

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 19, 2023 at 5:30 PM

- I. Call Meeting to Order
- II. Flag Salute
- III. Spotlight
 - III.A. Bartlesville Disc Golf Club donation to the Bartlesville Special Olympics Team
- 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. Project Lead the Way (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. Only 17 districts across the nation earned the honor for 2022-23. bps-ok.org/article/1106196

V.B. Teaching & Learning Update

V.C. Construction Update

V.D. Financial Update

V.E. Upcoming Board of Education Meetings

- Regular Meeting - Monday, July 17, 2023; 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 discussion, consideration, and vote.

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

- May 15, 2023 (Regular Meeting)
- May 15, 2023 (Special Meeting)

VI.B. Approval of Purchase Orders and Change Orders to date, Fiscal Years 2023 and 2024 as set out on Attachment "B"

VI.C. Acceptance of Financial Reports for May 2023 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 Public Finance Law Group Agreement for legal services regarding bond issues for the 2023-2024 school year as set out on Attachment "J"

VI.K. Approval of Municipal Finance Services agreement for bond issue advisor services for the 2023-2024 school year as set out on Attachment "K"

VI.L. Approval of Purchasing Agents for the 2023-2024 school year as set out on Attachment "L"

VI.M. Approval of Dr. Stephanie Curtis and Mr. Jason Langham as Authorized Representatives for Child Nutrition and Federal Programs Applications and Claims for Reimbursement

- VI.N. Approval of the BancFirst property insurance/worker's compensation quote as set out on Attachment "N"
- VI.O. Approval of K9 Narcotics Detection Dogs Agreement for 2023-2024 as set out on Attachment "O"
- VI.P. Approval of Revised and New Board Policies and Regulations as set out on Attachments "P"

The following financial and medication policies and regulations need to be updated:

1. Revised Policy CD- Purchasing and Distribution
2. Revised Regulation CD-R- Purchasing and Distribution
3. Revised Policy CDA- Bids and Quotations
4. Revised Policy DED- Expense Reimbursement
5. Revised Policy FEC - Medication: Administering to Students

We have a new policy that needs to be approved:

6. New Policy FECB - Emergency Stock Inhaler

- VI.Q. Approval of the Activity Fund Manual for 2023-24 as set out on Attachment "Q"
- VI.R. Approval of the 2023-2024 Classified Employee Agreement Manual as set out on Attachment "R"
- VI.S. Ratify, approve, and confirm for the fiscal year ending June 30, 2024, that a certain Lease Purchase Agreement dated as of October 8, 2019, by and between the Bartlesville Education Authority, as Lessor, and Independent School District No. 30 of Washington County, State of Oklahoma, as Lessee
- VI.T. Ratify, approve, and confirm for the fiscal year ending June 30, 2024, that a certain Lease Purchase Agreement dated as of June 24, 2021, by and between Armstrong Bank, as Lessor, and Independent School District No. 30 of Washington County, State of Oklahoma, as Lessee
- VI.U. Ratify, approve, and confirm for the fiscal year ending June 30, 2024, that a certain Lease Purchase Agreement dated as of September 15, 2021, by and between the Bartlesville Education Authority, as Lessor, and Independent School District No. 30 of Washington County, State of Oklahoma, as Lessee
- VI.V. Ratify, approve, and confirm for the fiscal year ending June 30, 2024, that a certain Lease Purchase Agreement dated as of March 28, 2023, by and between the Bartlesville Education Authority, as Lessor, and Independent School District No. 30 of Washington County, State of Oklahoma, as Lessee

VII. Action Topics

VII.A. Discussion and possible board action on the Guaranteed Maximum Price #2 for the second part of Phase 1 of the Wayside Elementary Expansion project and its corresponding Purchase Order

VIII. Proposed executive session to discuss the employment and contract of Superintendent Charles R. McCauley. 25 O.S. Section 307(B)(1)

VIII.A. Vote to convene in executive session

VIII.B. Vote to return to open session

VIII.C. Statement of executive session minutes

IX. Discussion and possible board action on an addendum to the Superintendent's contract for Charles R. McCauley

X. 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).

XI. 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.

XII. Adjournment

Posted at the front door of the Education Service Center, 1100 South Jennings Avenue, Bartlesville, Oklahoma, at 5:30 p.m., June 15, 2023, by Laci Harris, Minutes Clerk of the Board.



Summer School Enrollment

- Elementary = 300 (JP & Hoover)
- Middle School = 102 (CMS & MMS)
- High School
 - June = 96
 - July = 97 Registered



Enrollment SY 2023/2024

- Enrollment open for new and returning students.
- All enrollment completed online.
- New Student Enrollment
 - District website - link on homepage for detailed information.
 - Enrollment assistance: M - Th 9:00 - 4:00, Education Service Center
- Returning Student Enrollment
 - PowerSchool Parent Portal
 - District website - link on homepage for detailed information.



Summer Professional Development

- National Math Conference - Dallas, TX (Elem, MS, & HS teachers)
- PLC Training: Ensuring high levels of learning for all students.
 - July 18 - Building leaders with school leadership teams. (100 expected)
 - July 25 - Building leaders and teacher teams from each grade level and content area. (200 expected)
- PLC Training: Follow up coaching on district collaboration days SY 2023/2024
- New Textbook Training - 6-12th grade ELA Teachers
- District led PD: Classroom management, Instructional Strategies, and Instructional Technology.



Manhattan Job #
8244

MAY / 2023 MONTHLY PROGRESS REPORT



MONTHLY OVERVIEW

1. Main Building Footings Complete
2. East Retaining Wall Complete
3. Underslab MEP Complete
4. Slab on Grade Underway
5. PEMB Delivered

REPORT CONTENTS

Cover Letter

1. Executive Summary
2. Preconstruction Status
3. Financial Analysis
4. Critical Issues
5. Safety
6. Construction Schedule
7. Change Order Log
8. Requests for Information
9. Submittal Log
10. Construction Photos



BARTLESVILLE AGRICULTURAL CENTER

BARTLESVILLE, OKLAHOMA

Project Owner:



Architect:

KELEHER ARCHITECTS



Bartlesville Ag Center

Bartlesville, Oklahoma

MAY / 2023

MONTHLY PROGRESS REPORT

Section 1 Executive Summary

Section 2 Preconstruction Status

- Document deliverable status
- Buyout Status

Section 3 Financial Analysis

- Monthly Billing
- Schedule of allowances
- Contingency analysis

Section 4 Open Items

- Critical Issues List

Section 5 Safety

Section 6 Construction Schedule

- Schedule Status

Section 7 Change Order Log

- Owner Change Log

Section 8 Requests for Information (RFIs)

- RFI log

Section 9 Submittal Log

- Submittal Log

Section 10 Construction Photos

- Detailed Progress Photos
-

BARTLESVILLE AGRICULTURAL CENTER

BARTLESVILLE, OK

MAY / 2023

MONTHLY PROGRESS REPORT

Summary of Work

Throughout the month of May, the focus has been getting the main building out of the ground. Footings and underground MEP at the main building are complete. Preparation for the main slab is underway and is expected to pour in early June. The Pre-Engineered Metal Building was delivered in late May, which will begin erection after completion of the slab. The focus for the next month will be erecting the PEMB, completing footings & slab for the barns, and preparing for CMU walls.

