALS			\$

Amount of Cash Returned: \$ _____

Total Amount Returned: \$ _____
Cash plus Receipts

Amount of Shortage: _____
if any

I acknowledge that I am returning the remaining money and receipts that total the amount that I was advanced. If there is a shortage in the amount advanced and the amount of money/receipts that I am returning, I will be held responsible for the difference.

SPONSOR SIGNATURE: _____

DATE: _____

Signature of Activity Fund Custodian: _____

Date: _____

Invoice Number _____

INDEPENDENT SCHOOL DISTRICT NUMBER 30

P.O. Box 1357 - 1100 S. Jennings - Bartlesville, Oklahoma 74005 - Telephone (918) 336-8600

Oklahoma State Law requires that the "Non-Kickback" affidavit be signed by you before payment can be made. Please sign this statement and have your signature notarized. Your prompt return of this form and an invoice will enable us to send you our payment.

STATEMENT OF NON-KICKBACK

STATE OF _____)
COUNTY OF _____)

_____, of lawful age, being first duly sworn, on oath says that this invoice or claim is true and correct. Affiant further states that the (work, services, or materials) as shown by this invoice or claim have been (completed or supplies) in accordance with the plans, specifications, orders, or requests furnished to the affiant. Affiant further states that (s)he as made no payment directly or indirectly to any elected official, officer or employee of Independent School District No. 30, of money or any other thing of value to obtain payment of the invoice of procure the contract or purchase order pursuant to which an invoice is required.

(company)

(signature)

Subscribed and sworn to before me this _____ Day of _____, _____.

Notary Public (Clerk or Judge)

My Commission expires _____.

Commission Number: _____

REQUEST FOR PARTIAL PAYMENT ON BLANKET PURCHASE ORDER

PO# _____ Name of Department/Site _____ Date _____

Vendor Name _____

Warrant # _____

Amount of this Authorization	FY	Fund	PR	Func	Obj	Prog	Subj	Job	Site
\$ -	TOTAL								

Approved By: _____

BARTLESVILLE PUBLIC SCHOOLS ACTIVITY FUND TRANSFER

Site Name _____ Site # _____ Date _____

Explanation for Transfer:

Transfer Coding Information:

PRJ	FUNCT	OBJ	PRG	SUBJ	JOB	SITE	INCREASE \$ +	DECREASE \$ -

Transfer Requested By _____

Date Approved by Board of Education _____

Date Transfer Entered _____

**SPECIAL REQUEST APPROVALS
TO ACCEPT GIFTS FOR THE SCHOOL**

To: _____ School: _____
From: _____ Principal's _____
Date: _____ Signature: _____

We request permission to accept the following gift:

Name of person or organization donating the gift:

Purpose or use of gift:

Please route to the following people for approval:

_____ Executive Director, Financial Services
_____ Director of Transportation and Plant Svcs. (if applicable)
_____ Director of Technology (if applicable)

Approved copies sent to the following:

Principal

Bartlesville Public Schools

Phone Quote

Date: _____

Contractor/Vendor: _____

Name: _____

Phone Number: _____

Address: _____

Description /Amount(s): _____

Received By: _____

APPENDIX

**BARTLESVILLE PUBLIC SCHOOLS
ADMINISTRATIVE OPERATION GUIDELINES
SANCTIONING OF ORGANIZATIONS AND ASSOCIATIONS**

In compliance with the provisions of state law HB 2107 (1996 Leg.), the Bartlesville Public School District has established procedures to provide for sanctioning of organizations and associations exempted or applying to be exempted from statutory controls and Board policies and procedures pertaining to school activity funds.

Organizations have the following options regarding the management of their funds related to the Bartlesville Public School District:

- A. Funds may be deposited and expended through a Board-approved school activity account at their local school site. Organizations that choose to deposit their funds in a Board-approved school activity account must follow the District's policies and procedures for school activity funds.
- B. Funds may be deposited and expended through an organization's local bank account and shall be exempt from regulations of the District's school activity fund upon being granted sanctioned status by the Bartlesville Board of Education under the requirements of this sanctioning policy.

Organizations who have previously obtained IRS designation as a 501 (c)(3) Organizations are still required to apply for sanctioning by the Board of Education.

PROCEDURES FOR SANCTIONING BY THE BOARD OF EDUCATION

- A. Application for sanctioning (copy attached) must be completed by the organization or association prior to **July 1** each year.
- B. The completed application form must be submitted to the Executive Director of Financial Services for review.
- C. The Superintendent and the Executive Director of Financial Services will make a recommendation to the Board of Education concerning the organization seeking to be sanctioned.
- D. The Board of Education will review the organization's application and determine whether to approve or decline the sanctioning request.
- E. The Board of Education's decision is final and non-appealable.
- F. All organizations and associations wishing to be sanctioned shall make application to the Board of Education on an annual basis.
- G. Sanctioning shall be approved by the Board of Education on a one-year basis only (July 1 to June 30). The Board of Education shall consider all sanctioning applications at the beginning of the fiscal year (normally the July and August Board meetings).

- H. Following the first year of sanctioning, each organization or association shall provide, with its applications for sanctioning, a set of its unaudited financial statements.

In reviewing the annual application for sanctioning, the Board may require the organization to provide additional financial information in either of the following formats:

1. A compilation of its financial statements prepared by a Certified Public Accountant (CPA) or Public Accountant (PA) who is licensed to practice public accounting in the State of Oklahoma.
2. A review of its financial statements prepared by a Certified Public Accountant (CPA) or Public Accountant (PA) who is licensed to practice public accounting in the State of Oklahoma.
3. An audit of its financial statements prepared by a Certified Public Accountant (CPA) or Public Accountant (PA) who is licensed to practice public accounting in the State of Oklahoma.

It should be noted that the sanctioning by the Board of Education in no way grants the organization or association “tax-exempt” status for its operations, nor does it grant “tax-deductible” status to its donors. The organization or association should consult a tax professional for advice on these matters.

BARTLESVILLE PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING
UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, 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.

Name of Applicant: _____

Applicant's Address: _____

Applicant's Taxpayer I.D. Number: _____

Applicant's Representative from whom
additional information may be obtained: _____

Applicant's Telephone Number: _____

Applicant's Purpose, Goals, and
Organizational Structure: _____

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

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 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.

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, on an annual basis, by July 1 of each year, 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 forms.
Please print or type. If necessary, use additional sheets of paper.
2. Sign and date this application.
3. Deliver this application to:

Sara Vermeire
Bartlesville Public Schools
1100 S. Jennings
P.O. Box 1357
Bartlesville, OK 74005-1357

Applicant (Organization Name)

By: _____ Date: _____

**BARTLESVILLE PUBLIC SCHOOLS
 ORGANIZATION/ASSOCIATION FINANCIAL STATEMENT
 UNAUDITED**

Name of Organization/Association: _____
FINANCIAL ACTIVITY FOR SCHOOL YEAR 2020-2021

Beginning Cash Balance, July 1, 2020 \$ _____

Collections:

Fundraiser, Merchandise Sales, Etc.	\$	
Donations	\$	
Contributions	\$	
Other (list)	\$	
_____	\$	
_____	\$	
_____	\$	

Total Collections \$ _____

Expenditures:

Fund Raising Expenses	\$	
Supplies/Materials	\$	
Advertising	\$	
Postage, Mailings, Etc.	\$	
Equipment	\$	
Donations/Contributions	\$	
Other (list)	\$	
_____	\$	
_____	\$	
_____	\$	

Total Expenditures \$ _____

Ending Cash Balance, _____, 2021 \$ _____

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 2020-2021 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

 Officer/Director Date

 Title

Received and reviewed by Bartlesville Public Schools:

 Preston Birk, Date
 Executive Director, Financial Services

 Sara Vermeire, Date
 Activity Fund Custodian

BARTLESVILLE PUBLIC SCHOOLS
Organization/Association Insurance Coverage Information

Check here if your Organization/Association currently **doesn't** hold any insurance policies

❖ If applicable please provide the following information on the various insurance policies taken out by your organization.

Organization/Association Name: _____

Type of Insurance	Insurer	Broker/ Agent	Coverage Limits	Deductibles/ Coinsurance

Completed by: _____ Date: _____

2022-2023

Classified Employee
Agreement Manual



Educating and Enriching Lives

Bartlesville Public School
District

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BARTLESVILLE PUBLIC SCHOOLS
Meet and Confer

Procedural Agreement

The Bartlesville Board of Education (hereinafter referred to as “Board”) and the Bartlesville Education Classified Personnel Organization (hereinafter referred to as “Organization”) hereby enter into the following agreement regarding an orderly process which involves dialogue in an effort to find a mutually satisfactory basis for agreement regarding wages, hours, fringe benefits and other terms and conditions of employment. This process is being used by the parties in lieu of a more formal negotiation process.

ARTICLE I – RECOGNITION

The “Board” recognizes the “Organization” as the exclusive bargaining agent for all employees who are not required by their job description to be a principal, licensed or certified teacher, superintendent or other administrator of the District as provided in Oklahoma Statutes.

ARTICLE II – INDIVIDUAL RIGHTS

Support Employees shall have the right to join and participate in and support the “Organization” as well as refrain from such activities. No support employee shall be discriminated against by the “Board” or any administrative officer of the District or the “Organization” because of employee’s membership, participation, or support of the “Organization” or lack thereof.

Article III – SCOPE AND PURPOSE

The “Board” and the “Organization” must “Meet and Confer” (which is a form of informal negotiations) with an open dialogue in an effort to find a mutually satisfactory basis for agreement regarding wages, hours, fringe benefits and other terms and conditions of employment. This agreement shall not abrogate, limit or restrict the legal rights, obligations and powers of the “Board” including the right to make policy rules and regulations. The “Board” and the “Organization” agree that no negotiations will occur on any duty reserved to the “Board” by statute or court order.

Article IV – PROCEDURE

- 4.1 The parties agree to begin the “Meet and Confer” process between May 1 and May 31 unless mutually agreed upon by the parties through the Superintendent or designee(s) and the Organization President. The time and location of each meeting will be established by mutual agreement of the parties.
- 4.2 It is the responsibility of each party to furnish public information on agenda items when asked by the other party.
- 4.3 Either party may utilize the services of outside consultants to assist in the “Meet and Confer” process. Each party shall be responsible for the expense of its consultant.
- 4.4 The parties agree to “Meet and Confer” in good faith regarding wages, hours, fringe benefits and other terms and conditions of employment placed on the agenda in accordance with the procedures above. Good Faith shall mean that the parties will afford each other the opportunity to fully explain and document their point of view in an effort to find a mutually satisfactory basis for agreement.
- 4.5 When final agreement is reached, it shall be submitted by the Superintendent to the “Board” for action. If an agreement cannot be reached, the Superintendent shall forward his/her recommendation and rationale to the “Board” for action.
- 4.6 The “Board” will consider the recommendation(s) at its next regularly scheduled meeting or at a special meeting called for that purpose. The “Board”, if it so desires, may adjourn to executive session in accordance with the provisions of the Open Meeting Law. The “Board” will afford an “Organization” representative the opportunity to address the “Board” before the “Board” takes final action on the Superintendent’s recommendation.
- 4.7 After approval by the “Board” the terms of the agreement shall be implemented.

ARTICLE V – SAVINGS CLAUSE

- 5.1 If any provision of this Agreement shall be found contrary to law, it shall be severed from the Agreement and all other provisions or application of the Agreement shall continue in full force and effect.

ARTICLE VI – PROCEDURAL AGREEMENT STATUS

- 6.1 This Agreement, when adopted and signed by all parties, shall remain in effect for successive fiscal year periods. Either party desiring changes in this Agreement shall notify the other party in writing between January 1 and January 31 of that year. Once such notice is given, the parties shall meet on a mutually agreeable date, within thirty (30) days to begin good faith efforts on a new Procedural Agreement.
- 6.2 In the event that the “Organization” disbands or otherwise ceases to be the recognized bargaining agent, this Agreement shall be null and void on the date of such disbanding or cessation of representation.
- 6.3 This Agreement becomes effective on the date it has been ratified by both parties.

WITNESS OUR HANDS this _____ day of _____, 2004

Superintendent

BECPO President

ADOPTED by the Bartlesville Board of Education _____ May 19, 2003

ATTEST:

President, Board of Education

Clerk of the Board

EMPLOYMENT PROVISIONS

EMPLOYMENT PRACTICES

The Bartlesville Public Schools does not discriminate on the basis of race, color, national origin, sex, age, disability, religion or veteran status in their educational programs or activities. This includes, but is not limited to recruitment, admissions, educational services and activities, financial aid and employment. Inquiries concerning application of this policy should be referred to the Superintendent's designee, phone 918-336-8600 or fax 918-336-6543.

In accordance with Oklahoma Statutes Title 70, Section 5-113.1, the Board of Education shall not consider for employment in any capacity a relative within the second degree of consanguinity or affinity of a board member. However, if such relative is employed with the school District prior to the election of the Board member, such employment may continue.

The District will provide reasonable assurance in writing to classified employees that the District intends to employ for the subsequent school year no later than ten days after the effective date of the education appropriation bill or by June 1, whichever is later. Classified employees who are not going to be rehired for the next school year due to reduction in force should be given written notice two (2) weeks (minimum) prior to the last working day of the employee.

Classified employees will be notified of their first and last contracted workdays for the next succeeding school year by May 1st. Such notification is tentative and subject to change as necessary to best meet the needs of the students and the overall responsibilities of the District.

The following guidelines shall govern employment practices within this District.

1. All applicants for employment, whether solicited or unsolicited, must produce sufficient and satisfactory identification which shows United States citizenship, or in the case of applicants who are not United States citizens, authorization to seek and hold employment in the United States.
2. Classified personnel will be interviewed for the existing vacancy by the appropriate Supervisor, Director, Building Principal, or the Superintendent's designee.
3. The administrator with authority for recommendation will complete a "Request for Contract" form for the applicant.
4. After the Superintendent or Superintendent's designee has heard the administrator's recommendation and there is general agreement on the selection, the Superintendent's designee will countersign the Request for Contract and a contract will be prepared. Recommendations from the Superintendent shall be submitted to the Board of Education for approval at the next monthly meeting. The execution of an employment contract constitutes a pledge on the part of the employee to accept the policies of the Board of Education and to cooperate with the Superintendent in the administration of school policies.

NON-DISCRIMINATION

The Bartlesville Public Schools does not discriminate on the basis of race, color, national origin, sex, age, disability, religion or veteran status in their educational programs or activities. This includes, but is not limited to recruitment, admissions, educational services and activities, financial aid and employment. Inquiries concerning application of this policy should be referred to the Superintendent's designee phone 918-336-8600 or fax 918-336-6543. This policy will prevail in all matters concerning staff, events, students, the public, employment, educational programs and services, facilities access, and individuals, companies, and firms with whom the Board does business.

The Board directs the Superintendent of schools to prepare necessary rules, regulations, and procedures to insure that all local, state, and federal laws, regulations, and guidelines are followed.

Individuals with Disabilities Employment Practices (Policy DAC)

It is the policy of the Bartlesville Public Schools that no qualified person shall be subject to employment discrimination on the basis of a disability. All employment decisions shall be made in such a manner that disabled employees shall not be segregated or classified in such a way that adversely affects their employment opportunities in this school district.

The Superintendent's designee is hereby designated to be the disabled individuals' coordinator of the public schools. The Superintendent's designee shall have the responsibility of seeing that the disability-related policies are implemented and followed.

Notice of Policies

The coordinator shall take appropriate steps to notify all employees and applicants for school positions that the school district does not discriminate against disabled individuals in admission to, or employment in, the school district.

Post-offer Medical Examinations

After a conditional offer of employment is made, no physical can be required unless all applicants for the same job category are required to take medical exams and provided the examination results shall not be used to discriminate against disabled employees. Any medical information will be treated as confidential except that:

1. Supervisors may be informed of the work restrictions of disabled employees;
2. First aid and safety personnel may be informed of any condition that might require emergency treatment; and
3. Government officials investigating the district's compliance with federal disability laws may be provided with such information.

A disabled person need not be hired if the medical examination reveals:

1. The applicant's condition might pose threats to the safety of other employees;
2. The disability might be made more severe by a particular job's requirements.

Employment Criteria

The district shall not use any employment test that screens out disabled applicants, unless:

1. The test or criterion used is job-related for the position which the applicant is seeking. "Job-related" means that the test accurately predicts the applicant's ability to perform the essential functions of the particular job.
2. Alternative job-related test or criterion which do not screen out disabled applicants are not available.

General Provisions

The following procedures will be followed:

1. There will be no discrimination against disabled persons in the recruitment, advertising, and processing of applications.
2. Essential and nonessential functions of a district job shall be established so that every applicant shall know what fundamental attributes are needed for a particular position.
3. Pre-employment questions regarding the applicant's ability to perform essential functions of a job effectively and safely may be asked.
4. No school policy or collective bargaining agreement shall award a lower rate of pay to a disabled person than is awarded to non-disabled persons performing the same job.
5. Disabled persons will be treated the same as non-disabled employees in regard to seniority lists, job descriptions, job assignments, employee leaves, fringe benefits, and employer sponsored activities.
6. Disabled persons shall have the same parking facilities as those provided to other employees.
7. Reasonable accommodations will be made to the known physical and mental limitations of otherwise qualified disabled persons unless such accommodation would impose an undue hardship on the operation of the school district. No structural change need be made in any existing school facility if other methods can effectively accommodate the disabled employee. The district is not required to make each school facility or every part of its facilities accessible to all disabled employees if the school program in its entirety is accessible to disabled employees.