Executive Summary - Construction

Schedule/Milestone Dates

Completed Milestones

<u>Milestone</u>	<u>Projected</u>	<u>Actual</u>
Notice to Proceed	21-Dec-22	21-Dec-22
Start of Construction	15-Feb-23	15-Feb-23

Important Future Milestones

<u>Milestone</u>	<u>Projected</u>
Top Out Structure	23-Jun-23
Conditioned Air	23-Oct-23
Dry-In (Roof & Openings)	13-Nov-23
Substantial Completion	04-Mar-24
Final Completion	18-Mar-24

Critical Issues

No open critical items.

Financials

Cost Values

Original Contract Value: \$8,631,019.00

Executed Change Orders to Date:

Change Order 001 – Misc. Contract & Allowance Buyouts	\$0.00
Change Order 002 – ASI 1-3, RFI #1, & Waterproofing Allowance	\$43,057.00

Current Contract Value: \$8,674,076.00

Gross Pay Application Value through Pay Application 04: \$2,732,686.82

Contract Buyout Status

All GMP subcontracts and purchase orders are 100%. MCC is currently in the process of buying out Signage, with Millwork bids due on June 20th. The Greenhouses are expected to go out for re-bid in June.

Document Deliverable Status

The following documents that affect drawings have been issued to MCC:

11.16.22 - 100% Bidding Documents

10.18.22 – Addendum #1

12.02.22 – Addendum #2

12.07.22 – Addendum #4

02.17.23 – ASI 1

03.02.23 – ASI 2

03.27.23 – ASI 3

04.28.23 – ASI 4

12.21.22 – GMP Executed

Buyout Status

Millwork bids are due on June 20th. MCC is awaiting clarifications to finalize Signage quotes.

MAY PAY APPLICATION

APPLICATION AND CERTIFICATION FOR PAYMENT AIA DOCUMENT G702

OWNER: Bartlesville Public Schools
1100 SW Jennings Ave
Bartlesville, OK 74003

PROJECT: 8244 Agricultural Center
1900 S Shawnee Ave
Bartlesville, OK 74003

CONSTRUCTION MANAGER: Manhattan Construction Company
5601 S. 122nd East Ave.
Tulsa, OK 74146

ARCHITECT: Keleher Architects
401 S Dewey Ave, Suite 21
Bartlesville, OK 74003

APPLICATION NO: **4** Distribution to:

PERIOD TO: 31-May-23 OWNER

PERIOD TO: 31-May-23 ARCHITECT

PROJECT NO.: 8244 CONTRACTOR

CONTRACTOR: Manhattan Construction Company Date: 5/31/2023

Adam Stogner: Project Director County of: Tulsa

State of: Oklahoma My Commission expires: 10/29/2023

My Commission Number: 15009988 Notary Public: *Michelle D. Nelson*

Notary Public Oklahoma
OFFICIAL SEAL
MICHELLE D. NELSON
Commission #15009988
Exp. Oct. 29, 2023

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$ 8,631,019.00
2. NET CHANGE BY CHANGE ORDERS	\$ 43,057.47
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$ 8,674,076.47
4. TOTAL COMPLETED & STORED TO DATE	\$2,861,211.51
5. TOTAL RETAINAGE (Total in Column L of G703)	\$ 128,524.69
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$ 2,732,686.82
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 1,513,062.00
8. CURRENT PAYMENT DUE	\$ 1,219,624.82
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 5,941,389.65

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$43,057	
Total approved this Month		\$0.00
TOTALS	\$43,057	\$0.00
NET CHANGES by Change Order		\$ 43,057.47

ARCHITECT'S CERTIFICATE FOR PAYMENT
In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

By: _____ Date: _____

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET											
AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached. In tabulations below, amounts are stated to the nearest dollar.											
Use Column I on Contracts where variable retainage for line items may apply.											
APPLICATION NUMBER: 4											
APPLICATION DATE: 5/31/2023											
PERIOD TO: 5/31/2023											
REVISED:											
PROJECT NO: 8244											
A	B	C	D	E	F	G	H	I	J	K	L
API	ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION	THIS PERIOD IN PLACE	MATERIAL PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	% (G/C)	BALANCE TO FINISH	RETAINAGE	
10		Staff/GR/GC	\$ 979,836.00	\$168,555.19	\$108,683.58		\$277,238.77	28.3%	\$702,597.23		
15		Building Permit	\$ 5,500.00				\$0.00	0.0%	\$5,500.00	\$0.00	
95		Testing - GTS	\$ 36,505.00	\$7,610.80	\$5,431.75		\$13,042.55	35.7%	\$23,462.45	\$652.13	
100		Concrete - D. Kerns	\$ 779,188.00	\$225,260.00	\$202,100.00		\$427,360.00	54.8%	\$351,828.00	\$21,368.00	
110		Masonry - Forza	\$ 375,000.00				\$0.00	0.0%	\$375,000.00	\$0.00	
120		Steel Fabrications - Bennett	\$ 60,000.00				\$0.00	0.0%	\$60,000.00	\$0.00	
130		Waterproofing - Chamberlin	\$ 39,278.00				\$0.00	0.0%	\$39,278.00	\$0.00	
140		Doors, Frames, Hardware - Builder's Supply	\$ 146,000.00				\$0.00	0.0%	\$146,000.00	\$0.00	
140		Overhead Doors - Overhead Door Company	\$ 90,633.00				\$0.00	0.0%	\$90,633.00	\$0.00	
150		Overhead Doors	\$ 1,500.00				\$0.00	0.0%	\$1,500.00	\$0.00	
150		Glass and Glazing - Couler	\$ 148,750.00				\$0.00	0.0%	\$148,750.00	\$0.00	
160		Drywall - Green Country Interiors	\$ 329,040.00	\$4,000.00			\$4,000.00	1.2%	\$325,040.00	\$2,000.00	
170		Paint - River Paint	\$ 74,687.00				\$0.00	0.0%	\$74,687.00	\$0.00	
180		Bathroom Accessories - Carmiecki	\$ 19,259.00				\$0.00	0.0%	\$19,259.00	\$0.00	
180		Bathroom Accessories	\$ 1,000.00				\$0.00	0.0%	\$1,000.00	\$0.00	
190		Pre-Engineered Structures - Vanguard	\$ 811,215.00		\$497,254.00		\$497,254.00	61.3%	\$313,961.00	\$24,862.70	
195		Seating - Heartland	\$ 41,628.00				\$0.00	0.0%	\$41,628.00	\$0.00	
200		Fire Protection	\$ 86,200.00	\$11,182.00			\$11,182.00	13.0%	\$75,018.00	\$559.10	
205		Mech/Plbg - Omni	\$ 1,633,160.00	\$246,702.00	\$194,450.00		\$441,152.00	27.0%	\$1,192,008.00	\$22,057.60	
210		Electrical - Holtz	\$ 412,311.00				\$0.00	0.0%	\$412,311.00	\$0.00	
220		Earthwork - Timberwolf	\$ 991,500.00	\$699,175.00	\$92,950.00		\$799,125.00	79.9%	\$199,375.00	\$39,606.25	
230		Asphalt Paving - KSL	\$ 203,693.00	\$11,225.00			\$11,225.00	5.5%	\$192,468.00	\$561.25	
240		Fence Permanent - Owasso Fence	\$ 163,589.00				\$0.00	0.0%	\$163,589.00	\$0.00	
250		Site Utilities	\$ 332,696.47	\$109,335.98	\$140,000.00		\$249,335.98	74.9%	\$83,360.49	\$12,466.80	
400		Allowance 001 - Asphalt Patch and Paving	\$ 10,000.00				\$0.00	0.0%	\$10,000.00	\$0.00	
401		Allowance 002 - Millwork	\$ 19,630.00				\$0.00	0.0%	\$19,630.00	\$0.00	
402		Allowance 003 - Waterproofing and Joint Sealants	\$ 10,679.00				\$0.00	0.0%	\$10,679.00	\$0.00	
403		Allowance 004 - Interior and Exterior Signage	\$ 8,000.00				\$0.00	0.0%	\$8,000.00	\$0.00	
404		Allowance 005 - Sod and Seeding	\$ 7,500.00				\$0.00	0.0%	\$7,500.00	\$0.00	
405		Allowance 006 - Concrete Sealer	\$ 7,000.00				\$0.00	0.0%	\$7,000.00	\$0.00	
406		Allowance 007 - PEMB Coordination	\$ 18,500.00				\$0.00	0.0%	\$18,500.00	\$0.00	
407		Allowance 008 - Concrete Mow Strip	\$ 12,312.00				\$0.00	0.0%	\$12,312.00	\$0.00	
408		Allowance 009 - Plumbing	\$ -				\$0.00	#DIV/0!	\$0.00	\$0.00	
409		Allowance 010 - HVAC	\$ -				\$0.00	#DIV/0!	\$0.00	\$0.00	
410		Allowance 011 - Kitchen Service Counter	\$ 5,000.00				\$0.00	0.0%	\$5,000.00	\$0.00	
500		Contractor Contingency	\$ 373,138.00				\$0.00	0.0%	\$373,138.00	\$0.00	
600		General Liability	\$ 130,111.00				\$0.00	0.0%	\$130,111.00	\$0.00	
700		Builder's Risk	\$ 16,914.00	\$13,479.00			\$13,479.00	79.7%	\$3,435.00	\$0.00	
800		Fee	\$ 251,428.00	\$44,895.13	\$37,226.08		\$82,121.21	32.7%	\$169,306.79	\$4,106.06	
900		Precoin Fee	\$ 41,696.00	\$41,696.00			\$41,696.00	100.0%	\$0.00	\$2,084.80	
		Total	\$ 8,674,076.47	\$1,583,116.10	\$1,278,095.41	\$0.00	\$2,861,211.51	33.0%	\$5,812,864.96	\$128,524.69	

ALLOWANCE SUMMARY

Allowance Summary
By Budget Description no Decimals



BARTLESVILLE AGRICULTURAL CENTER (8244-)

Description	Budget Code	Original Value	Approved Expenditures	Balance (with Approved Items)	Anticipated Expenditures	Balance (w/Approx /Pending Items)
Allowance 001- Misc Asphalt Patch and Paving	00 750.019301.0000 80	10,000	0	10,000	0	10,000
Allowance 002- Millwork	00 750.019302.0000 80	19,630	0	19,630	-19,630	0
Allowance 003 - All waterproofing and joint sealants	00 750.019303.0000 80	49,957	-39,278	10,679	0	10,679
Allowance 004 - Interior and Exterior Signage	00 750.019304.0000 80	8,000	0	8,000	0	8,000
Allowance 005 - Sod and Seeding	00 750.019305.0000 80	7,500	0	7,500	0	7,500
Allowance 006 - Concrete Sealer	00 750.019306.0000 80	7,000	0	7,000	0	7,000
Allowance 007 - PEMB Coordination with Trades	00 750.019307.0000 80	18,500	0	18,500	0	18,500
Allowance 008 - Concrete Mow Strip	00 750.019308.0000 80	15,000	-2,688	12,312	-12,020	292
Allowance 009 - All Project Plumbing	00 750.019309.0000 80	823,000	-823,000	0	0	0
Allowance 010 - All Project HVAC	00 750.019310.0000 80	808,000	-808,000	0	0	0
Allowance 011 - Service Counter from Kitchen to Arena	00 750.019311.0000 80	5,000	0	5,000	-5,000	0
Totals		1,771,587	-1,672,966	98,621	-36,650	61,971

CONTINGENCY REPORT

Contingency Report
Cost Event Detailed by Items



BARTLESVILLE AGRICULTURAL CENTER (8244-)

Description	Approximate	Pending	Approved	Totals
Contractor Contingency			=	409,643.00
00 800.019110.0000 80			(36,505.00)	(36,505.00)
Balance (with Approved Items)				373,138.00
Anticipated Expenditures	(48,398.00)	(36,505.00)	=	(58,206.00)
				314,932.00

* Indicates multiple alloc codes

AR	CE	DATE	CE Title	Item	CE Item Description	Approximate	Pending	Approved	Reason
001	003	1/26/2023	Testing and Inspections	002	CONTRACTOR CONTINGENCY	0.00	0.00	(36,505.00)	Contract Change Directive
					IMCC Note: This change, in the amount of \$36,505 will be deducted from the CM Contingency. As Manhattan considers this to be a change in scope, Manhattan reserves the right to request additional funds in the form of a Change Order should contingency be depleted prior to project completion.				
008	4/3/2023	ASI #3 / RFI #08		006	CONTRACTOR CONTINGENCY	(35,898.00)	0.00	0.00	Design Change
004	017	5/12/2023	Heltz Conduit Pricing per ASI 1	002	CONTRACTOR CONTINGENCY	0.00	(9,808.00)	0.00	
019	5/15/2023	Downspout/Storm Tie In		002	CONTRACTOR CONTINGENCY	(12,500.00)	0.00	0.00	
020	5/15/2023	Drill & Epoxy CMU		002	CONTRACTOR CONTINGENCY	0.00	0.00	0.00	
025	6/6/2023	RFI #22 - Show Arena Slab Breaks		003	CONTRACTOR CONTINGENCY	0.00	0.00	0.00	

Any value listed in the Approximate column is a Rough Order of Magnitude estimate only, and does not constitute a proposed value.