Grievance Procedures

If any applicant or employee feels that discrimination has been made on the basis of a disability, such person shall, as soon as possible, notify the coordinator about the problem. The coordinator shall, within three work days after notification of a complaint, confer with the person about the alleged discrimination. If the coordinator feels that there is discrimination, the coordinator shall take appropriate steps to correct the discriminatory conditions. The coordinator shall inform the person submitting the complaint of what actions are to be made. If the coordinator finds that no discriminatory practice exists, the coordinator shall inform the person of such findings. The person submitting the complaint may ask to be heard at the next school board meeting and the coordinator shall see that this matter is placed upon that meeting's agenda. The disabled person shall have the opportunity to inform the board of education of the basis for the discrimination complaint. The board of education shall take whatever actions are needed to correct any disability problem which it finds to exist.

SEXUAL HARASSMENT (Policy DA)

The policy of this school District forbids discrimination against any employee or applicant for employment on the basis of sex. The Bartlesville Board of Education will not tolerate sexual harassment by any of its employees. This policy also applies to non-employee volunteers whose work is subject to the control of school personnel.

1. General Prohibitions
 - A. Unwelcome Conduct of a Sexual Nature
 - 1) Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually oriented "kidding", "teasing", double meanings, and jokes.
 - 2) Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
 - 3) An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

B. Sexual Harassment

For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

- 1) Submission to the conduct is made either an explicit or implicit condition of employment.
- 2) Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
- 3) The conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

2. Specific Prohibitions

A. Administrators and Supervisors

- 1) It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
- 2) Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

B. Non-Administrative and Non-Supervisory Employees

It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

3. Report, Investigation, And Sanctions

A. It is the express policy of the Board of Education to encourage victims of sexual harassment to come forward with such claims. This may be done through the Employee Grievance policy.

- 1) Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the alleged offending person, the report will be made to the next higher level of administration or supervision.
- 2) Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile, offensive working environment.
- 3) Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or his Designee has the responsibility of investigating and resolving complaints of sexual harassment.

C. Any employee found to have engaged in sexual harassment shall be subject to sanctions including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

FAIR LABOR STANDARDS ACT (Policy CKA)

The Bartlesville Board of Education will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This District will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The District will cooperate with all state agencies and maintain compliance.

In accordance with the policy of the board of education, the following regulation shall insure compliance with the Fair Labor Standards Act within this school district.

1. Time sheets shall be kept for all nonexempt employees at each work site and maintained and supervised by each employee's immediate supervisor. Employees are directed to clock

in each day at the beginning of the work shift, clock out for lunch time, clock in upon return to work after lunch, and clock out when they quit working that day. Employees are not to work outside of that scheduled work time without prior approval of their supervisor.

2. All time outside of the employee's contract must be approved by the employee's immediate supervisor prior to performing the work. All requests for overtime or comp time must be in writing. All extra work must be reported in writing. An employee who works extra time without prior approval from their immediate supervisor and/or fails to report overtime worked may be subject to disciplinary action which may include termination.
3. The district establishes the following class guide for job classification of exempt and nonexempt employees as defined in the Act:

EXEMPT PERSONNEL

Executive Assistant to the Superintendent
Family Support Coordinator
Percussion Instructor
Physical Therapist
Strength and Conditioning Coordinator

NONEXEMPT PERSONNEL

Secretaries/Assistants/Registrars
Bus Drivers
Teacher Assistants
Mechanics
All others not identified as "Exempt"

4. This district will pay all nonexempt employees at least the federal minimum wage and time and a half or permit compensatory time off at time and a half for all hours worked which exceed 40 hours in a work week.
5. The Work Week is established as 12 A. M. Monday through 11:59 P.M. Sunday.
6. An employee may choose to receive money or compensatory time for overtime payment. If release time is not given within the workweek, compensatory time at time-and-a-half shall be allowed for this overtime work if the employee so elects. Any hours up to 40 hours must be paid for. Compensatory time will only be permitted for hours above 40 in a work week. Employees may accrue no more than 240 hours of compensatory time. This time may not be carried over to the next fiscal year. Any unused compensatory time will be paid at the end of the fiscal year.
7. An employee who is nonexempt and who performs an additional nonexempt job shall be compensated for overtime at time-and-a-half for those hours worked beyond the forty hour workweek.
9. Time spent by an employee who is required to remain on-call on the school district's premises is considered work time.

GRIEVANCE PROCEDURES (Policy DF)

The Bartlesville Board of Education believes that classified school employees should be provided a just procedure by which grievances may be heard and acted upon in a timely and orderly fashion. Therefore, it is the policy of the Board of Education that the administration and representatives of the Bartlesville Education Classified Personnel Organization shall cooperatively develop a grievance procedure which will provide an effective means for both individual employees and a group of employees to express any concern about the interpretation or administration of Board policy and/or administrative regulations.

1. An employee with a grievance may request a conference, in writing, with the employee's immediate supervisor to discuss the problem informally. Any request for a conference shall

- be filed not later than ten working days following the employee's knowledge of the alleged grievance.
2. If the employee is not satisfied with the results of the discussion with the immediate supervisor, the employee may request a hearing with the immediate supervisor's superior and continue through the proper line of authority to the Superintendent of schools or until the employee is satisfied.
 3. If the employee has exhausted the hearing through the Superintendent of schools and is still dissatisfied with the response, the employee may file a written grievance report with the president of the Board of Education.
 4. The grievance will be placed on the agenda for the next regular Board of Education meeting provided it reaches the Superintendent's office or the president of the Board of Education at least one week prior to that meeting. If the request is not submitted to the proper destination at least one week prior to the next regular Board of Education meeting, the request will be placed on the agenda at the second regular meeting. The Board's decision shall be final.
 5. After step 1, each request for a hearing and each response from the supervisor to the employee following each hearing shall be in writing.
 6. After step 1, each request for a hearing must be filed within five working days immediately following the response from the preceding hearing.
 7. The written response from each step in the grievance procedure shall be submitted to the employee and the employee's immediate supervisor not later than five working days immediately following the hearing.
 8. After step 1, the employee shall have the right to be represented at any requested hearing by a person of the employee's choice.
 9. Any group of employees who wish to file a grievance shall also follow steps 1-8.
 10. Nothing in this policy shall deprive any employee or employees of any right or privilege granted by any federal, state, or local law or policy or by any written agreement between the employee or employees and the Board of Education.
 11. No prejudice or penalty of any kind shall be enacted against an employee or employees because they have availed themselves to the provisions of this policy.

EMPLOYEE APPRAISAL

1. The Bartlesville Board of Education believes that the primary purpose of appraisal is to improve performance and that improvement of individual performance is not accidental but is accomplished through deliberate effort. The Board believes that successful job performance is a joint achievement and unsuccessful job accomplishment is a shared responsibility.
2. The appraisal procedure for classified staff shall be jointly developed by members of the administrative staff, classified staff and approved by the administration. During the process of appraisal, no person shall be discriminated against for exercising any right or privilege granted by any local, state, or national laws or by any policies, agreements, and/or approved practices of Independent School District Number 30.
3. The Classified Employees shall receive a Job Performance Appraisal at least once each school year, prior to the end of the individual's contract year.
4. The Job Performance Appraisal will be:
 - a. Completed by the Employee's supervisor
 - b. Shared and discussed with the Employee
 - c. Signed and dated by the supervisor and Employee
 - d. Distributed as follows:
 - i. The original copy will be returned to the Superintendent's designee.
 - ii. One copy will remain in the working files of the supervisor.
 - iii. One copy will be given to the employee.
5. Any Admonishment/Plan for Improvement issued and signed by the supervisor and signed by the Employee shall become a part of the Employee's evaluation file.

CLASSIFIED PERSONNEL SUSPENSION, DEMOTION, TERMINATION OR NONREEMPLOYMENT

1. Definitions

- A. "Classified Employee" shall mean an employee of the district who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the district.
- B. "Full-time Classified Employee" shall mean a classified employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the district for a minimum of 172 days per year.
- C. "Suspension without pay" shall mean the temporary denial of a classified employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be as a disciplinary measure as provided in paragraph 4.B(i), below or as a suspension pending investigation as provided in paragraph 4.B(ii), below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the classified employee shall receive full pay and other benefits for the period of suspension.
- D. "Suspension with pay" may occur in those situations in which the superintendent or his or her designee, or a supervisor of the classified employee perceives a significant hazard in keeping the classified employee on the job, in which event the classified employee may be asked to immediately leave the district's premises and the classified employee is temporarily relieved of his or her duties pending a hearing under paragraph 4, below.
- E. "Demotion" shall mean a reduction in pay during the term of the classified employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.
- F. "Termination" shall mean the discharge of the classified employee from his/her employment with the district during the term of his/her contract and does not include the cessation of employment upon expiration of the classified employee's contract.
- G. "Non-reemployment" shall mean the failure to offer a classified employee a new contract for the next successive school year after the contract under which the classified employee is presently employed has expired.

2. Policy on Suspension, Demotion, Termination or Non-Reemployment of Full-Time Classified Employees

A full time classified employee who has been employed by the district for more than one year shall be suspended, demoted, terminated or non-reemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this policy, "cause" shall also specifically include lack of funds or lack of work. Any classified employee who has been employed by the district for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

3. Cause for Suspension, Demotion, Termination or Nonreemployment

- A. A classified employee may be suspended, demoted, terminated or non-reemployed during the term of his/her contract for any of the following:
 - i. Violation of any rule, regulation or requirement issued by the office of the superintendent or board of education of the district; or
 - ii. Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property.

- B. The rules, regulations and requirements referred to above and the Rules for Conduct shall be furnished to each classified employee at the time of his/her initial employment. In the event these rules are updated, a copy shall be timely distributed to classified employees.

4. Procedures for Suspensions without Pay, Terminations and Demotions

- A. Any full-time classified employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action the full-time classified employee shall receive the following hearing rights:
 - i. The superintendent of schools or his or her designee shall orally advise the classified employee of the cause or basis for the proposed disciplinary action;
 - ii. The superintendent of the district or his or her designee shall explain to the classified employee the evidence against the classified employee;
 - iii. The superintendent of the district or his or her designee shall allow the classified employee an opportunity to present his or her side of the matter.
- B. After the classified employee is afforded the above hearing rights the superintendent of the district or his or her designee may take any of the following actions:
 - i. Suspension without pay for ten (10) working days or less as a disciplinary measure;
 - ii. Suspension without pay pending investigation as to whether cause exists for the termination of the classified employee;
 - iii. Demotion of the classified employee;
 - iv. Termination of the classified employee;
 - v. Conclude that no disciplinary action is appropriate.
- C. The classified employee shall have the right to appeal to the board of education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the board of education in section 6 below.

5. Procedures for Non-Reemployment

Prior to being non-reemployed, a full-time classified employee who has been employed by the district for more than one (1) year shall be entitled to the following hearing rights:

- A. The board of education or the superintendent of the district or his or her designee shall advise the classified employee, in writing, of the board's intention to consider and act on the non-reemployment of the classified employee for the subsequent fiscal year;
- B. The written notification shall set out the cause(s) for such action;
- C. The classified employee shall have the right to contest his or her non-reemployment before the board of education as set forth in the Procedures for Appeal to the board of education in section 6 below.

6. Procedures for Appeal to the Board Of Education

- A. After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or non-reemployment, the classified employee shall receive notice of his/her right to a hearing before the board of education as herein provided.
- B. All notices shall be sent to the classified employee by certified mail at the address of the classified employee shown on the school records. If the classified employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the classified employee shall be deemed to have received the notice on the date that the notice was postmarked. The postmark shall be used to determine the timeliness of the notice.

- C. A classified employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the term of his/her contract or non-reemployment may notify the clerk of the board of education of the district within ten (10) working days of the postmark on the notice if the classified employee desires a hearing before the board of education. If the classified employee fails to notify the clerk of the board of education of the district in writing within ten (10) working days of the postmark on the notice that the classified employee requests a hearing, the classified employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a non-reemployment, the board may take final action to non-reemploy the employee without further notice or hearing rights.
- D. Hearing before board of education:
- i. Upon timely notice as set forth above, the classified employee shall be entitled to a hearing before the board of education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the board of education if the request for the hearing was received at least ten (10) days prior to the next or next succeeding, regularly scheduled board of education meeting. At the request of the classified employee or at the discretion of the board of education, the board of education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the classified employee's request.
 - ii. At the hearing before the board of education, the classified employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the district, to present witnesses on his/her behalf and to present any relevant evidence or statement which the classified employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the classified employee of his or her rights at the hearing. Following this statement, the district administration shall present facts showing the cause for the classified employee's suspension without pay as a disciplinary measure, demotion, termination or non-reemployment. The burden of proof shall be upon the district administration. The classified employee shall then have the right to present his/her side of the matter. After both the district administration and the classified employee have fully presented their respective positions, the board of education shall deliberate on the evidence in executive session. The board of education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the board of education members present at the meeting.
 - iii. As to suspension as a disciplinary measure, demotion or termination, the board of education may affirm, modify or reverse the action taken against the classified employee, including increasing or decreasing the severity of the original action. As to non-reemployment, the board may reemploy or non-reemploy the employee for the subsequent fiscal year.
 - iv. The decision of the board of education at the hearing shall be final and non-appealable.

7. Miscellaneous

This policy shall be effective immediately upon adoption by the board of education and shall supersede all previous policies regarding the subject matter contained herein. The board of education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.

Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or non-renewal of classified employees.

A classified employee may be suspended, demoted, terminated or nonreemployed for violation of any of the following Rules for Conduct, as well as other standards of conduct included in school district policies:

1. Falsification of personnel or other records.
2. Unexcused failure to be at work station at starting time.
3. Leaving work station without authorization prior to lunch periods, or end of work day.
4. Abandonment of job (3 or more consecutive or non-consecutive absences in a rolling 6 month period without following the proper reporting procedures).
5. Excessive unexcused absenteeism.
6. Chronic absenteeism for any reason.
7. Chronic tardiness.
8. Wasting time or loitering during working hours.
9. Leaving work area during work hours, without permission, for any reason.
10. Possession of weapons on school premises or in school district vehicles or while on duty.
11. Removing school district property or records from school district premises without proper authority.
12. Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
13. Theft or misappropriation of property of employees, students or of the school district.
14. Sabotage.
15. Distracting the attention of others.
16. Refusal to follow instructions of supervisor.
17. Refusal or failure to do work assignment.
18. Unauthorized operation of machines, tools, or equipment.
19. Threatening, intimidating, coercing or interfering with employees or supervisors.
20. Threatening, intimidating, coercing or exploiting students.
21. The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
22. Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
23. Creating or contributing to unsanitary conditions.
24. Practical jokes injurious to other employees, students or school district property.
25. Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.
26. Disregard of known safety rules or common safety practices.
27. Unsafe operation of motor driven vehicles or equipment.
28. Operating machines or equipment without using the safety devices provided.
29. Gambling, lottery, or any other game of chance on school district property.
30. Unauthorized distribution of literature, written or printed matter of any description on school district property.
31. Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
32. Poor workmanship.
33. Immoral conduct or indecency including abusive and/or foul language.
34. Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
35. Walking off job.
36. Clocking in or out on another employee's time card or time sheet.
37. Smoking in an unauthorized area.
38. Refusal of job transfer, if the transfer does not result in a demotion.
39. Abuse of "breaks" (rest periods) or meal period policies.
40. Insubordination of any kind.
41. Dishonesty of any kind, including withholding pertinent information from a supervisor.

42. Sexual harassment of an employee, a student or a third party such as a patron or vendor.
43. Misuse or abuse of any school district leave policy or guidelines.
44. When it is in the best interest of the school district, any classified personnel may be suspended, demoted, terminated or nonreemployed.
45. Because of the difficulty of retaining competent classified employees on a temporary basis over an extended period of time, a classified employee shall be subject to termination or nonreemployment for inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position (with or without reasonable accommodation) within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the condition resulting in the extended absence.

REFERENCE: 70 O.S. §6-101.40, et seq.

CROSS-REFERENCE: Policy DC, Employment Practices

REDUCTION/REEMPLOYMENT OF CLASSIFIED STAFF

(Policy DHD) (Regulation DHD-R)

The following procedures shall govern the reduction in force of classified staff (hereinafter referred to as RIF). Such procedures are subject to revisions when necessary to insure accomplishment of the educational aims of the school system or to insure compliance with State and Federal laws relating to employment decisions. For the purpose of determining reduction of classified staff, the following will be used in the order listed.

Attrition

The number of persons affected by a reduction-in-force will be kept to a minimum by not employing replacements insofar as practicable for employees who retire or resign. To achieve educational aims, it may be necessary to hire replacements for some positions if other employees in the system do not possess the skills, qualifications, and experience for the position and the position is one that needs to be filled. However, qualified employees within the system will have the opportunity to fill open positions before applicants outside the system are considered. Attrition may not be sufficient to accomplish a reduction-in-force in full.