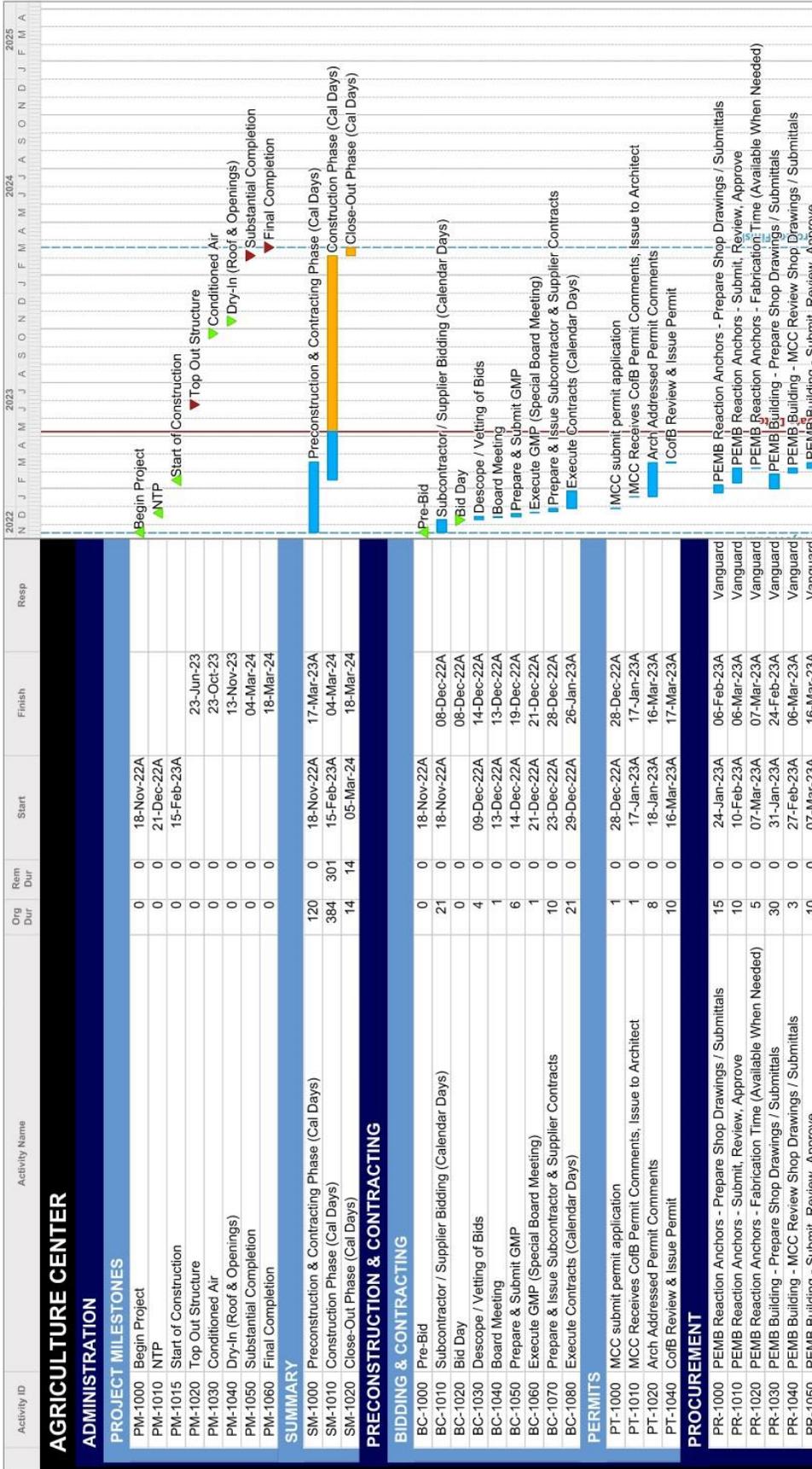
Critical Issues List

No current critical issues.

Safety

National Safety Week was held throughout the first week of May. During each day of Safety Week, the entire jobsite set aside time to huddle for a safety meeting. No incidents were reported throughout the month of May. Manhattan is also performing weekly safety audits and ensuring that all personnel is wearing proper PPE and following safety regulations at all times. Weekly toolbox talks continue to be held every Wednesday at 8:00 AM.





Bartlesville Agricultural Center
Bartlesville, OK
MCC Project #8244




Start Date: 17-Nov-22
 Finish Date: 18-Mar-24
 Data Date: 09-May-23
 Run Date: 09-May-23
 8244-AC05.ppx

Page 14

Activity ID	Activity Name	Orig Dur	Rem Dur	Start	Finish	Resp
PR-1060	PEMB Building - Fabrication Time	40	13	16-Mar-23A	25-May-23	Vanguard
PR-1100	Brick - Prepare Shop Drawings / Submittals	10	0	24-Jan-23A	06-Feb-23A	Forza
PR-1110	Brick - Submit, Review, Approve	10	0	07-Feb-23A	09-Mar-23A	Forza
PR-1120	Brick - Fabrication Time (Available When Needed)	40	0	09-Mar-23A	09-Mar-23A	Forza
PR-1130	Aluminum Composite Panels - Prepare Shop Drawings / Submittals	10	0	24-Feb-23A	07-Mar-23A	GCI
PR-1140	Aluminum Composite Panels - Submit, Review, Approve	10	0	14-Mar-23A	02-May-23A	GCI
PR-1150	Aluminum Composite Panels - Material Lead Time	40	36	03-May-23A	28-Jun-23	GCI
PR-1155	Aluminum Composite Panels - Fab After Field Measure	15	15	21-Aug-23	11-Sep-23	GCI
PR-1160	Storefronts - Prepare Shop Drawings / Submittals	10	0	24-Jan-23A	13-Feb-23A	Coulter
PR-1170	Storefronts - Submit, Review, Approve	10	0	17-Feb-23A	04-May-23A	Coulter
PR-1180	Storefronts - Material Lead Time	40	58	05-May-23A	31-Jul-23	Coulter
PR-1190	Storefronts - Fab After Field Measure	15	15	19-Sep-23	09-Oct-23	Coulter
PR-1200	Storefront Casement Windows - Fab After Field Measure	75	75	21-Aug-23	06-Dec-23	Coulter
PR-1220	Door Frames - Prepare Shop Drawings / Submittals	10	0	24-Jan-23A	12-Mar-23A	BSI
PR-1230	Door Frames - Submit, Review, Approve	10	0	13-Mar-23A	04-May-23A	BSI
PR-1240	Door Frames - Fabrication Time	40	40	22-May-23	18-Jul-23	BSI
PR-1250	Metal Doors - Prepare Shop Drawings / Submittals	10	0	27-Feb-23A	12-Mar-23A	BSI
PR-1255	Metal Doors - Submit, Review, Approve	10	0	13-Mar-23A	04-May-23A	BSI
PR-1270	Metal Doors - Fabrication Time	60	60	22-May-23	15-Aug-23	BSI
PR-1380	Wood Doors - Prepare Shop Drawings / Submittals	10	0	27-Feb-23A	03-Apr-23A	BSI
PR-1370	Wood Doors - Submit, Review, Approve	10	0	04-Apr-23A	28-Apr-23A	BSI
PR-1390	Wood Doors - Fabrication Time	100	100	22-May-23	11-Oct-23	BSI
PR-1400	Door Hdw- Submit, Review, Approve (Includes Resubmit)	1	9	20-May-23	19-May-23	BSI
PR-1280	Millwork - Prepare Shop Drawings / Submittals	10	10	09-May-23	22-May-23	TBD
PR-1290	Millwork - Submit, Review, Approve	10	9	23-May-23	05-Jun-23	TBD
PR-1300	Millwork - Fabrication Time	40	40	06-Jun-23	01-Aug-23	TBD
PR-1310	Mech Units (AHU's) - Prepare Shop Drawings / Submittals	10	0	24-Jan-23A	10-Feb-23A	Omni
PR-1320	Mech Units (AHU's) - Submit, Review, Approve	10	0	13-Feb-23A	16-Feb-23A	Omni
PR-1340	Mech Units (AHU's) - Fabrication Time (25 Wks)	80	23	17-Feb-23A	09-Jun-23	Omni
PR-1350	MDP - Prepare Shop Drawings / Submittals	10	0	27-Dec-22A	27-Dec-22A	Holz
PR-1350	MDP - Submit, Review, Approve	10	0	28-Dec-22A	24-Jan-23A	Holz
PR-1360	MDP - Fabrication Time	80	42	25-Jan-23A	07-Jul-23	Holz