Seasonal, Temporary, and Non-Contracted Employees

Reduction-in-force not achieved through attrition will be made by first terminating seasonal, temporary, and non-contracted employees. Thereafter, the basis shall be seniority with the Bartlesville school system.

Seniority

District seniority shall be defined as the total length of continuous service as a classified employee within the District commencing on the day employee goes on contract. District and site reduction-in-force will be by seniority within the job position District-wide. (Job position will hereinafter refer to a position that is similar in description; i.e. qualifications, skills, and experience; to the position the RIF'd employee was holding at the time of the RIF. Ex: Bus drivers = bus drivers, elementary attendance officer = elementary attendance officers, etc.) The employee affected by reduction-in-force will be allowed to displace the least senior employee in the job position affected by the RIF. Employees who are laid off due to a reduction-in-force and who are subsequently reinstated shall retain cumulative seniority for all periods worked except for the period of layoff. If seniority is equal, the employee to be reduced shall be determined by administration.

Reinstatement

Reinstatement rights under this policy will exist for the school year following a termination due to a reduction-in-force and will be governed by the following conditions:

1. Reinstatement will also be based on seniority. The reverse order of layoff should be applied, providing that the Superintendent's office is advised in writing of the current telephone number and mailing address for the direct communication.
2. RIF'd employees who are offered and who decline reinstatement shall be deemed to have waived any rights to reinstatement under this policy and will not be offered reinstatement in other such openings that may occur later in the school year. Decline of an offer for reinstatement in a job position other than that from which terminated will not jeopardize the right to be offered other openings of the same job that may occur later in the school year.
3. Employees not offered reinstatement in the course of the school year following their layoff must make application for employment in accordance with established District procedures if they desire to be considered for employment in any school year beyond the school year following their notice of layoff.
4. Classified employees who are recommended not to be rehired for the next school year due to reduction-in-force should be given written notice of that recommendation two (2) weeks (minimum) prior to the last working day of employment unless the District does not have knowledge prior to the legal date of June 1st.

CLASSIFICATION PLAN FOR CLASSIFIED PERSONNEL

1. Human Resources is responsible for the proper classification of all jobs in accordance with the standards established by Board of Education policies.
2. Job descriptions identifying each position shall be written and an analysis made of the duties involved. An annual review of at least one-third of all Job Titles shall be conducted to accurately reflect the current requirements of each job description and to evaluate the relative position of each job on the approved salary schedule.
3. Provisions will be made for receiving recommendations for adjustments by individual supervisors as an immediate need is identified and are subject to the following procedures:
 - A. Changes in the duties and responsibilities of a department involving either the addition or elimination of new positions, or the modification of existing ones (request for reclassification), are requested in writing by the evaluating administrator to the Superintendent's designee accompanied by a letter of justification and a revised job description.
 - B. A Personnel Committee will review each request, arrive at a salary schedule placement, and submit the request to the Superintendent with a recommendation for approval or denial.
 - C. This Personnel Committee consists of the following:
 Superintendent's designee
 BECPO President
 Administration Representative
 Classified Staff Representative
 - D. All final determinations are subject to the acceptance and approval of the Superintendent and the Board of Education.

TEACHER ASSISTANTS

It is the practice of the Bartlesville Board of Education that teacher assistants will be employed for the school term only. Employment will be offered if funds are available, the educational need exists in a particular program, and the applicant possesses the required skills. All TA's are required by Bartlesville Public Schools and the Oklahoma State Department of Education to hold a Paraprofessional Certification (Tier 1 or Tier 2). Tier 1 certification can be gained by submitting the following documents to the Oklahoma State Department of Education:

1. Meet one of the following:
 - a. Two years of study at an institution of higher education (48 semester hours of college coursework), or
 - b. An associate's degree (or higher), or

- c. Passed the WorkKeys Test (Bronze+) or ParaPro Assessment (455+)
2. Submit the completed application and pay the fee
3. Complete a background check

Tier 2:

1. Complete all Tier 1 items, PLUS
2. OSDE special education paraprofessional training through Pepper, career technology centers, or other state-approved training providers,
3. Cardiovascular Pulmonary Resuscitation (CPR)/First Aid, maintaining current certification
4. Universal Precautions/Bloodborne Pathogens yearly training, and
5. Six hours of professional development each year

DRUG AND ALCOHOL USE TESTING FOR BUS DRIVERS

(Policy DCA1) July 1, 2004

I. PURPOSE

The purpose of this Policy is to prevent accidents and injuries resulting from alcohol or controlled substance use by drivers of commercial motor vehicles. This Policy is intended to comply with the School District's mandatory obligations under regulations issued by the United States Department of Transportation ("DOT").

II. DEFINITION OF TERMS

Certain terms used in this Policy have the following meaning unless the context plainly shows otherwise:

1. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.
2. "Alcohol concentration" means the number of grams of alcohol (for example: 0.04) in 210 liters of expired deep lung air.
3. "Alcohol confirmation test" means a subsequent test using an EBT (a breath testing device), following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.
4. "Alcohol screening device" ("ASD") means a breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration and placed on a conforming products list for such devices.
5. "Alcohol use" means the consumption of any beverage, mixture or preparation, including any medication, containing alcohol.
6. "BAT" means a qualified breath alcohol technician.
7. "Blind specimen" means a specimen submitted to a laboratory for quality control testing purposes, with a fictitious identifier, so that the laboratory cannot distinguish it from an employee specimen.
8. "Cancelled test" means a drug or alcohol test that has a problem identified and cannot be or has not been corrected. A cancelled test is neither a positive nor a negative test.
9. "CDL" means commercial driver's license.
10. "Collection site" means a place selected by the employer where employees present themselves for the purpose of providing a urine specimen for a drug test.
11. "Confirmatory drug test" means a second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or drug metabolite.
12. "Confirmed drug test" means a confirmatory drug test result received by a MRO from a laboratory.
13. "Controlled substance" means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), opiates, or a metabolite of any of these substances.

14. "Designated employer representative" ("DER") means an employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer.
15. "Dilute specimen" means a urine specimen with creatinine and specific gravity values that are lower than expected for human urine.
16. "Driver" means: (i) a school district employee who is required to have a CDL to perform the employee's duties; (ii) employees of independent contractors who are required to have CDLs; (iii) owner-operators; (iv) leased drivers; and (v) occasional drivers.
17. "EBT" means an evidential breath testing device on the National Highway Traffic Safety Administration's Conforming Products List for Evidential Breath Measurement Devices for the evidential testing of breath at the .02 and .04 alcohol concentrations.
18. "Federal Act" means the Omnibus Transportation Testing Act of 1991 and the regulations issued by the United States Department of Transportation pursuant to that Act.
19. "Oklahoma Act" means the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.
20. "Initial drug test" means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.
21. "Initial validity test" means the first test used to determine if a specimen is adulterated, diluted, or substituted.
22. "Invalid drug test" means the result for a urine specimen that contains an unidentified adulterant or an unidentified interfering substance, has abnormal physical characteristics, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing or obtaining a valid drug test result.
23. "Medical review officer" ("MRO") means a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.
24. "Safety-sensitive function" means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.
25. "Screening Test Technician" ("STT") means a person who instructs and assists employees in the alcohol testing process and operates an ASD.
26. "Service agent" means any person or entity, other than an employee of the employer, who provides services specified under this part to employers and/or employees in connection with DOT drug and alcohol testing requirements.
27. "Split specimen" means a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.
28. "Stand-down" means the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed a verified test.
29. "Substance Abuse Professional" ("SAP") means a person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.
30. "Substituted specimen" means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.
31. "Verified test" means a drug test result or validity testing result from a United States Department of Health and Human Services certified laboratory that has undergone review and final determination by the MRO.

III. REQUIRED TESTING & CONSENT

The following testing is required of all drivers:

PRE-EMPLOYMENT TESTING AND CONSENT

A driver must pass a drug and alcohol use test prior to performing a safety-sensitive function. The test will be conducted during the hiring process or immediately before the driver first performs a safety-sensitive function.

Alcohol Testing

A driver may not commence the performance of duties unless the test shows a concentration of less than 0.04. If the test shows a concentration of between 0.02 and 0.04, no safety-sensitive duties may be performed for at least 24 hours.

A pre-employment alcohol test will not be required if:

1. The driver has undergone an alcohol test required by the Federal Act within the previous six weeks and tested under 0.04; and
2. The driver provides evidence that no prior employer of the driver has any record of alcohol misuse by the driver within the previous six months.

Controlled Substances

The driver must receive a confirmed negative drug use test result from a medical officer, except that no testing is required if:

1. The driver has participated within the previous 30 days in a drug testing program meeting the requirements of the Federal Act; and
2. While participating in the program, the driver either
 - a) was tested for drug use within six months prior to the date of employment application or
 - b) participated in a random controlled substance testing program for the 12 months prior to the date of the employment application; and
3. The driver provides evidence that no prior employer of the driver has any record of a violation of drug use rules by the driver within the previous six months.

Preemployment Consent

The School District shall request the driver's written consent to obtain the following information from DOT-regulated employers who have employed the driver during the two (2) years before the date of the driver's application to a position requiring safety-sensitive duties:

1. Alcohol tests with a result of 0.04 or higher alcohol concentration;
2. Verified positive drug tests;
3. Refusals to be tested (including verified adulterated or substituted drug test results);
4. Other violations of DOT agency drug and alcohol testing regulations; and
5. Documentation of the driver's successful completion of return-to-duty requirements (for those drivers who have violated a drug or alcohol regulation). If the previous employer does not have this documentation, the School District shall request that the driver produce it.
6. A driver may not perform safety-sensitive functions if she/he refuses to consent in writing to the release of the above information.
7. Drivers are responsible for furnishing the District with accurate information regarding their employment history, including accurate identification of all former DOT-regulated employers.
8. The School District shall maintain a written, confidential record of the information obtained or of the good faith efforts made to obtain the information. This record shall be maintained for three years from the date of the driver's first performance of safety-sensitive functions.

9. Prior to the driver's first performance of safety-sensitive functions, the School District shall ask the driver whether s/he has tested positive, or refused to test, on any pre-employment drug or alcohol test:
 - a. administered by a DOT-regulated employer,
 - b. in connection with a position for which the driver applied,
 - c. involving the driver's failure to obtain safety-sensitive transportation work, and
 - d. over the period of two years preceding the date of the employee's application for employment with the School District. If the driver admits to a positive test or a refusal to test within the past two years, the School District shall not allow the driver to perform safety-sensitive functions until and unless the driver documents successful completion of the return-to-duty process.

Consequences Associated with Preemployment Testing.

The School District may decline to employ an applicant who fails drug testing, provides false information, or who fails to cooperate with the District in procuring testing and test results. To the extent the applicant has been offered employment or placed in an alternate position pending the receipt of test results, the offer may be withdrawn and alternate employment terminated in accordance with the District's policies and procedures applicable to employee termination.

POST-ACCIDENT TESTING

Alcohol

As soon as practical following an accident, an alcohol test will be administered to the following drivers:

1. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involves loss of life.
2. Each surviving driver who received a moving traffic violation arising from the accident, if the accident involved:
 - a. bodily injury to any person that necessitated immediate medical treatment away from the scene of the accident; or
 - b. at least one vehicle incurred disabling damage as a result of the accident that required the vehicle to be transported away from the scene by a tow truck or other vehicle.

The test is to be administered within two hours of the accident. If the test is not administered within that time, the driver's supervisor shall cease attempts to administer an alcohol test and shall prepare a written report explaining why a test was not given.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A breath or blood alcohol test conducted by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the test results are obtained by the School District.

Controlled Substances

As soon as practical following an accident, a test for controlled substances will be administered to the following drivers:

1. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life.
2. Each surviving driver who received a moving traffic violation arising from the accident, if the accident involved:

- a. bodily injury to any person that necessitated immediate medical treatment away from the scene of the accident; or
- b. at least one vehicle incurred disabling damage as a result of the accident that required the vehicle to be transported away from the scene by a tow truck or other vehicle.

The test is to be administered within thirty-two (32) hours of the accident. If no test is made within that time period, then no test will be made and the driver's supervisor will prepare a written report stating the reasons for not administering a prompt test.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A urine test for controlled substances administered by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the results are obtained by the School District.

RANDOM TESTING

Random drug and alcohol use testing of drivers will be conducted throughout the year. Selection of the drivers to be tested will be made by a scientifically valid method, such as random-number table or a computer based random-generator matched with drivers' social security numbers, payroll identification numbers or other comparable identifying numbers. Dates for administering unannounced testing shall be unpredictable and spread reasonably throughout a nine (9) month period.

Drivers are to be tested while performing safety-sensitive functions, just before performing those functions, or just after ceasing those functions. A driver who is notified of selection for random drug or alcohol use testing must proceed to the test site immediately, unless the driver is performing a safety-sensitive function other than driving, in which case the driver must cease performing the safety-sensitive function and proceed to the test site as soon as possible.

The minimum annual percentage rate for random alcohol testing will be twenty five percent (25%) of the average number of driver positions, subject to adjustment of the percentage by the Federal Highway Administration. The minimum annual percentage rate for random testing for controlled substances will be fifty percent (50%) of the average number of driver positions.

REASONABLE SUSPICION TESTING

Drug and Alcohol use testing will be conducted when there is reasonable suspicion to believe that a driver has violated a provision in this Policy.

Reasonable suspicion shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. Reasonable suspicion for drug use may also be based on indications of the chronic and withdrawal effects of controlled substances.

Alcohol testing is authorized only if the observations are made during, just preceding, or just after the period of the work day that the driver is performing a safety-sensitive function. A written record must be made as to why an alcohol test was not made within two hours following a determination of reasonable suspicion of misuse. No test is to be made if eight hours passed after the determination.

Persons designated to determine whether reasonable suspicion exists shall receive at least sixty (60) minutes of training on performance indicators of probable alcohol misuse. The required observations shall be made by a supervisor who has received training in detecting the symptoms of alcohol/controlled substance misuse. The supervisor who makes the determination that reasonable suspicion exists shall not conduct the alcohol test.

A written record will be made of the observations leading to a test for reasonable suspicion of drug use. The record will be signed by the supervisor who made the observations. The record will be made within twenty four (24) hours of the observed behavior or before the test results are received, whichever is earlier.

RETURN TO DUTY TESTING

1. Returning after Reasonable Suspicion of Alcohol Abuse Determination.

A driver suspected of being under the influence of or impaired by alcohol will not be permitted to perform a safety-sensitive function until:

- a. an alcohol test shows a concentration of less than 0.02; or
- b. 24 hours have elapsed following a determination that there was reasonable suspicion to believe the driver has violated the rules in this Policy against alcohol misuse.

2. Returning after Violation of Prohibitions in this Policy.

- a. A driver who has engaged in conduct prohibited by this Policy shall not be permitted to perform safety-sensitive functions until s/he first passes a drug use test and/or an alcohol test with an alcohol concentration of less than 0.02.
- b. A driver who has violated a provision in this Policy cannot again perform any safety-sensitive duties for any employer until and unless the driver completes the SAP evaluation, referral, and education/treatment process.

FOLLOW-UP TESTING

A driver who has been identified by a SAP as needing assistance in resolving problems with alcohol misuse or drug use and who has returned to duty involving the performance of a safety-sensitive function will be subject to a minimum of six (6) unannounced follow-up drug and alcohol use tests over the following twelve (12) months. The SAP is the sole determiner of the number and frequency of follow-up tests, as well as whether the tests will be for drugs, alcohol or both. The SAP can direct additional testing during this period or for an additional period up to a maximum of sixty (60) months. The School District must carry out the SAP's follow-up testing requirements.

IV. TEST PROCEDURES

Testing methodology will comply with the requirements of the Oklahoma Act, except that the requirements of the Federal Act stated in this Policy supersede the provisions of the Oklahoma Act. Alcohol testing must be conducted in a location that provides visual and aural privacy to the driver, sufficient to prevent unauthorized persons from seeing or hearing the test.

Alcohol Testing Procedures

Procedures for an Alcohol Screening Test Using an EBT or Non-Evidential Breath ASD.

When the driver enters the testing location, the BAT or STT will require the driver to provide positive identification. If the driver requests, the BAT or STT will provide positive identification. The BAT or STT will explain the testing procedure. An individually-sealed mouthpiece is opened in the view of the driver and attached to the EBT. The driver will then blow into the mouthpiece for at least six (6) seconds. If the EBT does not provide a printed result, the BAT or STT will record the test number, date, technician's name, location and test result in a log book. The driver will initial the log book. If the EBT provides a printed result, the result is either:

1. printed on the testing form; or
2. affixed to the form with tamper-evident tape.

If the screening test result is less than 0.02, the BAT or STT will transmit the result in a confidential manner to the School District's DER, who is designated by the board of education or the school superintendent to receive and handle alcohol test results in a confidential manner.

If the breath test is 0.02 or higher, a confirmation test is required. The confirmation test must be conducted no less than fifteen (15) and no more than thirty (30) minutes after the screening test. Before a confirmation test is given, the BAT must conduct a "blank" test on the EBT to obtain a reading of 0.00. The remainder of the confirmation test is identical to the screening test for EBTs.

If the confirmation test result is lower than 0.02, nothing further is required of the driver.