CONSTRUCTION

EARTHWORK & UTILITIES

AC-0900	Install Temp Parking Lot & Trail	5	0	15-Feb-23A	21-Feb-23A	Timberwolf
AC-1000	Mobilize / Temp Fence / SWPPP	5	0	15-Feb-23A	01-Mar-23A	MCC
AC-1010	Select Demolition & Tree Clearing	10	0	22-Feb-23A	03-Mar-23A	Timberwolf
AC-0910	Pave Trail	1	0	23-Feb-23A	23-Feb-23A	KSL
AC-1020	Rough Grading South to North	10	0	07-Mar-23A	02-May-23A	Timberwolf
AC-1030	Install SS, Water Service, UG Storm (Including Road Bores & Casing)	25	0	13-Mar-23A	14-Apr-23A	KSL / Timberwolf
AC-1070	Rough Grading and Sub Grade at North Parking Lot	5	2	28-Mar-23A	10-May-23	Timberwolf

Start Date: 17-Nov-22
 Finish Date: 18-Mar-24
 Data Date: 09-May-23
 Run Date: 09-May-23
 8244-AC05.ppx

Bartlesville Agricultural Center
Bartlesville, OK
MCC Project #8244

Activity ID	Activity Name	Orig Dur	Rtn Dur	Start	Finish	Reop
AC-1025	Final Grading / Establish Building Pad	10	0	03-Apr-23A	10-Apr-23A	Timberwolf
AC-1040	Install UG Electric Service	20	20	09-May-23	06-Jun-23	Holtz
AC-1075	Rough Grade at Barns	4	4	12-May-23	17-May-23	Timberwolf
AC-1050	Install Sleeve for ONG provided Gas Service	10	1	15-May-23	15-May-23	KSL
AC-1077	Establish Barn Bldg Pad	5	5	17-May-23	23-May-23	Timberwolf
AC-1065	Complete West Road Grading After West Wall 2	5	5	06-Jun-23	12-Jun-23	Timberwolf
AC-1060	Set Light Pole Bases	10	10	07-Jun-23	20-Jun-23	D Kearns
FOUNDATION & STRUCTURE						
MAIN BUILDING						
AC-1085	FRP Building Footings	15	7	18-Apr-23A	17-May-23	D Kearns
AC-1090	UG MEP	12	7	03-May-23A	17-May-23	Holtz / Omni
AC-1100	FRP Slab on Grade	10	5	17-May-23	23-May-23	D Kearns
AC-1105	Cure Time	5	3	23-May-23	25-May-23	D Kearns
AC-1110	Erect PEMB	20	20	26-May-23	23-Jun-23	Vanguard
AC-1107	Build Load Bearing CMU	10	10	07-Jul-23	20-Jul-23	Forza
AC-1120	FRP Mezzanine Deck	10	10	21-Jul-23	30-Jul-23	D Kearns
AC-1130	Build Non-Load Bearing CMU Walls	20	20	21-Jul-23	17-Aug-23	Forza
AC-1140	Frame & Sheathe Exterior Walls	10	10	07-Aug-23	18-Aug-23	GCI
BARNs						
AC-1095	UG MEP in Barn	6	5	22-May-23	26-May-23	Holtz / Omni
AC-1087	FRP Barn Footings	10	5	24-May-23	31-May-23	D Kearns
AC-1102	FRP Barn Slab on Grade	5	5	01-Jun-23	07-Jun-23	D Kearns
RETAINING WALLS						
AC-1210	FRP West Retaining Wall 1 Footings	15	0	28-Mar-23A	30-Mar-23A	D Kearns
AC-1220	FRP West Retaining Wall 1	10	0	31-Mar-23A	06-Apr-23A	D Kearns
AC-1080	FRP East Retaining Wall Footings	15	0	10-Apr-23A	18-Apr-23A	D Kearns
AC-1082	FRP East Retaining Wall	10	0	17-Apr-23A	04-May-23A	D Kearns
AC-1083	East Wall Waterproofing	5	5	09-May-23	15-May-23	Chamberlin
AC-1310	FRP West Retaining Wall 2 Footings	15	5	09-May-23	15-May-23	D Kearns
AC-1390	FRP West Retaining Wall 2	10	10	16-May-23	30-May-23	D Kearns
AC-1395	West Wall Waterproofing	4	4	31-May-23	05-Jun-23	Chamberlin
BUILDING ENVELOPE						
AC-1150	Install Simple Saver Insul & Metal Panel/Roof System	10	10	22-Jun-23	06-Jul-23	Vanguard
AC-1160	Waterproof/Prep Exterior Walls	15	11	11-Aug-23	25-Aug-23	GCI
AC-1170	Install Brick Veneer	15	15	28-Aug-23	18-Sep-23	Forza
AC-1180	Install EIFS	20	20	19-Sep-23	16-Oct-23	GCI
AC-1190	Install Ext Storefronts, Doors, Louvers & Windows	25	25	10-Oct-23	13-Nov-23	Coulter
AC-1200	Install Aluminum Composite Panels	15	15	17-Oct-23	06-Nov-23	GCI
AC-1230	Install Gutters & Downspouts	10	10	07-Nov-23	20-Nov-23	Vanguard
AC-1240	Install Exterior Building Signage	10	10	07-Nov-23	20-Nov-23	Forza

Bartlesville Agricultural Center
Bartlesville, OK
MCC Project #8244




Start Date: 17-Nov-22
 Finish Date: 18-Mar-24
 Data Date: 09-May-23
 Run Date: 09-May-23
 8244-AC05.ppx

Page 3P

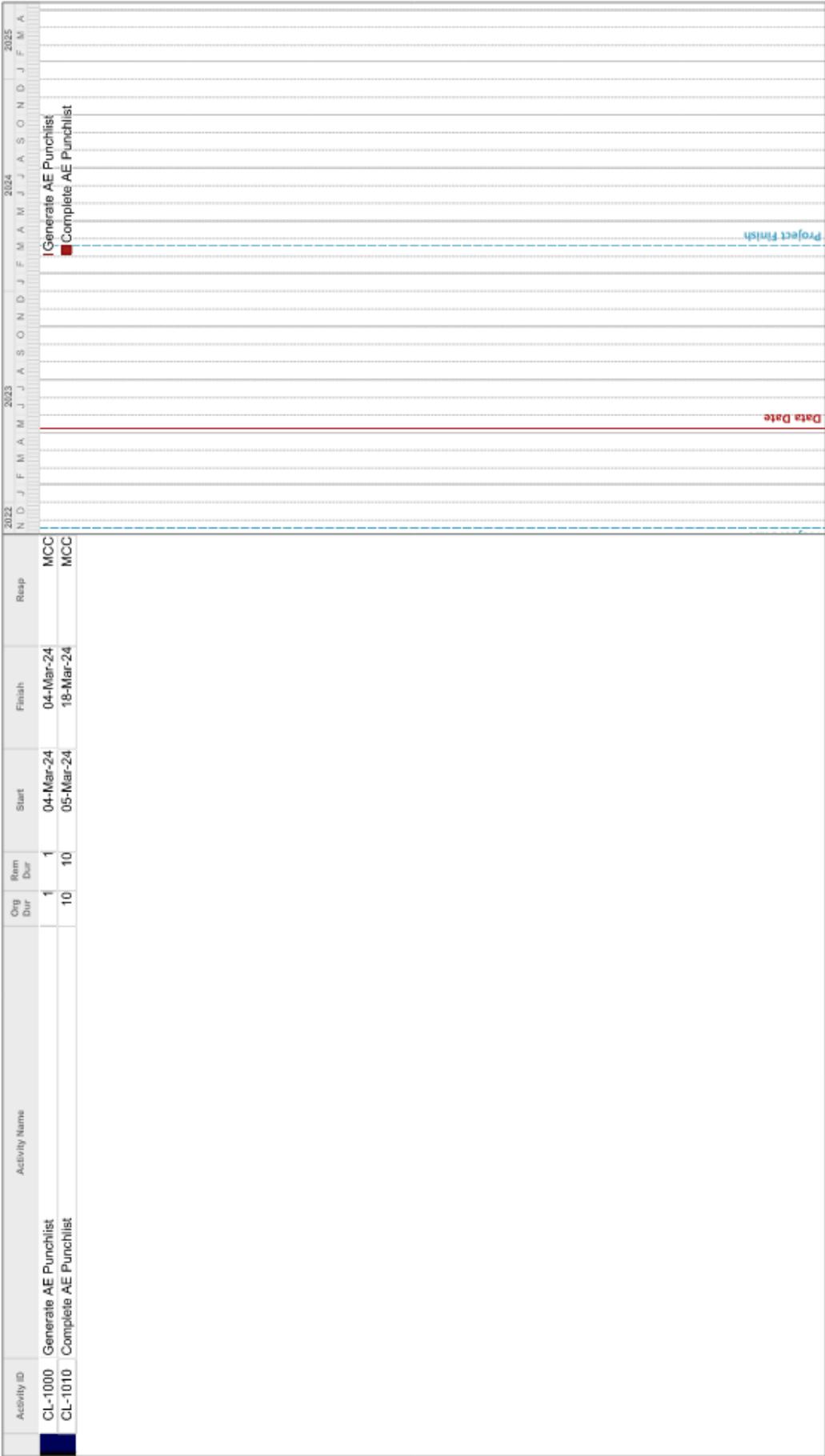
Activity ID	Activity Name	Orig Dur	Rem Dur	Start	Finish	Resp
AC-1205	Install Storefront Casement Windows	5	5	07-Dec-23	13-Dec-23	Coulter
MECHANICAL EQUIP						
AC-1250	Set & Connect Roof Top Units	10	10	07-Jul-23	20-Jul-23	Omni
AC-1260	Set & Connect Ground Mount Units	5	5	17-Oct-23	23-Oct-23	Omni
INTERIOR FINISHES						
AC-1280	Rough-In Mechanical OH	20	20	25-Aug-23	22-Sep-23	Omni
AC-1290	RI Plumbing In Wall	15	15	01-Sep-23	22-Sep-23	Omni
AC-1270	Frame New Interior Walls	15	15	11-Aug-23	31-Aug-23	GCI
AC-1300	Rough-In Electrical OH and In Wall	20	20	01-Sep-23	29-Sep-23	Holtz
AC-1320	Rough-In Fire Protection System	15	15	18-Sep-23	06-Oct-23	Summit
AC-1330	Install In-Wall Insulation	5	5	02-Oct-23	06-Oct-23	GCI
AC-1340	Hang / Tape / Finish Drywall	20	20	09-Oct-23	03-Nov-23	GCI
AC-1350	Prime Paint	10	10	14-Nov-23	29-Nov-23	River
AC-1370	Install Millwork	5	5	30-Nov-23	06-Dec-23	TBD
AC-1380	Seal Concrete	10	10	30-Nov-23	13-Dec-23	River
AC-1360	Install Ceiling Grid	12	12	30-Nov-23	15-Dec-23	GCI
AC-1430	Install Plumbing Fixtures	20	20	30-Nov-23	28-Dec-23	Omni
AC-1450	Install Shelving & White Boards	5	5	07-Dec-23	13-Dec-23	Czarniecki
AC-1440	Install Metal Ceiling Panels	10	10	07-Dec-23	20-Dec-23	GCI
AC-1470	Install Interior Glass & Roll Up Doors	10	10	07-Dec-23	20-Dec-23	Coulter / OHDT
AC-1400	Install Bleachers	5	5	14-Dec-23	20-Dec-23	Heartland
AC-1480	Install Doors & Hardware	15	15	14-Dec-23	05-Jan-24	BSI
AC-1420	ME Trim Out / Lighting & OH Fans	17	17	18-Dec-23	11-Jan-24	Holtz / Omni
AC-1490	Install Restroom Partitions/Accessories	15	15	21-Dec-23	12-Jan-24	Czarniecki
AC-1500	Drop Ceiling Tile	5	5	12-Jan-24	18-Jan-24	GCI
AC-1510	Final Paint	13	13	19-Jan-24	06-Feb-24	River
AC-1520	Complete Pre-Punch & Final Clean	15	18	07-Feb-24	01-Mar-24	MCC
FINAL SITE						
PAVING						
AC-1530	FRP Concrete at Building Surround and Sidewalks	20	20	19-Sep-23	16-Oct-23	D Kearns
AC-1540	Prep Subgrade & Install Paving / Parking	35	35	17-Oct-23	06-Dec-23	KSL / Timbewolf
AC-1550	Stripe Paving	5	5	07-Dec-23	13-Dec-23	KSL
SITE ACCESSORIES						
AC-1560	Install Guard Rails & Handrails at Retaining Wall	25	25	18-Aug-23	22-Sep-23	Owasso Fence
AC-1570	Install Dumpster Enclosure & Site Bollards	20	20	17-Oct-23	13-Nov-23	Forza / KSL
AC-1580	Install New Gates and Fencing	30	30	07-Nov-23	20-Dec-23	Owasso Fence
AC-1590	Set Light Poles	5	5	07-Dec-23	13-Dec-23	Holtz
AC-1600	Install Landscaping & Plantings	20	20	07-Dec-23	05-Jan-24	TBD
AC-1610	Complete Pre-Punch & Final Clean	15	15	21-Dec-23	12-Jan-24	MCC
CLOSEOUT						