If the confirmation test result is 0.02 or higher, the driver must sign and date the ATF. The BAT will immediately transmit the result to the DER in a confidential manner.

Refusal to take a required test has the same consequences as if the driver had tested 0.04 or more. The following constitutes a refusal to take a test:

1. failure to appear for any test within a time required to appear;
2. failure to provide an adequate amount of saliva or breath for testing without a valid medical explanation;
3. failure to cooperate with any part of the testing process;
4. failure to sign the alcohol testing form or ATF certification;
5. failure to remain at the testing site until the testing process is complete, unless the test is a pre-employment test;
6. failure to undergo a medical examination or evaluation due to insufficient breath sampling;
7. leaving the scene of an accident before being tested, except when reasonably necessary to receive medical treatment.

Procedure for an Alcohol Screening Test Using Saliva ASD

When the driver enters the testing location, the STT will require the driver to provide positive identification. If the driver requests, the STT will provide positive identification. The STT will explain the testing procedure. The STT will check the expiration date on the device and show it to the driver. An individually wrapped package containing the device will be opened in the presence of the driver, and the driver will be instructed to insert the device into his or her mouth and use it in the manner described by the manufacturer. If the driver prefers not to use the device, the STT may insert the device into the driver's mouth and gather saliva.

Procedures for Collection of Urine Specimens.

1. All urine collections must be split specimen collections.
2. The School District must direct an immediate urine collection under direct observation with no advance notice to the driver if the laboratory reported to the Medical Review Officer ("MRO") that a specimen is invalid and the MRO has reported that there is not an adequate medical explanation for the result, or the MRO reported that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed.
3. The School District may direct a collection under direct observation of a driver if the drug test is a return-to-duty test or a follow-up test.
4. A driver must receive an explanation of the reasons for a directly observed collection. If a driver declines to allow a directly observed collection, that driver will be considered to have refused to test.

Procedures for Testing of Urine Specimens.

1. Testing of urine samples for drug use shall be performed by a laboratory certified by the federal Department of Health and Human Services (“DHHS”) under the National Laboratory Certification Program.
2. Drug use testing may only be performed for the following five drugs or classes of drugs:
 - a. marijuana metabolites,
 - b. cocaine metabolites,
 - c. amphetamines,
 - d. opiate metabolites,
 - e. phencyclidine (PCP).
3. If the driver requests a test of a split specimen, the first laboratory will ship the unopened split specimen to a second DHHS-approved laboratory for testing. If the test of the split specimen fails to confirm the presence of a controlled substance, the entire test is cancelled.
4. The driver must request a split specimen test verbally or in writing within 72 hours of being notified of a verified positive drug test or refusal to test because of adulteration or substitution.
5. If a driver does not make a request within 72 hours, the driver may present information to the MRO documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the driver from making a timely request.
6. If a driver makes a timely request for a split specimen test, the School District must ensure that the MRO, first laboratory and second laboratory perform the split-specimen testing functions in a timely manner. If necessary, the School District must pay for the split specimen testing and seek reimbursement from the driver.
7. The MRO will report split specimen test results to the DER and driver.
8. The laboratory will report results directly to the MRO. The laboratory will not report the results to anyone else.
9. When the MRO receives a confirmed positive, adulterated, substituted, or invalid test result from the laboratory, the MRO will attempt to contact the driver to determine whether the driver wants to discuss the test result. If the MRO cannot reach the driver after reasonable efforts to do so, the MRO must contact the DER but cannot tell the DER that the driver has a confirmed positive, adulterated, substituted, or invalid test result. The DER must then attempt to contact the driver. If the DER makes contact with the driver, the DER should simply direct the driver to contact the MRO immediately and inform the driver of the consequences of failing to contact the MRO within the next 72 hours. If the DER is unable to reach the driver after making three (3) attempts, spaced reasonably, over a 24-hour period, then the DER may place the driver on temporary medically unqualified status or medical leave. Documentation must be kept by the DER of any actual and/or attempted contacts with the driver, including the dates and times of the contacts. If the DER is unable to contact the driver within the 24-hour period, the DER must leave a message for the driver by voice mail, e-mail or letter to contact the MRO and inform the MRO of the date and time of this message.
10. Confirmation testing for controlled substances will be performed in accordance with the Oklahoma Act, except when the Oklahoma Act conflicts with Federal law.
11. The MRO must verify a confirmed positive test result for marijuana, cocaine, amphetamines, and/or PCP unless the driver presents a legitimate medical explanation for the presence of the drug(s)/metabolite(s) in her or his system.
12. As part of the verification decision, the MRO must conduct a medical interview that includes reviewing the driver’s medical history and any other relevant biomedical factors presented by the driver, as well as directing the driver to undergo further medical evaluation.
13. DOT tests must be completely separate from non-DOT tests in all respects, and DOT tests must take priority over non-DOT tests. DOT tests must be completed before a non-DOT test is begun. The results of a DOT test shall not be disregarded or changed based on the results of a non-DOT test.

V. PROHIBITIONS

A driver will not be permitted to report to duty or to remain on duty requiring the performance of a safety-sensitive function if:

ALCOHOL

1. The driver has an alcohol concentration of 0.02 or higher as measured on a breath test.
2. The driver displays behavior or appearance characteristics of alcohol misuse.
3. The driver is under the influence of or is impaired by alcohol, as shown by behavioral, speech, and performance indicators of alcohol misuse.
4. The driver possesses alcohol while on duty.
5. The driver uses alcohol during duty performance.
6. The driver has used alcohol within the four hours prior to performing duties.
7. The driver has had an accident within the last eight hours and has not taken a breath test showing clearance from prohibited alcohol levels.
8. The driver has refused to take a breath test for alcohol use.
9. The driver is taking any prescription or non-prescription medication containing alcohol, even if the driver has notified the driver's supervisor of the medication use.

CONTROLLED SUBSTANCES

1. The driver uses any controlled substance, unless the use is pursuant to a physician's written certification stating that the use does not adversely affect the driver's ability to safely operate a motor vehicle.
2. A supervisor or administrative employee has actual knowledge that a driver has used a controlled substance.
3. The driver has a positive confirmed test for a controlled substance.
4. The driver displays behavior or appearance characteristics of drug use.
5. The driver has refused to take a drug use test.

REFUSAL TO TEST

A driver has refused to take a drug or alcohol use test if s/he:

1. Fails to appear for any test as directed by the School District.
2. Fails to remain at the testing site until the testing is complete.
3. Fails to provide a urine specimen.
4. Fails to provide a sufficient amount of urine when there is no adequate medical explanation for the failure.
5. Fails to permit a directly observed or monitored collection.
6. Fails or declines to take a second test the School District or collector has directed.
7. Fails to undergo a medical examination or evaluation as directed by the MRO as part of the verification process or as directed by the DER when the urine sample was insufficient.
8. Fails to cooperate with any part of the testing process (e.g. refuses to empty pockets when directed to do so, behaves in a confrontational way that disrupts the collection process).
9. Has a verified adulterated or substituted test result.

VI. STANDING DOWN EMPLOYEES

Stand-down is "the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test result." DOT regulations prohibit employers from standing employees down, before the MRO has completed verification of the test result.

A verified test is a drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the MRO.

The District may assign a driver non-driving duties pending the receipt of a verified test result when the District has reasonable suspicion to believe the employee is impaired.

When the District does remove an employee from service, following verification of the drug test result, it will do so consistent with the confidentiality requirements, within its control, imposed by law.

VII. REFERRAL AND TREATMENT

A driver who violates any of the Prohibitions in this Policy shall be advised of Policy DCAA.

The Employee Assistance Program, a program through which employees may be referred to third party providers who offer, at the employee's expense, a confidential drug and alcohol dependency evaluation and referral service for substance abuse counseling, treatment or rehabilitation.

A driver who violates any of the Prohibitions in this Policy must be evaluated by a SAP who shall determine what assistance, if any, the driver needs in resolving problems associated with drug or alcohol misuse. The driver will not be permitted to perform safety-sensitive duties for any employer until and unless he or she completes the SAP evaluation, referral, and education/treatment process. If the driver is identified as needing assistance in resolving problems associated with drug or alcohol misuse, the driver must be evaluated by a SAP to determine if the driver has properly followed the prescribed rehabilitation program. The driver must be subject to unannounced follow-up drug and/or alcohol use tests upon return-to-duty.

The SAP will provide a written report directly to the DER highlighting the SAP's specific recommendations for a course of education and treatment with which the driver must comply prior to returning to the performance of safety-sensitive functions. Neither the driver nor the School District shall seek a second SAP's evaluation in order to obtain another recommendation. Only the SAP who made the initial evaluation may modify his or her initial recommendations.

If the SAP recommends that the driver continue treatment, aftercare or support group services after returning to safety-sensitive duties, the School District may require the driver to participate in the recommended treatment or services as part of the return-to-duty agreement. These requirements do not apply to drivers refusing to be tested or drivers having a preemployment test of 0.04 or more. The School District is not required to return a driver to safety-sensitive duties just because the driver complies with the SAP's recommendations.

VIII. EDUCATIONAL MATERIALS

Each driver shall receive educational materials that explain:

1. the alcohol misuse prevention requirements;
2. the School District's policies and procedures;
3. the identity of a contact person knowledgeable about the materials;
4. factual information on the effects of controlled substance use and alcohol misuse on personal life, health and safety;
5. where help can be obtained, including information regarding the School District's Employee Assistance Program;
6. categories of employees subject to testing;
7. a description of prohibited conduct and the circumstances that trigger testing;
8. testing procedures and safeguards;
9. what constitutes a refusal to submit to testing and the consequences;
10. signs and symptoms of a drug or alcohol use problem;
11. consequences for drivers with an alcohol test level of 0.02 or more but less than 0.04; and
12. the consequences of violating the rules in this Policy. The District's staff will prepare and distribute appropriate educational materials as provided for in this section.

IX. MAINTENANCE OF RECORDS

Upon written request, a driver is entitled to obtain copies of any School District records concerning the driver's use of alcohol or controlled substances, including test results. The School District shall not release individual test results or medical information about a driver to third parties without the employee's specific written consent to the release of a particular piece of information to a particular person or organization. Notwithstanding this prohibition, the School District may release information pertaining to a driver's drug or alcohol use test without the employee's consent in certain legal proceedings.

X. DISCIPLINARY ACTION

Employees who violate any prohibition in this Policy will be subject to disciplinary measures, including employment termination. Likewise, employees whose test results are positive for alcohol or controlled substances are subject to disciplinary actions, including employment termination. The same disciplinary consequences face individuals who provide false information in connection with the testing process or who fail to cooperate with the District's efforts to fulfill its testing obligations.

XI. OTHER POLICIES AND FORMS

This Policy does not supersede any other School District policy pertaining to alcohol misuse or controlled substance use by School District employees, except to the extent that this Policy is specific to drivers performing safety-sensitive functions. To the extent permitted by federal law, this Policy is to be interpreted consistent with Oklahoma's Act regarding drug and alcohol testing of personnel. Bus driver applicants must complete the "Consent For Release of Information" form and "Bus Driver Questionnaire" that are part of the application for employment.

**BARTLESVILLE SCHOOL DISTRICT
BUS DRIVER CONSENT FOR RELEASE OF INFORMATION
FROM DOT-REGULATED EMPLOYER(S)**

I, _____, hereby agree to allow any of my former Department of Transportation ("DOT") regulated employers, who have employed me within two (2) years of the date that I applied for a position with the School District, to release information concerning my prior drug and alcohol use tests and results. This is for any position I held which required the performance of safety-sensitive duties. I understand that the School District is required by law to obtain my consent in writing, and my signature below authorizes any of my former DOT-regulated employers to release the following information to the School District:

1. Alcohol tests with a result of 0.04 or higher alcohol concentration;
2. Verified positive drug tests;
3. Refusals to be tested (including verified adulterated or substituted drug test results);
4. Other violations of DOT agency drug and alcohol testing regulations; and
5. Documentation of the successful completion of the return-to-duty requirements (if I have violated a drug or alcohol regulation).

I further agree to turn over copies of any documentation or information I have in my possession that relates to the five (5) areas described above. I understand that if I refuse to consent in writing to the release of the above information, federal law prohibits me from performing safety-sensitive duties.

By signing below I acknowledge that I have read, understand and agree to the foregoing. I also acknowledge and affirm that I have provided the School District with a complete listing of my former employers, including my former DOT-regulated employers.

Driver (Print name)

Driver (Signature)

Date

For School District Use Only:

	<i>(date)</i>	<i>(District employee initials)</i>
<i>Consent form provided to bus driver:</i>	_____	_____
<i>Consent form returned from bus driver:</i>	_____	_____
<i>Consent declined:</i>	_____	_____

BUS DRIVER QUESTIONNAIRE

1.	Have you ever <u>tested positive</u> on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work during the past two (2) years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have you ever <u>refused to take</u> any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work during the past two (2) years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	If you answered "Yes" to Question 1 or 2, have you successfully completed the return-to-duty process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	If you answered "Yes" to Question 3, can you provide documentation of your successful completion of the return-to-duty process?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you desire to provide any comments to supplement your answers to questions 1-4 above, please do so below:

POLICY ON TESTING EMPLOYEES AND APPLICANTS FOR EMPLOYMENT (OTHER THAN BUS DRIVERS) WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES

The Board of Education, with the intent that all employees have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the employee is on duty or on school property, does hereby adopt the following Policy on Testing Employees and Applicants for Employment (Other Than Bus Drivers) With Regard to the Use of Alcohol and Illegal Chemical Substances.

1). Statement of Purpose and Intent

1.1 The safety of students and employees of the School District is of paramount concern to the School Board.

1.2 Employees who are under the influence of alcohol or an illegal chemical substance when the employee is on duty or on school property pose serious safety risks to students and other employees.

1.3 The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students.

1.4 Scientific studies demonstrate that the use of alcohol and illegal chemical substances reduces an employee's ability to perform his job beyond the time period of immediate consumption or use.

1.5 The Board recognizes that all employees have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma as well as by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, OKLA. STAT. tit. 40, §§ 551 et seq, as amended. This Policy will not infringe on those rights.

1.6 Due to the devastating impact that the use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on an employee's ability to perform the employee's job, the Board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence (as defined in the Policy) of alcohol or illegal chemical substances when on duty or while on school property.

1.7 This Policy will apply to all employees of the School District regardless of position, title or seniority except bus drivers. The testing of bus drivers for alcohol or illegal chemical substances is exclusively governed by the School District's Policy on Alcohol and Drug Testing for Drivers and the federal Omnibus Transportation Act of 1991. Bus drivers whose job assignment involves duties independent of bus driving shall be subject to this policy as to all non-bus driving duties.

1.8 Violations of this Policy will subject the employee to disciplinary action, including termination.

2). Definitions

2.1 Applicant means a person who has applied for a position with an employer and received a conditional offer of employment.

2.2 "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By this policy, applicants and employees are placed on notice that the school district may test individuals for drugs and alcohol.

2.3 "Alcohol" means ethyl alcohol or ethanol.

2.4 "Under the influence" means any employee of the School District or applicant for employment with the School District who has any alcohol or illegal chemical substance or the

metabolites thereof present in the person's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

2.5 "Positive" when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

2.6 "School property" means any property owned, leased or rented by the School District, including but not limited to school buildings, parking lots and motor vehicles.

2.7 "Drug or alcohol test" means a chemical test administered for the purpose of determining the presence or absence of a drug or its metabolites or alcohol in a person's bodily tissue, fluids or products. Adulteration of a specimen or of a drug or alcohol test shall be considered as a refusal to test;

2.8 "Employee" means any person who supplies labor for remuneration to his or her employer in this state and shall not include an independent contractor, subcontractor or employees of an independent contractor; provided, however, an independent contractor, subcontractor, or employees of an independent contractor, may be subject to a workplace drug or alcohol testing policy under the terms of the contractual agreement when the drug or alcohol testing policy applies to other workers at the job site or workers who are in the same or similar classification or group;

2.9 "On duty" means any time during which an employee is acting in an official capacity for the School District or performing tasks within the employee's job description, including the taking of an annual physical examination.

2.10 "Bus driver" means:

- i) A School District employee who is required to have a commercial drivers' license ("CDL") to perform the employee's duties;
- ii) Employees of independent contractors who are required to have a CDL;
- iii) Owner-operators;
- iv) Leased drivers; and
- v) Occasional drivers.

2.11 To the extent not specifically defined herein, the definition of any term, word or phrase found in this Policy shall be as set forth in the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.

3). Procedures for Alcohol or Illegal Chemical Substance Testing

3.1 Any alcohol or drug use test administered under the terms of this Policy will be administered by or at the direction of a testing facility licensed by the Oklahoma State Department of Health ("Department") and using scientifically validated toxicological methods that comply with rules promulgated by the Department. Testing facilities shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of applicants and employees. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall or as otherwise permitted by the Department or its Board; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of a challenge of the test results of the main sample; the test monitor shall not observe any employee or applicant while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that an employee/applicant is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the applicant/employee giving the sample.

The test monitor shall give each employee or applicant a form on which the employee or applicant may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances.

3.2 If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

3.3 If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.

3.4 A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.

3.5 Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance, as and for an appeal procedure, will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the applicant or employee asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The School District will rely on the opinion of the District's testing facility which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

In the case of drug use testing, the employee or applicant will have a right to have a second test performed on the same test sample at the expense of the employee or applicant. In the case of alcohol testing, the employee or applicant will have a right to have a second test performed on the same test sample using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. The request for the second test must be made within twenty-four (24) hours of receiving notice of a positive test in order to challenge the results of a positive test and subject to the approval by the School District's testing facility that (a) the facility selected by the applicant or employee for the second test meets the qualifications required for a testing facility under the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and (b) the testing methodology used by the facility selected by the employee or applicant conforms to scientifically accepted analytical methods and procedures, including the cutoff levels, as determined by the State Board of Health. If the re-test reverses the findings of the challenged positive result, then the School District will reimburse the applicant or employee for the costs of the re-test. A proper chain of custody shall be maintained at all times in transmitting the sample to and from a second testing facility.

3.6 The School District may permit testing for drugs or alcohol by other methods reasonably calculated to detect the presence of drugs or alcohol, including but not limited to breathalyzer testing, testing by use of a single-use test device, known as onsite or quick testing devices, to collect, handle, store, and ship a sample collected for testing. However, a breathalyzer test shall not be grounds for immediate termination absent a confirmation test.

3.7 The testing facility reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the School District will not report on or disclose to the School District any physical or mental condition affecting an employee or employment applicant which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

4). Employee Alcohol and Drug Use Test Requirements

The District is authorized to conduct drug and alcohol testing in accordance with the Standards for Workplace Drug and Alcohol Testing Act. The District has chosen to conduct drug or alcohol testing under the following circumstances:

4.1 Applicant testing: The District will require an applicant, as defined above, to undergo drug or alcohol testing and may use a refusal to undergo testing or a positive test result as a basis for refusal to hire,

4.2 For-cause testing: The District will require an employee to undergo drug or alcohol testing at any time the Superintendent, or designee, reasonably believes that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

- a. drugs or alcohol on or about the employee's person or in the employee's vicinity,
- b. conduct on the employee's part that suggests impairment or influence of drugs or alcohol,
- c. a report of drug or alcohol use while at work or on duty,
- d. information that an employee has tampered with drug or alcohol testing at any time,
- e. negative performance patterns, or
- f. excessive or unexplained absenteeism or tardiness.

4.3 Post-accident testing: The District will require an employee to undergo drug or alcohol testing if the employee or another person has sustained an injury while at work or the employer's property has been damaged, including damage to equipment. For purposes of workers' compensation, no employee who tests positive for the presence of substances defined and consumed pursuant to Section 465.20 of Title 63 of the Oklahoma Statutes, alcohol, illegal drugs, or illegally used chemicals, or refuses to take a drug or alcohol test required by the employer, shall be eligible for such compensation;

4.4 Random testing: As determined appropriate by the Board of Education, the District may require an employee or all members of an employment classification or group to undergo drug or alcohol testing at random and may limit its random testing programs to particular employment classifications or groups, except that the District will require random testing only of employees who:

- a. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or
- b. are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics.

4.5 Scheduled, periodic testing: The District will require an employee to undergo drug or alcohol testing as a routine part of a routinely scheduled employee fitness-for-duty medical examination of employees who:

- a. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or
- b. are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics.

4.6 Post-rehabilitation testing: The District may request or require an employee to undergo drug or alcohol testing for a period of up to two (2) years commencing with the employee's return to work, following a positive test or following participation in a drug or alcohol dependency treatment program.

5). Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance

Any employee who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this Policy) of alcohol or an illegal chemical substance while on duty, while on school property or as a result of alcohol or drug use tests conducted under this Policy will be subject to disciplinary action, including termination.

6). Alcohol and Drug Use Tests of Applicants for Employment -- When Required

All applicants for employment will be required to submit to alcohol and/or drug use testing after a conditional offer of employment has been made to the applicant. All applicants will be notified that alcohol and/or drug use testing will occur if they are offered a conditional offer of employment. Any applicant who refuses to submit to an alcohol or drug use test after a conditional offer of employment will not be hired.

7). Applicants under the Influence of Alcohol or an Illegal Chemical Substance

Any applicant who is confirmed by alcohol or drug use tests to be under the influence (as defined by this Policy) of alcohol or an illegal chemical substance will not be hired.

8). Person Authorized to Order Alcohol or Drug Testing

The following persons have the authority to require alcohol or drug use testing of employees under this Policy:

- a) The Superintendent of Schools;
- b) Any employee designated for such purposes by the Superintendent or the School Board.

9. Release of Information

9.1 Upon written request, the applicant for employment or the employee will be provided, without charge, a copy of all information and records related to the individuals' testing. All test records and results will be confidential and kept in files separate from the employee or applicant's personnel records.

9.2 The School District shall not release such records to any person other than the applicant, employee or the district's review officer unless the applicant or employee, in writing following receipt of the test results, has expressly granted permission for the School District to release such records in order to comply with a valid judicial or administrative order.

9.3 The testing facility, of any agent, representative or designee of the facility, or any review officer, shall not disclose to any employer, based on the analysis of a sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to the general health, pregnancy, or other physical or mental condition of the applicant or employee.

9.4 The testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon request.

9.5 This policy does not preclude the School District, when contracting with another employer, from sharing drug or alcohol testing results of any tested person who works pursuant to a contractual agreement.

10. Notice of Policy

This policy shall be given broad circulation to all employees of the School District which shall include prominent posting in the School District. Each employee shall be given a copy of this Policy and each applicant shall be given a copy of this Policy upon the tender of a conditional offer of employment. Delivery of the policy to applicants or employees may be accomplished in any of the following ways:

1. Hand-delivery of a paper copy of or changes to the policy;
2. Mailing a paper copy of the policy or changes to the policy through the U.S. Postal Service or a parcel delivery service to the last address given by the employee or applicant;
3. Electronically transmitting a copy of the policy through an email or by posting on the employer's website or intranet site; or
4. Posting a copy in a prominent employee access area.

11. The Standards for Workplace Drug and Alcohol Testing Act

This Policy is subject to and supplemented by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act (the "Act"). To the extent that any provision of this Policy is in conflict with the Act, then the Act shall control. To the extent that this Policy is silent as to any matter covered by the Act, then the Act shall control. This Policy shall be interpreted by the Board of Education of the School District and its employees consistent with the Act.

COMMUNICABLE AND LIFE THREATENING DISEASES

No employee will be dismissed or have his/her contract not renewed solely because he/she is HIV positive, has AIDS or Other Life Threatening Communicable Diseases.

LEAVE PROVISIONS

VACATION (Policy DEB)

The Bartlesville Board of Education recognizes the need for employees to have time away from the job for rest, relaxation, and/or renewal. Therefore, it is the policy of the Board of Education that at the end of each calendar month of service in the Bartlesville Public Schools, the following definitive amounts of vacation time will be added to accumulated vacation and the administration shall be responsible for developing regulations to administer the vacation policy.

1. Twelve-Month Employees and ten and eleven month employees contracted prior to July 1, 2008.
 - A. Employees with less than five years of service shall have one day per month added until a maximum of 15 days have been accumulated.
 - B. Employees with at least five years, but less than ten years, of service shall have one and one fourth days per month added until a maximum of 20 days have been accumulated.
 - C. Employees with at least ten years, but less than 15 years of service shall have one and one-half days per month added until a maximum of 25 days have been accumulated.
 - D. Employees with 15 or more years of service shall have two days per month added until a maximum of 30 days have been accumulated.
 - E. The above days of vacation shall be taken at the discretion of the building principal or immediate administrative supervisor.
 - F. There may be times during the year the District may require mandated vacation due to extenuating circumstances or operating necessity.
2. Vacation must be applied for by the employee and may be used only when approved by the employee's immediate supervisor.
3. Days taken as vacation shall be deducted from the employee's accumulated vacation at the end of the payroll period in which the vacation was taken.
4. In determining the years of service, the first day of contract service shall be considered as the date of entry into the Bartlesville Public Schools.
5. Vacation shall not accrue to any employee on leave of absence without pay, while under suspension, layoff, probation, etc.
6. Any employee who is separated from service with the Board of Education shall be paid or shall have payment made to the employee's estate for any unused accumulated vacation.
7. Employees eligible for vacation who desire to improve their educational qualifications for their position by attending college during regular work hours shall, upon the approval of the employee's immediate supervisor and the Superintendent of schools, be permitted to do so without loss of pay. Such absences from work shall be considered as one-half school business and one-half vacation.
8. Vacation shall be taken upon a workday basis. Vacation may be taken in 15-minute increments. Holidays shall not be counted as workdays.
9. Upon written approval of the employee's supervisor and the superintendent or his designee an employee who has reached the maximum accumulated vacation and who is not able to take vacation time in any given month may have that time transferred to a Special Vacation bank under the following conditions:

- a. The employee was not able to take his/her vacation day due to circumstances arising from the job and beyond his/her control.
- b. The employee would lose said vacation day(s) due to having reached the maximum accumulation allowed in this policy.
- c. a written explanation shall be given regarding the month the vacation was lost and the reason for the employee not being able to take said vacation.
- d. This Special Vacation leave must be used within the next three months following the month the employee's vacation was not able to be used and was lost.
- e. This Special Vacation leave is non-cumulative.

SICK LEAVE (Policy DEC) (Regulation DEC-R1)

The Bartlesville Board of Education shall provide sick leave benefits to all regular personnel working four (4) or more hours per day in order to promote a sense of security and permit an ease of mind that is essential to the satisfactory performance of professional services. The Board sets forth the following provisions for administering this policy:

1. The Superintendent or the Superintendent's designee shall administer this plan.
2. Employees may be absent from duty because of personal accidental injury, illness or pregnancy, or injury, illness or death in the immediate family without loss of salary not to exceed the amount of accumulated sick leave during each school year. The right to such sick leave shall be vested at the beginning of the school year. Employees who have a nine and one-half (9 ½) or ten-month (10) contract shall receive ten sick leave days per year, employees who have an eleven (11) month contract shall receive eleven sick leave days per year and those who have a twelve (12) month contract shall receive twelve days.
3. Parts of days absent shall be charged in multiples of 15-minute increments. Employees will be charged for leave whether or not a substitute was employed.
4. Up to five (5) days of sick leave with pay may be used for bereavement in the instance of a death in the immediate family. Up to five (5) days of additional leave for bereavement purposes shall be provided to an employee who has fewer than five (5) days of sick leave remaining when there is a death in the employee's immediate family (1 extra day if 4 days of sick leave remain, 2 extra days if 3 days remain, etc.). Additional days may be granted upon approval of the superintendent or his/her designee. The superintendent or his/her designee may also grant paid bereavement leave days for deaths outside the immediate family.
5. Unused sick leave shall be cumulative to a total of 120 days, of which up to sixty days is transferable to any other school District in Oklahoma. Up to a maximum of sixty days of sick leave earned in another Oklahoma District may be transferred to this District. Sick leave so transferred must be certified by the sending District.
6. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of the employee's absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:
 - A. Physician's statement endorsed by the employee.
 - B. Employee statement endorsed by the principal or immediate supervisor.
 - C. Copies of claim submitted for insurance benefits.
 - D. Other information as may be indicated by the circumstances.
7. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent as follows:
 - A. Sick leave claim on days of unusual or inclement weather.
 - B. Sick leave claim during the last four weeks of employment.
 - C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends.
 - D. When reasonable cause exists to believe that sick leave benefits are being abused.
8. If, after exhausting all sick leave, an employee is absent due to personal accidental injury, illness, or pregnancy, the employee shall receive the full contract salary with loss of substitute pay whether or not a substitute was required for the employee's position for an additional period

of 20 days, but in no case would the employee lose more than the employee's daily rate of pay. After 20 such days of absence beyond the benefits heretofore set out such employee shall be placed on Leave of Absence without pay.

10. Upon retirement, reduction-in-force, or death, each classified employee with five or more years of continuous service in the Bartlesville Schools will be compensated for unused sick leave. This compensation will be made to the employee's estate in event of the employee's death. Retirement age for support employees is 55 or above.

The rate of such compensation will be .2% of the base teacher salary (BA-Step 0) for each day of unused sick leave, provided that:

- A. No person shall be compensated for more days of unused sick leave than twice the number of total years of service in the district.
- B. No person who willfully abrogates a valid contract of employment with the school District shall receive such compensation.
- C. No person who is qualified shall receive compensation for fewer than four days of unused sick leave.

Sick Leave Sharing Policy

If, after exhausting all sick leave otherwise provided, an employee is absent due to pregnancy or recovery from childbirth, or an extraordinary or severe illness or injury, or an extraordinary or severe illness or injury of the employee's spouse, child, parent, grandparent, grandchild, stepchild, stepparent or household member as these terms are defined in state law, documented as such by a physician, the employee may request the use of sick leave days to be donated by other employees. Each year employees may donate up to one (1) day each, per requesting employee, from their accumulated sick leave for use by the requesting employee in accordance with the following procedures:

1. Employees desiring to donate days shall complete a written authorization transferring days to the ill or injured employee.
2. Employees must have a balance of 60 unused sick leave days before they may donate a day.
3. An employee may initially request up to twenty (20) days from donating employees. If needed, the employee may reapply for one additional twenty (20) day period. After that the district personnel office must meet with the employee to review the long-term disability options available to the employee.
4. Solicitations for donated leave shall only made through designated administrative channels.

Note: The term "immediate family" has been defined as those close family members such as a spouse, children, parent, sibling, and corresponding relationships as established by marriage. Sick leave may also be taken for the life-threatening illness or death of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law.

FAMILY AND MEDICAL LEAVE (Policy DECA)

A. It is the policy of the District to comply fully with the requirements of the Family and Medical Leave Act of 1993 (FMLA). This Act, as supplemented by the National Defense Authorization Act of 2008 (NDAA), requires that a covered employer provide up to twelve (12) workweeks of unpaid leave to eligible employees or up to twenty six (26) workweeks of leave for service member family leave. "Eligible employees" are those employees who: (1) have been employed for at least one (1) year by the School District; (2) worked at least twelve hundred and fifty (1,250) hours during the previous twelve (12) month period; and (3) have requested leave for a reason covered by the FMLA or NDAA

B. Reasons for Leave

All eligible employees who meet FMLA or NDAA requirements may be granted leave as provided in Board Policy DECA and required by law for the following reasons:

1. for the birth of a child and to care for such child, or placement for adoption or foster care of a child;
2. to care for a spouse, child or parent with a serious health condition;
3. for a serious health condition of the employee that makes the employee unable to perform his or her job functions;
4. because the employee's circumstances qualify for active duty leave due to a spouse, child, or parent being called up for or on active duty in the Armed Forces during a war or national emergency declared by the President or Congress; or
5. For military caregiver leave to care for a service member who is a spouse, child, parent, or next of kin and becomes seriously ill or injured while serving on active duty in the Armed Forces.

The term "serious health condition" means one which requires either in-patient care, or continuing treatment by a health care provider. This term is intended to cover conditions or illnesses affecting health to the extent that in-patient care is required, or absences are necessary on a recurring basis or for more than just a few days. A "serious health condition" does not cover short-term conditions for which treatment and recovery are very brief. Such conditions would normally be covered by the School District's sick leave policies.

The term "year" as used in this Policy shall mean a rolling 12-month period measured backward from the date an employee uses any leave.

C. Procedures for Utilizing FMLA or NDAA

Employees should refer to Board Policy DECA for additional definitions, requirements, and procedures for requesting and utilizing FMLA or NDAA.

The Human Resources/Finance department is available to discuss all aspects of the Acts and assist employees with requesting and utilizing the appropriate leave.

PERSONAL LEAVE (JULY 2002) (Regulation DEC-R2)

The Bartlesville Board of Education urges continuous day-to-day performance and recognizes the value to young people of this uninterrupted performance. However, the Board understands that in some cases it is necessary for an employee to request leave for business or other personal reasons. It is the desire of the Board of Education to cooperate and provide an avenue for relief in these instances.

PAID PERSONAL LEAVE

Classified employees under contract for 20 or more hours per week, but who do not qualify for vacation will be granted one day, not to exceed the number of hours per day for which they are regularly employed, of leave with pay during each school year, hereinafter referred to as PAID PERSONAL LEAVE. PAID PERSONAL LEAVE not used during the contract year will be added to the employee's accumulated sick leave.

PERSONAL BUSINESS LEAVE

Classified employees contracted to work 20 or more hours per week will be granted a maximum of three days leave, not to exceed the number of hours per day for which they are regularly employed, with substitute pay deducted, for personal business matters that cannot be conducted before or after school hours or on weekends. This leave will be referred to as PERSONAL BUSINESS LEAVE. If unused, a maximum of two days shall be added to the employee's accumulated sick leave balance.

LEAVE REQUEST PROCEDURES

Requests for PAID PERSONAL LEAVE or PERSONAL BUSINESS LEAVE shall be made to the immediate supervisor through Absence Management. When possible, the request should be

submitted at least 24 hours in advance of the planned absence. Decisions for approval will be based on a time that is the least disruptive for the efficient operation of the school system.

Neither PAID PERSONAL LEAVE or PERSONAL BUSINESS LEAVE will be granted on the school days immediately preceding or following a school holiday, vacation period, or during the last two weeks of school without special permission from the employee's immediate supervisor and the Superintendent or his/her designee.