Start Date: 17-Nov-22
 Finish Date: 18-Mar-24
 Data Date: 09-May-23
 Run Date: 09-May-23
 8244-AC05.pptx

Page 4A

Bartlesville Agricultural Center
Bartlesville, OK
MCC Project #8244

SECTION 6
CONSTRUCTION SCHEDULE



Start Date: 17-Nov-22
 Finish Date: 18-Mar-24
 Data Date: 09-May-23
 Run Date: 09-May-23
 8244-AC05.pptx
 Page 3/A

Bartlesville Agricultural Center
Bartlesville, OK
MCC Project #8244




CHANGE EVENTS

Owner Change Log by CE Status
Change Order Log Detail no Decimals



BARTLESVILLE AGRICULTURAL CENTER (8244-)

Owner Change Log by CE Status Change Order Log Detail no Decimals

* Indicates multiple alloc codes

CE	Initiated Date	Description	Reason	Approx Amount	Proposed Amount	AR No.	AR Status	AR Sent	AR Expires	Approved	PCCO No	Executed
CE Status: Approved												
004	2/17/23	ASI 1, 2, & 3 - Changes to Water, Sewer and Electrical Utilities	Design Change	40,793	40,793	002	Approved	4/12/2023	4/19/2023	40,793	002	4/24/2023
006	3/17/23	RFI #01 - Return Air Duct Size in MEZZ STRG 129	Design Change	2,264	2,264	002	Approved	4/12/2023	4/19/2023	2,264	002	4/24/2023
016	5/12/23	RFI 12 - Fiberglass Shower		4,227	4,227	004	Approved	5/19/2023	5/26/2023	0		
CE Status Total				0	4,227					43,057		
CE Status: Canceled												
007	4/3/23	RFI #06	Design Change	2,026	0					0		
CE Status Total				0	0					0		
CE Status: Pricing												
011	4/12/23	Greenhouses		5,192	0					0		
013	5/2/23	ASI 4		4,500	0					0		
014	5/5/23	RFI #14 - Door Hardware Clarifications		10,000	0					0		
018	5/15/23	Millwork Allowance		63,995	0					0		
023	5/24/23	Yard Hydrant & Exterior Duplex		10,000	0					0		
024	6/2/23	May 2023 Weather Delay	Unforeseen Condition	0	0					0		
CE Status Total				93,687	0					0		
Totals				93,687	4,227					43,057		

Values shaded in Grey represent the applied budget amounts totaled for each cost event. Values not shaded represent historical cost filled into the Original Estimate and Proposed Budget boxes as applicable, but are not included in Project Totals shown above. Any value listed in the Approx Amount column is a Rough Order of Magnitude estimate only, and does not constitute a proposed

BARTLESVILLE AGRICULTURAL CENTER (8244-)

Owner Change Log by CE Status Change Order Log Detail no Decimals

Budget Summary						
Project	Original Budget	Approved Revs	Current Budget	Pending Revs	Approx Revs	Projected Budget
8244- BARTLESVILLE AGRICULTURAL CENTER	8,631,019	43,057	8,674,076	4,227	93,667	8,771,960

Executed Change Order Summary

Contract Number: OC-8244 - BARTLESVILLE AGRICULTURAL CENTER BARTLESVILLE AGRICULTURAL CENTER **\$8,631,019.00**

PCCO No.	Date	Description	Executed	Days	Approved Amt
001	2/8/23	Mow Strip Allowance Reconciliation, Plumbing/HVAC Allowance Reconciliation, Testing and Inspections	2/7/23	0.00	0
002	4/12/23	ASI 1-3, RFI 1, Waterproofing Retaining Walls	4/24/23	0.00	43,057
				Total Executed	43,057
				Total Current contract	8,674,076

Non-Executed Change Order Summary

Contract Number:

PCCO No.	Date	Description	Days	Approved Amt
Total Non-Executed				

REQUESTS FOR INFORMATION (RFIS)

Printed on Wed Jun 7, 2023 at 02:35 pm CDT
 Job #: 8244 Bartlesville Agricultural Center
 1100 S. Jennings
 Bartlesville, Oklahoma 74005



RFI LOG

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
PRFI-096	Generator and Transfer Switch	Open		None	Goad, Trey (Kelah...) Kaleher, Dan (Kel...)	12/13/2022	Adam Stoginer	12/18/2022		Goad, Trey (Kelah...) Kaleher, Dan (Kel...)				
20	Signage Clarifications	Open		None	Goad, Trey (Kelah...) Kaleher, Dan (Kel...)	05/25/2023	Ben Cain	06/06/2023		Goad, Trey (Kelah...) Kaleher, Dan (Kel...)				
19	Concrete Finish Confirmation	Open	D-Kerns Construct...	None	Goad, Trey (Kelah...) Kaleher, Dan (Kel...)	05/25/2023	Ben Cain	05/31/2023		Goad, Trey (Kelah...) Kaleher, Dan (Kel...)				
17	Slope to Drains Clarification	Open		None	Goad, Trey (Kelah...) Kaleher, Dan (Kel...)	05/19/2023	Ben Cain	05/23/2023		Goad, Trey (Kelah...) Kaleher, Dan (Kel...)				