EMERGENCY LEAVE (DEC-R3)

The Bartlesville Board of Education shall provide not more than five days each year for emergency leave. These days shall not be chargeable to sick leave and will be non-cumulative. The term emergency should be construed to mean a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention. Emergency leave must be granted at the discretion of the immediate supervisor and Superintendent. The school district will pay for any required substitute.

Note: 70 O.S. §6-104 allows emergency leave to be granted at the discretion of the Board. However, the Board may not provide more than five days.

MILITARY LEAVE (DEC-R5)

The Bartlesville Board of Education shall provide leave to employees who are members of any component of the Armed Forces of the United States, including members of the National Guard and the Reserve Forces, when that employee is ordered by proper authority to active duty or service. Military leave shall be without loss of status, efficiency rating, pay, or benefits during the first thirty working days of such leave.

PROFESSIONAL LEAVE

The Bartlesville Board of Education is committed to the principle of providing and approving opportunities for the professional improvement of its staff. In response to this principle, employees may be released from duties without loss of salary or benefits for attendance at meetings of a professional nature which contribute to the basic function of the employee's assignment.

Professional days in the school calendar are a part of the employee's contract. If approved by the employee's principal/administrator, the Professional days absent for attendance will be reported as "School Business".

LEGAL PROCESS LEAVE (DEC-R4)

The Bartlesville Board of Education shall grant paid leave to personnel who have been selected for jury duty or who have been subpoenaed in a criminal, civil or juvenile proceeding. Proper documentation from the court is required.

LEAVE OF ABSENCE (DECB-R1)

It is the policy of the Bartlesville Board of Education to grant extended leave without pay to all employees with the Bartlesville Public Schools. Leave may be granted to qualified persons for up to one year without loss of tenure, accumulated sick leave, or seniority.

Requests must be made with the Superintendent by April 25 for leave during the following year. Leave of absence may be granted for pregnancy, adoption, ill health, illness on the part of some member of the immediate family, military service, or professional study. Documentation from a physician is required for personal illness or illness in the immediate family. A copy of official orders is required for military service.

The Board, in granting a leave of absence to employees, agrees to reemploy the employee within 30 days of the termination of leave, provided:

1. That the employee has informed the Superintendent prior to the termination of leave or by March 1 of the intention to apply for re-employment, and
2. A vacancy exists for which the employee is qualified, and
3. The employee meets all requirements for employment with the Board of Education.

An employee who fails to submit a request for reinstatement within the timelines above, or who declines an offered position for which the employee is qualified, shall be deemed to have resigned his/her position with the district effective on the last day of the leave of absence.

During a period of a Leave of Absence no benefits will be provided by the District, unless otherwise required by law and only to the extent required by law. An employee on an approved Leave of Absence is permitted to participate in district-sponsored fringe benefit insurance programs, with the employee paying the full cost of the premiums.

During the period of Leave of Absence an employee will not gain or lose any accumulated benefits or employment status. The amount of accumulated sick leave days will remain constant, without increase or decrease, and will be available to the employee upon return from the Leave of Absence. During the Leave of Absence seniority status and compensation schedule placement will neither accrue nor be lost. An employee returning from a Leave of Absence will be placed on the same step of the compensation schedule as the employee was on at the time of the Leave of absence was granted.

All absences in excess of the ones provided for in this policy shall be at full loss of pay. When an employee resigns employment with the Bartlesville Public Schools, all accumulated leave under the provisions of these policies shall be canceled or may be transferred with the employee as provided by Oklahoma law if the employee takes a position with another school District in Oklahoma. Should such an employee return to employment with the Bartlesville Public Schools the employee will receive credit for years of service for vacation and career increments if reemployed within five (5) years.

In order that maximum benefits may be provided to all employees in time of valid need, it is imperative that proper controls be used to eliminate the misuse of the various types of leave in these policies. An employee who abuses a leave policy is subject to dismissal or other disciplinary action.

LEAVE: PROFESSIONAL ASSOCIATION LEADERS

Time off with pay for association leaders on association business, meeting, or activities will be approved for the following annual events: Education Classified Personnel of Oklahoma Annual Delegate Conference in Oklahoma City and Legislative Day.

FRINGE BENEFITS

The Board of Education recognizes the need to offer a variety of fringe benefits to maintain quality personnel. Therefore, the administration has developed the following fringe benefit program for eligible employees.

SOCIAL SECURITY AND MEDICARE

The District pays the amounts required by federal law for Social Security and Medicare taxes.

STATE FLEXIBLE BENEFIT ALLOWANCE

Full-time Classified Employees: For the 2022 – 2023 school year, full-time classified employees contracted to work six (6) or more hours per day during the school year shall receive the monthly Flexible Benefit Allowance (FBA) required by State Law. The District will apply the FBA toward the

total premium cost of the District's Health Plan. Any excess FBA allowance over the cost of the major medical coverage purchased by the employee may be used to purchase additional benefits through the District's Section 125 Cafeteria Plan or may be taken as taxable compensation as provide by law. The District will provide an additional contribution of forty-two dollars (\$42.00) per month to be used towards the premium costs or to be received as taxable compensation. The State will provide one hundred eighty- nine dollars and sixty-nine cents (\$189.69) per month as taxable compensation for those full-time employees who choose not to participate in the health insurance plan.

Half-time Classified Employees: For the 2022 - 2023 school year, half-time classified employees contracted to work at least four (4) hours per day but less than six (6) hours per day will receive a District paid fringe benefit amounting to 50% of the cost of the Health Choice High Option single premium to be applied toward the premium cost of coverage in the District's health insurance plan. Half-time classified employees who elect not to participate in the District's health plan will receive twenty-one dollars (\$21.00) per month as taxable compensation.

Classified employees whose employment is terminated during the school year shall have no right to receive any cash compensation for the portion of the school year after the classified employee's termination. Eligibility for employees to receive the Flexible Benefit Allowance is determined by the State Department of Education.

GROUP TERM LIFE INSURANCE

Group Term Life Insurance

The District provides all classified employees that have a written contract to work at least 20 hours per week with ten thousand dollars (\$10,000.00) of group term life insurance and ten thousand dollars (\$10,000.00) of accidental death and dismemberment insurance at no cost to the employees. The amounts of these coverages on or after age 70 will be 50% of the amount of the benefits in effect on the day prior to the 70th birthday.

Dependent Group Term Life Insurance

The District also provides at no additional cost to the employees Dependent Group Term Life insurance of two thousand dollars (\$2000.00) for the employee's spouse and up to one thousand dollars (\$1000.00) for each dependent child, depending upon their age.

LONG-TERM DISABILITY INSURANCE

The District provides long-term disability insurance coverage for all classified employees that have a written contract to work at least 20 hours per week. Benefits are determined by and subject to the exclusions and limitations of the carrier.

WORKERS' COMPENSATION

Workers' compensation insurance coverage is provided to all employees contracted with the District. All claims are subject to the rules and regulations of the State Workers' Compensation Court. Instructions and procedures on how to report work related injuries shall be distributed annually to all site administrators.

OKLAHOMA TEACHERS' RETIREMENT SYSTEM

Classified Employees: Membership and participation in the Teacher Retirement System (TRS) are optional and subject to the eligibility requirements established by the TRS. The District will withhold and forward a specified percentage, which is determined by the legislature, of the employees' total salaries to the TRS. The District pays an administration fee for all employees that participate in the TRS.

EMPLOYEE INDIVIDUAL RETIREMENT PLAN

The Board of Education recognizes the benefits of individual retirement plans. Therefore, employees are permitted to invest in a voluntary salary reduction 403 (b) tax deferred retirement

plan offered through the district. This is a retirement plan for employees of public school systems similar to a 401(k) plan. The Bartlesville Public Schools' plan is a salary reduction plan. Contributions result from voluntary reductions in salary by the employee(s) and are deducted before federal and state taxes are calculated. Contact the Payroll Department for participating vendors.

In addition, employees are permitted to invest in a voluntary 457(b) deferred compensation plan. With this plan the employee's paycheck is reduced before federal and state income taxes are withheld. The Payroll Department should be contacted regarding the approved vendor for this plan.

SECTION 125 PLAN

The Board shall provide employees with an opportunity to select before tax benefits, up to the maximum allowable by the Internal Revenue Code, for participation in a Section 125 Program.

ATHLETIC PASSES

Employees shall utilize their school identification badge as the official pass that will admit the employee to all Bartlesville athletic events within the district at no charge. Employees will be able to purchase advance tickets at a discount for their spouse and/or dependent school age children.

PAYROLL PRACTICES

The Bartlesville Board of Education recognizes the value of good payroll practices and directs that the administration shall be responsible for the development of efficient payroll practices as required by law and for auditing purposes.

1. Each employee of the Bartlesville Schools shall be paid in accordance with the terms of the signed contracts.
2. Regular payroll dates shall be on or before the 25th day of each month for 12 month employees and on or before the 15th day of each month for all other employees.
3. Employees working four (4) or more hours per day shall have their total annual salary divided into twelve (12) equal parts. Employees working less than four (4) hours per day will receive monthly pay for the number of days in the pay period based on an hourly rate for a total of ten payments.
4. Certain deductions shall be made from each employee's monthly pay as required by law for:
 - A. State and Federal income tax withholding;
 - B. Teachers' Retirement contributions for all personnel who are members of the Teachers' Retirement System of Oklahoma;
 - C. Social Security and Medicare contributions;
 - D. Professional and classified personnel dues;
 - E. Garnishment, child support, levies.
5. Other deductions may be made from each employee's pay for:
 - A. Health insurance;
 - B. Group life insurance;
 - C. Long term disability insurance;
 - D. Full loss of pay or loss of substitute pay in accordance with all provisions of the sick leave and excused leave policies of the Board of Education;
 - E. Payments to approved credit unions for loans and/or investments;
 - F. Payments for tax-sheltered annuities;
 - G. United Way Fund and YMCA membership;
 - H. Section 125 (flex) deductions.
6. The principal of each school shall be required to record the absences of all personnel under the principal's supervision.
7. Employees working four (4) hours or more per day shall be paid for seven (7) legal holidays.

8. On Leap Year, 12-month employees will be entitled to one (1) floating additional day off from work to be taken when a substitute will not be required. This day must be used between February 29 and June 30 of the leap year.
9. If *Good Friday is used as a school day in lieu of a snow day, 10 and 11 month employees would have their work calendar shortened by one day and 12 month employees may take 1 paid holiday between Good Friday and June 30th.
10. Holidays for the 2022-2023 School Year are as follows:

Independence Day	July 4
Labor Day	September 5
Thanksgiving	November 23, 24, and 25
Christmas	December 23 and 26
New Year's Day	January 2
*Good Friday	April 7
Memorial Day	May 29
11. All employees, including temporary and substitute workers, are required to be enrolled in direct deposit. The enrollment form must be received in the payroll office at least 10 days prior to the next scheduled pay date.

EXPENSE REIMBURSEMENTS (Policy DED)

It is the policy of the Bartlesville Board of Education that official school travel for board members must be approved in advance by the Board of Education at a regular or special Board of Education meeting, and travel for employees will be approved in advance by the building administrator or the superintendent. Requests and arrangements for employee travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar.

Bartlesville Public Schools will reimburse reasonable costs, subject to the availability of funds, for approved and documented travel. Travel status for reimbursement shall be defined as absence from the officials or employee's home area and/or official station area while performing approved official duties related to Bartlesville Public Schools.

Reimbursement for overnight lodging, while in official travel status, may be made in an amount not to exceed that which is authorized by the provisions of the Internal Revenue Code of 1986, as amended, for deductibility of expenses for travel while away from home as authorized. Board of Education members and employees attending meetings, workshops, conferences, or other objectives of trips which are conducted at a designated hotel, motel, or other public lodging place or where lodging has been arranged for by the blocking of rooms or by rate reductions for the participants by the sponsor as evidenced by the announcement or notice of the meeting, workshop, conference, or other objective shall be reimbursed the actual lodging expense not to exceed the single occupancy room rate charged by the designated hotel, motel, or other public lodging place, provided that the officials or employees are in official travel status approved by the supervisor or designee. Provided further, Board of Education members and employees attending meetings, workshops, conferences, or other objectives of trips, which are conducted at a designated hotel, motel, or other public lodging place as provided, who choose to acquire less expensive lodging at another hotel, motel, or other public lodging place shall be reimbursed the actual lodging expense not to exceed the single occupancy room rate charged by the designated hotel, motel, or other public lodging place. Provided further, Board of Education members and employees so choosing this option shall be reimbursed for local transportation costs incurred traveling between such optional lodging and the designated hotel, motel, or other public lodging place not to exceed the difference between the cost of the designated lodging and the cost of the optional lodging. Receipts issued by the hotel, motel, or other public lodging place shall accompany claims for reimbursement. All meals, calls and personal incidentals will be paid for by the individual when checking out.

Meals and Incidental Expenses for Board of Education members and employees on official District travel will be reimbursed on a per diem basis at the maximum standard rate for continental United States travel as provided for by the Internal Revenue Service Code of 1986, as amended, for deductibility of expenses for travel away from home without additional documentation. This per diem rate will be reduced by 25% on travel days. Provided, however, that no reimbursement for meals shall be made for periods which do not include overnight status. Reimbursement for expenses other than meals and lodging may also be made in accordance with the provisions of this policy. For business calls to be reimbursed, the detailed phone record from the service provider, number called, and purpose of call must be submitted. Expenses for registration, parking, toll charges, and similar expenses will be reimbursed when documented by receipt.

Expenses for students and sponsors involved in authorized school sponsored co-curricular activities may be made from the General Fund. Co-curricular activities are school sponsored activities, under the guidance and supervision of the local educational agency (LEA) staff, designed to provide students with such experiences as motivation, enjoyment, and improvement of skills. Co-curricular activities are offered as credit classes and supplement the regular instructional program. School vehicles, when available, may be used for official business only. Use of school vehicles is encouraged. If a school gasoline credit card is used, mileage will not be reimbursed. Mileage expense will be reimbursed at the IRS standard using the most recent map available when a school gasoline credit card is not used. Travel logs for in district travel will be accepted in lieu of map miles for reimbursement when properly submitted. Required information shall include; date of travel, beginning and ending odometer readings, length of travel, destination, purpose of trip, and total miles driven. If an employee is required to make multiple stops while away from his/her official station area while performing approved official duties related to Bartlesville Public Schools, each stop shall be documented. Both the employee and supervisor must sign and date the travel log for submission for payment. Signatures indicate that the document submitted is accurate and subject to audit.

Reimbursement for fares paid for airplane transportation shall not exceed coach class fare. A copy of the invoice or airline ticket is required. Receipt is required for reimbursement for transportation by railway or bus. Travel insurance is not an allowable item.

Claim forms for travel expenses are available in the building administrator's office and the ESC. Upon returning from travel, the claimant should complete the request for reimbursement form to be presented to his/her supervisor. Board of Education members submit the completed request for reimbursement to the Superintendent's office. The supervisor shall certify the claim as to compliance and forward the documentation to the business office for payment. All necessary receipts should be attached for full reimbursement of allowable expenses. Documentary evidence to adequately support all expenditures claimed for reimbursement may include receipts, invoices, travel logs, Reimbursement Claims and any other similar records that together are sufficient to establish each element of every expenditure. Documentary evidence is ordinarily considered adequate if it discloses the following:

1. Reimbursement Claims – Complete with all required information and signatures.
2. Lodging Receipts – The name and location of the hotel, the date or dates the individual stayed there; if more than one occupant, the receipt should indicate the number of people the charge is for. All personal incidentals should be paid for by the individual upon checkout. Other expected expenses shall not be reimbursed if listed only on the lodging receipt without supplemental documentation and without prior authorization.
3. Transportation Costs – The amount and date of each separate expenditure with respect to the transportation costs, the amount and date of each use of transportation (mileage for automobiles and similar modes of transportation, time for rentals, cabs, etc.), and the business purpose of each transportation expenditure.

SALARY SCHEDULE REGULATIONS

The Bartlesville Board of Education recognizes the need for an adequate plan of salary and wage administration for the employees of the Bartlesville School System. Therefore, the Superintendent shall submit recommendations for salary schedules and wage administration. All salary schedules and additional compensation schedules shall be made a part of the policy handbook, subject to annual review and approval of the Board of Education.

1. Recommendations for the classified employee salary schedule shall be made annually.
2. Any additional compensation will be listed separately and added to the base salaries.

SALARY ADMINISTRATION/PREMIUM PAY

1. Starting salaries for all positions should be at least at the minimum of the appropriate salary range providing the employee possesses the minimum qualifications for the position. Exceptions above or below the starting rate should receive careful consideration as outlined below:
 - a. Persons employed with more than minimum ability, experience or training will be hired at a rate within the salary range to which assigned. This hiring rate should correspond to the salaries of others of similar qualifications in the same classification.
 - b. Starting salaries for experienced personnel may not exceed step 5 of the salary range of their classification, unless approved by the Superintendent's designee.
2. Hiring salaries shall be approved in writing by the Superintendent's designee after recommendations by the site manager. The Superintendent's designee shall render final decision in the event there is disagreement at this stage.
3. Official job offers can only be made in writing by the Superintendent's designee.
4. The District needs and will reward individuals for Educational/Certification attainment in their job classification. This procedure is explained in detail on page 63 of the Classified Employee Agreement Manual.
5. The salary schedule for all employees will be reviewed at least annually according to Board Policy.
6. The salary range maximum may be increased for individual employees according to "current career increment" on the salary schedule.
7. Individuals who are maxed out or at the highest level of their grade will be moved to the next lane to a comparable amount equal to or above a step increase.
8. By Board of Education action in December 2002, a retention incentive is offered to Special Education Teacher Assistants who, after completing one contract year of service in this position in BPS, return to the same assignment for the next consecutive year. This incentive of \$500 (x FTE) is to be paid at the end of each first semester to those qualified.

In August 2005, the Board of Education took action to add an incentive requirement to this award to include attendance. This incentive will be paid to qualified Special Education Teacher Assistants based on the following standards.

1. 2 or fewer absences = \$500
2. Up to 3 absences = \$400
3. Up to 4 absences = \$300
4. Up to 5 absences = \$200
5. Up to 6 absences = \$100
6. 7 or more absences = \$0

This incentive is based on FTE, "Full Time Equivalent", and will be prorated
This incentive is based on FTE, "Full Time Equivalent", and will be prorated accordingly.

Attendance for this purpose will be based on the prior year's attendance.

Absences due to Legal Process Leave, Military Leave, Emergency Leave and one day Paid Personal Leave will not be counted for this purpose.

ADDITIONAL COMPENSATION

A Personnel Committee will review all additional compensation requests for internal and external equity. The committee will be on-going unless changes in the agreement occur through the Meet and Confer process. Membership of the committee will be comprised of the Superintendent's designee, the BECPO president, and representatives from the Administration and Classified staffs.

Premium compensation requests will be judged by this Personnel Committee based upon the Premium Compensation Schedule, with the decision being approved by the Superintendent's designee. The Premium Compensation Schedule will be included in the annual Meet and Confer process concerning salary, wages, benefit, and working conditions.

PREMIUM COMPENSATION SCHEDULE

1. College Degree

- A. Original Transcript in Personnel File
- B. Associate Degree \$.10/hr.
- C. Bachelor's Degree \$.15/hr.

2. Trade's License

- A. Information Technology
 - a. Cisco Certifications - \$1.50/hr.
 - b. Dell Enterprise Foundations - \$.35/hr.
 - c. Dell Client Foundations - \$.35/hr.
 - d. Lightspeed Certification - \$.25
 - e. Lightspeed Mobile Device Manager, Web Filtering - \$.15/hr.
 - f. Microsoft Certification - \$.50-\$1.50/hour

Additional Premium for Certification beyond Entry Level may be considered.

- B. Certified Nurse Assistant (CNA) for any site-specific assignment - \$.10/hour
- C. Bilingual \$0.15
- D. Community Relations Supervisor - \$2/hr.
- E. District Printer - \$1/hr.
- F. Federal Projects Analyst - \$3/hr.
- G. Board Minutes Clerk - \$2/hr.
- H. Registered Behavioral Technician - \$.20/hr.

3. Recognized Certificate of Training

- A. Requires Pre-Approval from the Personnel Committee
- B. Specific to Job Description (Increases value to District in present job)
- C. Authorized by an accredited institution or certification program

A Personnel Committee will meet in March each year to consider requests for the following contract year. A copy of the original certificate being considered must accompany the request. A premium awarded will remain in place until that employee changes job assignments, or when the District discontinues the use of software or programs. The Salary Schedule, including the Premium schedule, is subject to Board of Education approval each year.

Criteria for Certificate valid for Premium:

- 1. Minimum of 20 hours credit per year
- 2. Maximum of 40 hours credit per year
- 3. 20 hours approved certification = \$.20/hr. premium
- 4. 21 – 30 hours approved certification = \$.10/hr. additional premium (\$.30 total)
- 5. 31 – 40 hours approved certification = \$.10/hr. additional premium (\$.40 total)

6. When classes taken during non-contract hours/days and tuition paid by employee = full premium pay
7. When classes taken during contract hours/days and tuition/expenses paid by District = half premium pay
8. Premium pay for certificates is discontinued when the District no longer uses software and/or programs.

PREMIUM IS NOT PAID FOR A DEGREE/CERTIFICATE REQUIRED BY JOB DESCRIPTION

BARTLESVILLE PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO. 30
Bartlesville, Oklahoma

CLASSIFIED PERSONNEL

**Request For Pre-Approval For Certificate of Training for
Premium Pay**

Name: _____ Date: _____

Building Site _____

This form must be submitted by March 1st each year to be considered for the following contract year.

Please provide the following information concerning the training/certificate for which approval is being requested: **Use a separate form for each course.**

Course Name: _____

Training Agency: _____

Dates course will be taken: _____

Brief Course Description: _____

Approval Granted _____ Approval Not Granted _____

Personnel committee signatures

Reason for decision: _____

Superintendent's designee

date

**Bartlesville Public Schools
Classified Pay Scale
2022-23**

All classified employees have position classifications. The level placement has been determined by experience, qualifications, and the immediate supervisor. Career Increment for service is awarded to those employees who begin work on or before October 31st.

Step	M	N	O	P	Q	R	S	T	U	V
0	10.15	10.45	10.77	11.10	11.45	12.42	13.98	15.00	16.09	18.42
1	10.33	10.63	10.95	11.28	11.63	12.60	14.16	15.18	16.27	18.60
2	10.51	10.81	11.13	11.46	11.81	12.78	14.34	15.36	16.45	18.78
3	10.69	10.99	11.31	11.64	11.99	12.96	14.52	15.54	16.63	18.96
4	10.87	11.17	11.49	11.82	12.17	13.14	14.70	15.72	16.81	19.14
5	11.05	11.35	11.67	12.00	12.35	13.32	14.88	15.90	16.99	19.32
6	11.23	11.53	11.85	12.18	12.53	13.50	15.06	16.08	17.17	19.50
7	11.41	11.71	12.03	12.36	12.71	13.68	15.24	16.26	17.35	19.68
8	11.59	11.89	12.21	12.54	12.89	13.86	15.42	16.44	17.53	19.86
9	11.77	12.07	12.39	12.72	13.07	14.04	15.60	16.62	17.71	20.04
10	11.95	12.25	12.57	12.90	13.25	14.22	15.78	16.80	17.89	20.22
11	12.13	12.43	12.75	13.08	13.43	14.40	15.96	16.98	18.07	20.40
12	12.31	12.61	12.93	13.26	13.61	14.58	16.14	17.16	18.25	20.58
13	12.49	12.79	13.11	13.44	13.79	14.76	16.32	17.34	18.43	20.76
14	12.67	12.97	13.29	13.62	13.97	14.94	16.50	17.52	18.61	20.94
15	12.85	13.15	13.47	13.80	14.15	15.12	16.68	17.70	18.79	21.12
16	13.03	13.33	13.65	13.98	14.33	15.30	16.86	17.88	18.97	21.30
17	13.21	13.51	13.83	14.16	14.51	15.48	17.04	18.06	19.15	21.48
18	13.39	13.69	14.01	14.34	14.69	15.66	17.22	18.24	19.33	21.66
19	13.57	13.87	14.19	14.52	14.87	15.84	17.40	18.42	19.51	21.84
20	13.75	14.05	14.37	14.70	15.05	16.02	17.58	18.60	19.69	22.02
21	13.93	14.23	14.55	14.88	15.23	16.20	17.76	18.78	19.87	22.20
22	14.11	14.41	14.73	15.06	15.41	16.38	17.94	18.96	20.05	22.38
23	14.29	14.59	14.91	15.24	15.59	16.56	18.12	19.14	20.23	22.56
24	14.47	14.77	15.09	15.42	15.77	16.74	18.30	19.32	20.41	22.74
25	14.65	14.95	15.27	15.60	15.95	16.92	18.48	19.50	20.59	22.92
26	14.83	15.13	15.45	15.78	16.13	17.10	18.66	19.68	20.77	23.10
27	15.01	15.31	15.63	15.96	16.31	17.28	18.84	19.86	20.95	23.28

Career Increments:

10 to 14 years	\$0.40
15 to 19 years	\$0.55
20 to 24 years	\$0.70
25 or more	\$0.85

Job Titles with Grades, Work Dates, and Contract Hours

Job Title	Contract	Grade	Start Date	End Date	Contract Months	Contract Hours	Days in Contract
Accompanist	4+ Hours	V	8/10/22	5/19/23	9 ½	5 - 7	177
Accounts Payable Clerk	12 Mos.	V	7/1/22	6/30/23	12	8	260
AIMS Teacher Assistant	Elem. T.A.	P	8/9/22	5/19/23	9 ½	7	177
Athletic Director's Secretary	12 Mos.	S	7/1/22	6/30/23	12	8	260
ATLAS Teacher Assistant	Elem. T.A. + 15 Days	P	8/9/22	5/19/23	9 ½	7.5	192
Attendance Secretary/Registrar - Elementary	10 Mos. No Vac.	R	7/11/22	6/2/23	10	8	218
	11 Mos. W/ Vac.	R	7/5/22	6/2/23	11	8	240
Attendance Secretary - Secondary	10 Mos. No Vac.	R	7/11/22	6/2/23	10	8	218
Bus Dispatcher	Bus Driver	P	8/8/22	5/19/23	9 ½	6	179
Bus Driver	Bus Driver	U	8/8/22	5/19/23	9 ½	3 - 8	179
Bus Driver/Trainer	Bus Driver	U	8/8/22	5/19/23	9 ½	8	179
Bus Monitor	Bus Driver	M	8/8/22	5/19/23	9 ½	6-7-8	179
Certified Occupational Therapy Assistant (+ step for returning employees)	4+ Hrs.	\$27/hr	8/10/22	5/19/23	9 ½	8	177
Certified Payroll Coordinator	12 Mos.	V	7/1/22	6/30/23	12	8	260
Classified Payroll Coordinator	12 Mos.	V	7/1/22	6/30/23	12	8	260
Classroom Monitor	4+ Hrs.	M	8/10/22	5/19/23	9 ½	7	177
CN Food Service & Office Manager	12 Mos.	U	7/1/22	6/30/23	12	8	260
CN Inventory & Compliance Coordinator	12 Mos.	T	7/1/22	6/30/23	12	8	260
Counselor Secretary – High School	10 Mos. No Vac.	R	7/11/22	6/2/23	10	8	218
Curriculum Assistant/Textbook Coordinator	12 Mos.	T	7/1/22	6/30/23	12	8	260
ELL Translator	Elem./Second. T.A.	R	8/9/22	5/19/23	9 ½	7-7.5	177 or 178
Encumbrance Clerk	12 Mos.	V	7/1/22	6/30/23	12	8	260
ESC Receptionist/Substitute Coordinator	12 Mos.	T	7/1/22	6/30/23	12	8	260
Executive Assistant to Superintendent/Board Minutes	12 Mos.	V	7/1/22	6/30/23	12	8	260
Family Support Coordinator	12 Mos.	V	7/1/22	6/30/23	12	8	260
	10 Mos. No Vac.	V	7/11/22	6/2/23	10	8	218
	10 Mos. W/ Vac.	V	7/20/22	5/19/23	10	8	218
Financial Secretary - Elementary	10 Mos. No Vac.	R	7/11/22	6/2/23	10	8	218
	11 Mos. W/ Vac.	R	7/5/22	6/5/23	11	8	240
Financial Secretary – High School	12 Mos.	R	7/1/22	6/30/23	12	8	260
Financial Secretary – Middle School	11 Mos. No Vac.	R	7/5/22	6/28/23	11	8	240
Fine Arts Facility Manager	12 Mos.	V	7/1/22	6/30/23	12	8	260
Indian Education Secretary (grant)	4+ Hours	R	8/10/22	5/19/23	9 ½	8	177
Information Technology	12 Mos.	V	7/1/22	6/30/23	12	8	260
Interpreter - Non Certified	4+ Hours	\$12/hr	8/10/22	5/19/23	9 ½	7	177
Interpreter Level I (+ step for returning employees)	4+ Hours	\$18/hr	8/10/22	5/19/23	9 ½	7	177
Interpreter Level II (+ step for returning employees)	4+ Hours	\$20/hr	8/10/22	5/19/23	9 ½	7	177
Interpreter Level III (+ step for returning employees)	4+ Hours	\$23/hr	8/10/22	5/19/23	9 ½	7	177
Interpreter Level IV (+ step for returning employees)	4+ Hours	\$30/hr	8/10/22	5/19/23	9 ½	7	177

Interpreter Level V (+ step for returning employees)	4+ Hours	\$33/hr	8/10/22	5/19/23	9 ½	7	177
Library Assistant – Elementary	Elem. Lib. Asst.	M	8/8/22	5/19/23	9 ½	4 - 7	178
Library Assistant – Secondary	Second. Lib. Asst.	M	8/8/22	5/19/23	9 ½	8	179
LPN	4+ Hours	V	8/10/22	5/19/23	9 ½	6 - 7	177
Mechanic	12 Mos.	V	7/1/22	6/30/23	12	8	260
Operation Eagle Tutor	4+ Hours	M	8/10/22	5/19/23	9 ½	4	177
PASS/Back on Track Director	4+ Hours	P	8/10/22	5/19/23	9 ½	7 - 8	177
Percussion Instructor	4+ Hours	V	8/10/22	5/19/23	9 ½	5	177
Playground Assistant	Less than 4 Hours	M	8/10/22	5/19/23	9 ½	2 – 2.25	170
Principal Secretary - Secondary	12 Mos.	S	7/1/22	6/30/23	12	8	260
Printer/Building Manager – ESC	12 Mos.	R	7/1/22	6/30/23	12	8	260
Psychological Services Secretary	4+ Hours + 5 Days	N	8/10/22	5/19/23	9 ½	5	182
Registrar – High School	12 Mos.	R	7/1/22	6/30/23	12	8	260
Registrar – Middle School	11 Mos. No Vac.	R	7/5/22	6/28/23	11	8	240
Safety Assistant	4+ Hours	R	8/10/22	5/19/23	9 ½	4-8	177
Special Ed. Assistant Level 1	Elem./Second. T.A.	M	8/9/22	5/19/23	9 ½	7	177 or 178
Special Ed. Assistant Level 2	Elem./Second. T.A.	N	8/9/22	5/19/23	9 ½	7	177 or 178
Special Ed. Assistant Level 3	Elem./Second. T.A.	P	8/9/22	5/19/23	9 ½	7	177 or 178
Special Services/Federal Programs Assistant	12 Mos.	V	7/1/22	6/30/23	12	8	260
Strength and Conditioning Coordinator	12 Mos.	V	7/1/22	6/30/23	12	8	260
Student Systems Coordinator	12 Mos.	U	7/1/22	6/30/23	12	8	260
Teacher Assistant	Elem./Second. T.A.	M	8/9/22	5/19/23	9 ½	7	177 or 178
Transportation Secretary	12 Mos.	R	7/1/22	6/30/23	12	8	260
Treasurer/Activity Fund Custodian	12 Mos.	V	7/1/22	6/30/23	12	8	260

DURATION AND CERTIFICATION AGREEMENT

DURATION:

This Agreement represents the full and complete agreements of the parties. This agreement shall be added to previous Meet and Confer agreements and remain in full force and effect and bind the parties until replaced by a subsequent Agreement negotiated in accordance with the provisions of the Procedural Agreement.

CERTIFICATION OF AGREEMENT

Agreement to the foregoing Contract between the parties is attested to by the representative whose signatures appear below.

By _____
BECPO President

Date

By _____
Executive Director Human Resources

Date

By _____
Superintendent

Date

By _____
Board President

Date

Support Employee Evaluation and Management System

Evaluation Form

Employee Name _____ Date _____
 Job Title _____ Work Site _____
 Evaluation Period: _____ Ending Date _____
 Beginning _____

S= Satisfactory; NI = Needs Improvement; U = Unsatisfactory

I. General Criteria

		S	NI	U
1.	Follows District Policy			
2.	Punctuality and Attendance			
3.	Follows Instructions			
4.	Practices Safety Habits			
5.	Exhibits Initiative			
6.	Work completed in neat and timely Manner			
7.	Works well with other District employees			
8.	Meets Production Standards			
9.	Utilization of materials and supplies			
10.	Appearance			
11.	Interaction with students and patrons			

II. Essential Functions of the Job:

1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

III. Comments:

IV. Acknowledgment:

This Evaluation is based upon observation of the employee at the work site by the employee's evaluator, a review of district records, and personal knowledge of the employee's performance collected by the employee's evaluator.

V. Signature:

 Evaluator Date

 Employee Date

Signature acknowledges receipt and understanding of above evaluation, but does not necessarily indicate agreement

BARTLESVILLE PUBLIC SCHOOLS
2022-2023 WORK SCHEDULE
Non-Teaching EMPLOYEES

9 ½ Month Employees (Days School is in Session)

Position Code		Report to work	Last day of work
1100	Day's School In Session*	August 10, 2022	May 19, 2023
1101	Elementary Teacher Asst**	August 9, 2022	May 19, 2023
1105	Secondary Teacher Asst*	August 9, 2022	May 19, 2023
1108	Elementary Library Asst**	August 8, 2022	May 19, 2023
600	Secondary Library Asst*	August 8, 2022	May 19, 2023
2000	Less Than 4 Hours*	August 10, 2022	May 19, 2023
2100/2200	Bus Drivers*	August 8, 2022	May 19, 2023

* Do not work spring Parent-Teacher Conferences or Virtual Learning Days.

** Do not work fall or spring Parent-Teacher Conferences or Virtual Learning Days.

- Day's school is in session and less than 4 hour employees will work ONE additional day prior to the start of school.
- Teacher assistants will work TWO additional days prior to the start of school.
- Bus drivers and library assistants will work THREE additional days prior to the start of school.
- Last day of work may be adjusted due to inclement weather days

9 ½ month employees (Days School is in Session) will not report to work on the following dates:

August 26	Virtual Learning
September 5	Labor Day Holiday
September 30	Virtual Learning
October 13 – 14	Fall Break
November 21 - 25	Thanksgiving Break (3 Holidays)
December 2	Virtual Learning
December 19 – January 2	Winter Break (3 Holidays)
January 16	Martin Luther King Day
February 17	Virtual Learning
February 20	President's Day
March 13 – 17	Spring Break
April 7	Non-School Day
April 28	Virtual Learning

10 Month Employees (218 days with vacation started before 7-1-08)

July 20, 2022	Report to work
May 19, 2023	Last day to work

10 month employees (218 days with vacation started before 7-1-08) will not report to work on the following dates:

September 5	Labor Day Holiday
November 23 - 25	Thanksgiving Holiday
December 23 - 26	Christmas Holiday

January 2
**April 7

New Year's Day Holiday
Good Friday Holiday

10 Month Employees (218 days with no vacation started after 7-1-08)

July 11, 2022
June 2, 2023

Report to work
Last day to Work

10 month employees (218 days with no vacation started after (7-1-08) will not report to work on the following dates:

September 5
October 13 – 14
November 21 - 25
December 19 – January 2
March 13 – 17
**April 7
May 29

Labor Day Holiday
Fall Break
Thanksgiving Break (3 Holidays)
Winter Break (3 Holidays)
Spring Break
Good Friday Holiday
Memorial Day Holiday

11 Month Employees (240 days with vacation started before 7-1-08)

July 5, 2022
June 5, 2023

Report to work
Last day to work

11 Month Employees (240 days with vacation started before 7-1-08) will not report to work on the following dates:

September 5
November 23 - 25
December 23 - 26
January 2
**April 7
May 29

Labor Day Holiday
Thanksgiving Holiday
Christmas Holiday
New Year's Day Holiday
Good Friday Holiday
Memorial Day Holiday

11 Month Employees (240 days no vacation started after 7-1-08)

July 5, 2022
June 28, 2023

Report to work
Last day to work

11 Month Employees (240 days no vacation started after 7-1-08) will not report to work on the following dates:

September 5
October 13 – 14
November 21 - 25
December 19 – January 2
March 13 – 17
**April 7
May 29

Labor Day Holiday
Fall Break
Thanksgiving Break (3 Holidays)
Winter Break (3 Holidays)
Spring Break
Good Friday Holiday
Memorial Day Holiday

12 Month Employees (260 days)

July 1, 2022	Report to Work
June 30, 2023	Last Day to Work

12 Month employees will not report to work on the following dates:

July 1	Non-Working Day
July 4	Independence Day Holiday
September 5	Labor Day Holiday
November 23 - 25	Thanksgiving Holiday
December 23 - 26	Christmas Holiday
January 2	New Year's Day Holiday
**April 7	Good Friday Holiday
May 29	Memorial Day Holiday

Leap Year Holiday – On Leap Year, 12-month employees will be entitled to one (1) floating additional day off from work to be taken when a substitute will not be required. Must be used between February 29th and June 30th of the leap year.

Holidays are paid days.

**If Good Friday is used as a school day, 10 & 11 month support employees will have their work calendar shortened by one day and all 12 month employees may take 1 paid day between Good Friday and June 30th.

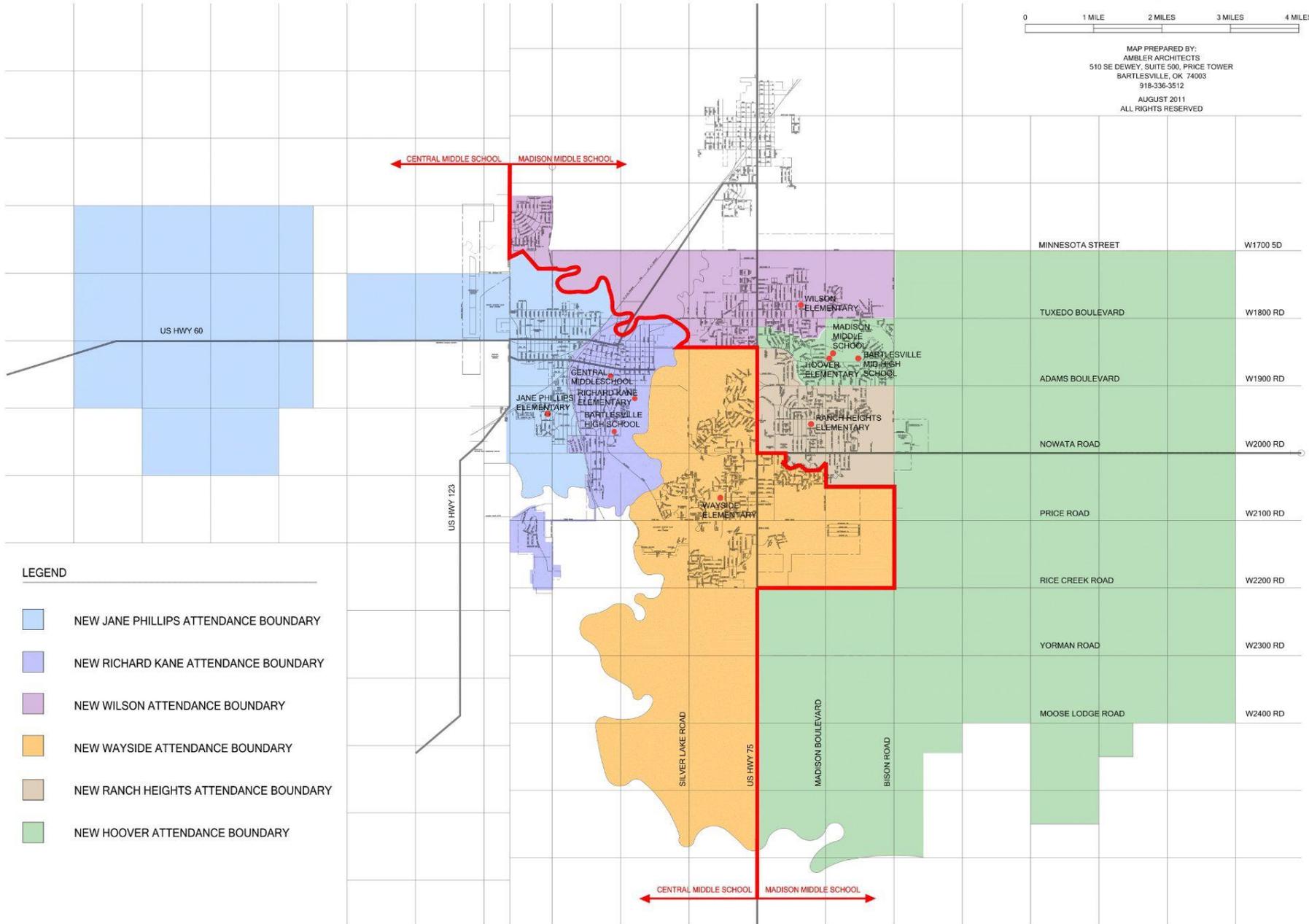
Current Boundaries

Bartlesville School District New Attendance Boundaries Effective 2015-2016 School Year



0 1 MILE 2 MILES 3 MILES 4 MILES

MAP PREPARED BY:
AMBLER ARCHITECTS
510 SE DEWEY, SUITE 500, PRICE TOWER
BARTLESVILLE, OK 74003
918-336-3512
AUGUST 2011
ALL RIGHTS RESERVED

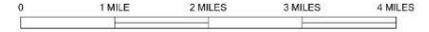


LEGEND

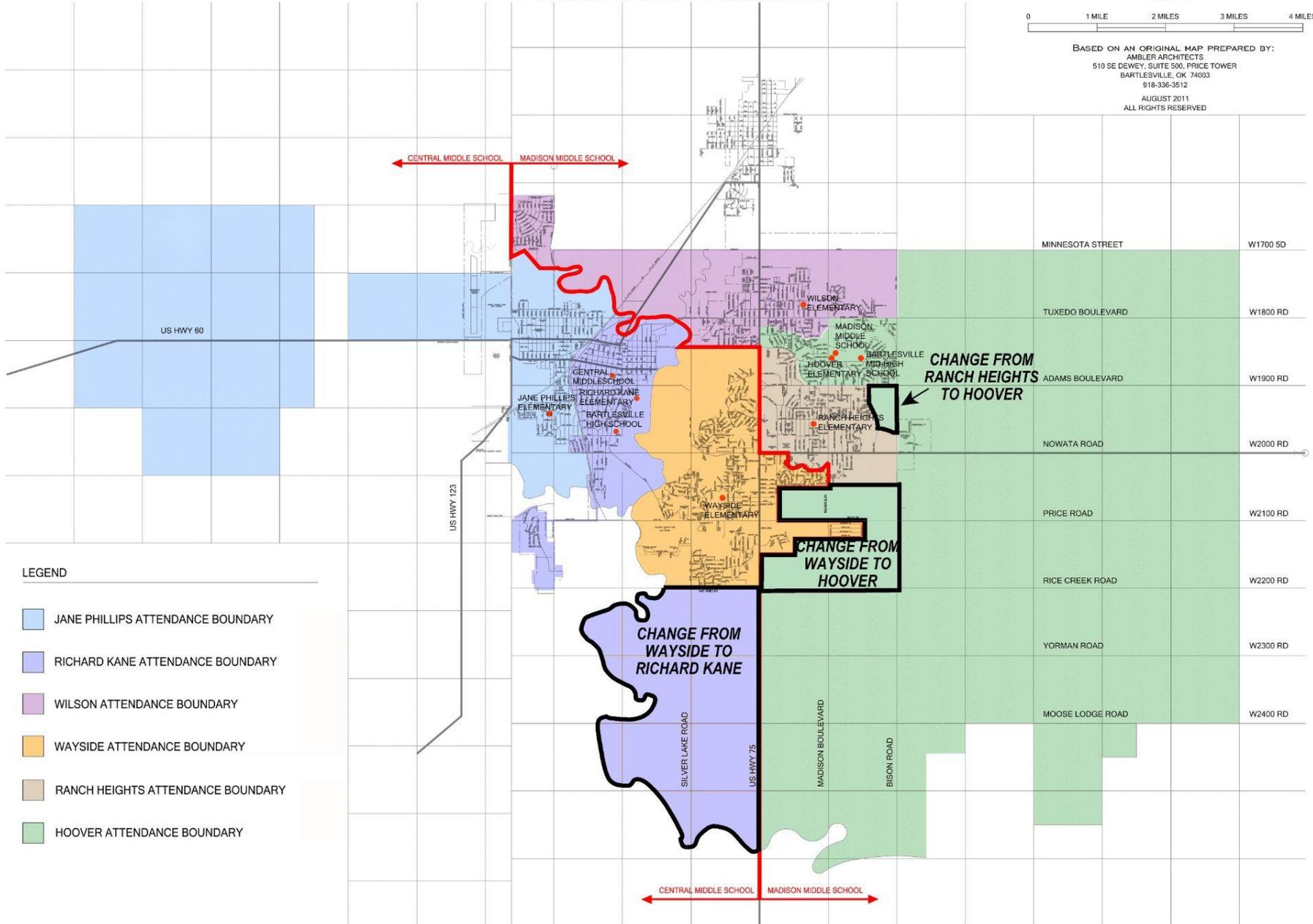
- NEW JANE PHILLIPS ATTENDANCE BOUNDARY
- NEW RICHARD KANE ATTENDANCE BOUNDARY
- NEW WILSON ATTENDANCE BOUNDARY
- NEW WAYSIDE ATTENDANCE BOUNDARY
- NEW RANCH HEIGHTS ATTENDANCE BOUNDARY
- NEW HOOVER ATTENDANCE BOUNDARY

Proposed Changes

Bartlesville School District Attendance Boundaries Effective 2022-2023 Academic Year



BASED ON AN ORIGINAL MAP PREPARED BY:
 AMBLER ARCHITECTS
 510 SE DEWEY, SUITE 500, PRICE TOWER
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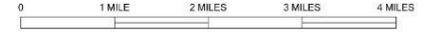


LEGEND

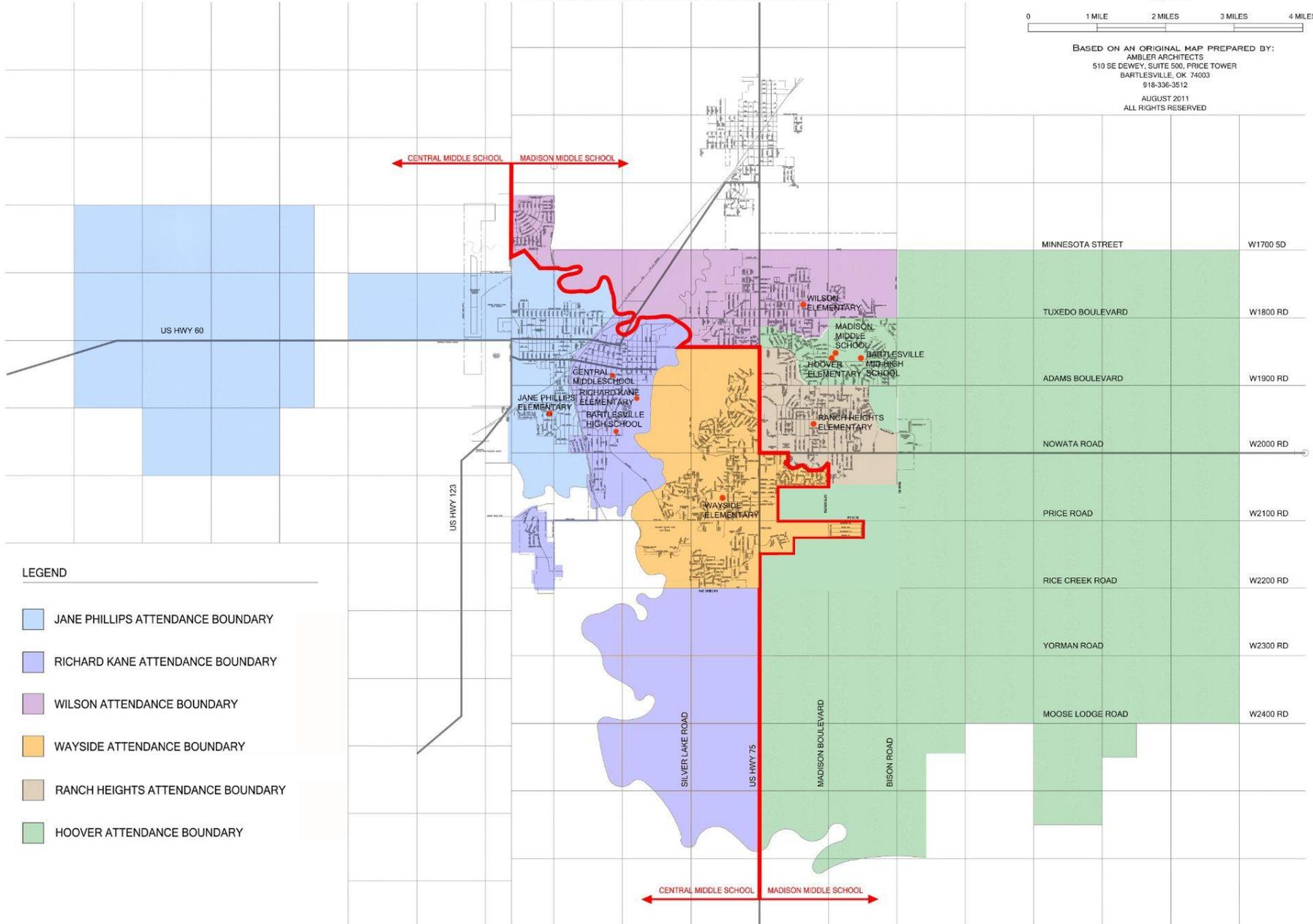
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- WAYSIDE ATTENDANCE BOUNDARY
- RANCH HEIGHTS ATTENDANCE BOUNDARY
- HOOVER ATTENDANCE BOUNDARY

New Boundaries

Bartlesville School District Attendance Boundaries Effective 2022-2023 Academic Year



BASED ON AN ORIGINAL MAP PREPARED BY:
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LEGEND

- JANE PHILLIPS ATTENDANCE BOUNDARY
- RICHARD KANE ATTENDANCE BOUNDARY
- WILSON ATTENDANCE BOUNDARY
- WAYSIDE ATTENDANCE BOUNDARY
- RANCH HEIGHTS ATTENDANCE BOUNDARY
- HOOVER ATTENDANCE BOUNDARY