SUBMITTAL LOG

SECTION 9
SUBMITTAL LOG

Printed on Wed Jun 7, 2023 at 02:34 pm CDT
Job #: 8244 Bartlesville Agricultural Center
1100 S. Jennings
Bartlesville, Oklahoma 74005



All Submittals

Spec Section	#	Rev.	Title	Type	Status	Responsible Contractor	Final Due Date	Submit By	Location	Received From	Received Date	Ball in Court	Approvers	Response	Sent Date	Returned Date	Due Date	Distributed Date
26 05 29 - HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS	05	0	Hangers and Supports for Electrical Systems - Product Data	Product Data	Open	Holtz Electric, Inc.	06/21/2023	Todd Holtz				MPW Engineering (MPW Engineering, LLC) MPW Engineering (MPW Engineering, LLC) MPW Engineering (MPW Engineering, LLC) MPW Engineering (MPW Engineering, LLC) MPW Engineering (MPW Engineering, LLC)	No Exceptions Pending Pending Pending Pending	06/07/2023 06/21/2023 06/21/2023 06/21/2023 06/21/2023				
22 40 00 - PLUMBING FIXTURES	22	00-2	Fiberglass Shower - Product Data	Product Data	Open	Omni Mechanical Services, LLC	06/08/2023				05/18/2023	Trey Goad (Keleher Architects) Dan Keleher (Keleher Architects) Trey Goad (Keleher Architects)	Exceptions Noted No Exceptions Pending Pending	05/25/2023 05/25/2023 05/25/2023 05/25/2023		05/25/2023 06/08/2023 06/08/2023 06/08/2023		
21 13 00 - FIRE SPRINKLER SYSTEMS	21	13 00-2	Fire Sprinkler Systems - City Approved Shop Drawings & Hydraulic Calculations	Shop Drawing	Open	Summit Fire & Security LLC	05/11/2023	Allen Murray			04/27/2023	Trey Goad (Keleher Architects) Dan Keleher (Keleher Architects) Trey Goad (Keleher Architects)	Exceptions Noted No Exceptions Pending Pending	04/27/2023 04/27/2023 04/27/2023 04/27/2023	04/27/2023 05/18/2023	04/27/2023 05/11/2023 05/11/2023 05/11/2023		





Printed on Wed Jun 7, 2023 at 02:34 pm CDT
Job #: 8244 Bartlesville Agricultural Center
1100 S. Jennings
Bartlesville, Oklahoma 74005

Spec Section	#	Rev.	Title	Type	Status	Responsible Contractor	Final Due Date	Submit By	Location	Received From	Received Date	Ball in Court	Approvers	Response	Sent Date	Returned Date	Due Date	Distributed Date
10 44 00 - FIRE PROTECTION SPECIALTIES	10 44 00-1	0	Fire Protection Specialties - Product Data	Product Data	Open	Czarniecki Construction, Inc	06/07/2023			Josh Hirabe		Trey Goad (Keleher Architects) Dan Keleher (Keleher Architects)	Exceptions Noted Pending	05/24/2023	05/24/2023	05/24/2023	05/24/2023	
08 71 00 - DOOR HARDWARE	08 71 00-1	1	Door Hardware - Product Data & Schedule	Product Data	Open	Builders Supply, Inc.	06/07/2023			Matt Bradshaw	05/23/2023	Trey Goad (Keleher Architects) Dan Keleher (Keleher Architects)	Exceptions Noted Pending	05/24/2023	05/24/2023	05/24/2023	05/24/2023	
	1	0	Visual Display Boards - Product Data	Product Data	Open	Czarniecki Construction, Inc	06/02/2023			Josh Hirabe		Trey Goad (Keleher Architects) Dan Keleher (Keleher Architects)	Exceptions Noted Pending	05/19/2023	05/19/2023	05/19/2023	05/19/2023	

PHOTOS



Preparation for Slab on Grade



Waterproofing at East Retaining Wall



Building Footings Ongoing



Underground Plumbing at Slab



Footing for West Retaining Wall #2

Drone Photos

Description

Taken Date
06/15/2023 at 10:47 am

Upload Date
06/15/2023 at 01:15 pm

Uploaded By
Tatiana Oje

File Name
[DJI_0558.JPG](#)



Drone Photos

Description

Taken Date
06/15/2023 at 10:09 am

Upload Date
06/15/2023 at 01:15 pm

Uploaded By
Tatiana Oje

File Name
[DJI_0440.JPG](#)



WEEKLY UPDATE – 6/16/2023

Bartlesville Wayside Elementary

Project Team:
Adam Stogner – Project Director
Mike Ford - Superintendent
Joel Vandeweert - PM
Tatiana Oje-Humel – Asst. PM

- 1: Northwest Site Earthwork
- 2: Laydown Area
- 3: Drone Image of Site

Upcoming: Continue Rough Grading.







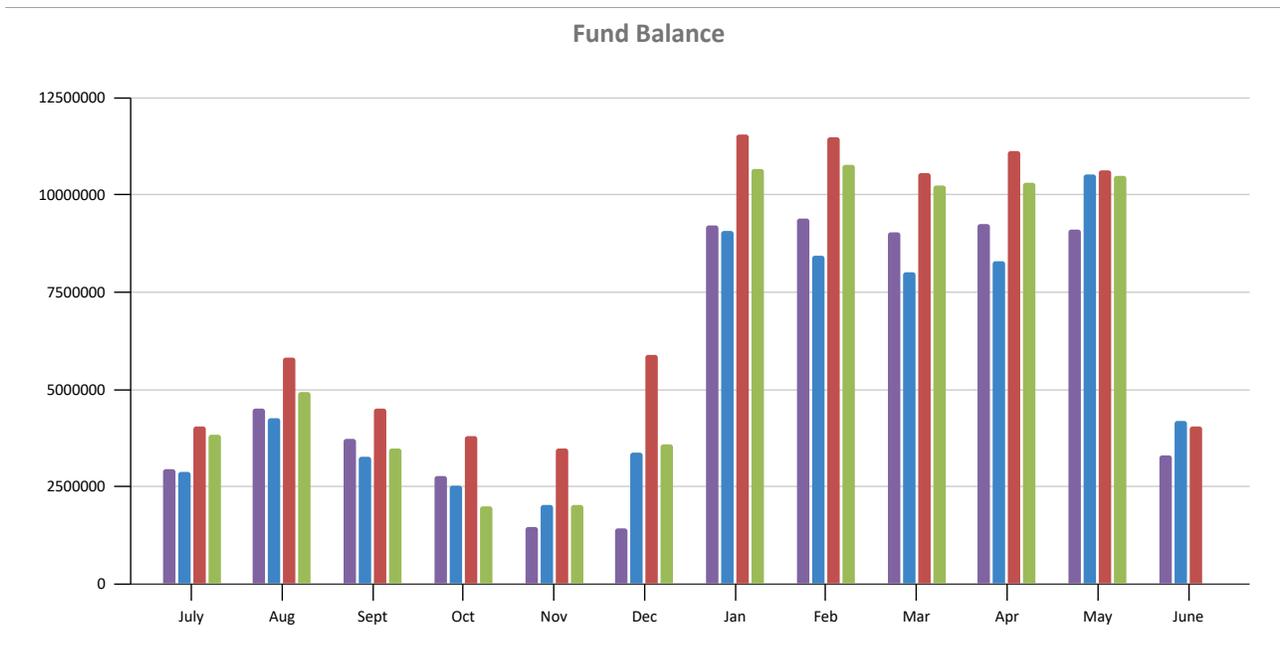




Richard Kane Elementary
Canopy progress

Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2020-2023

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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	4,065,794
FY 23	3,849,461	4,937,743	3,495,740	2,009,542	2,034,853	3,581,279	10,680,690	10,779,483	10,262,132	10,302,023	10,511,033	
FY23-FY22	(189,026)	(882,955)	(1,018,779)	(1,781,582)	(1,439,143)	(2,309,565)	(862,484)	(702,962)	(318,624)	(828,911)	(128,922)	



Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis

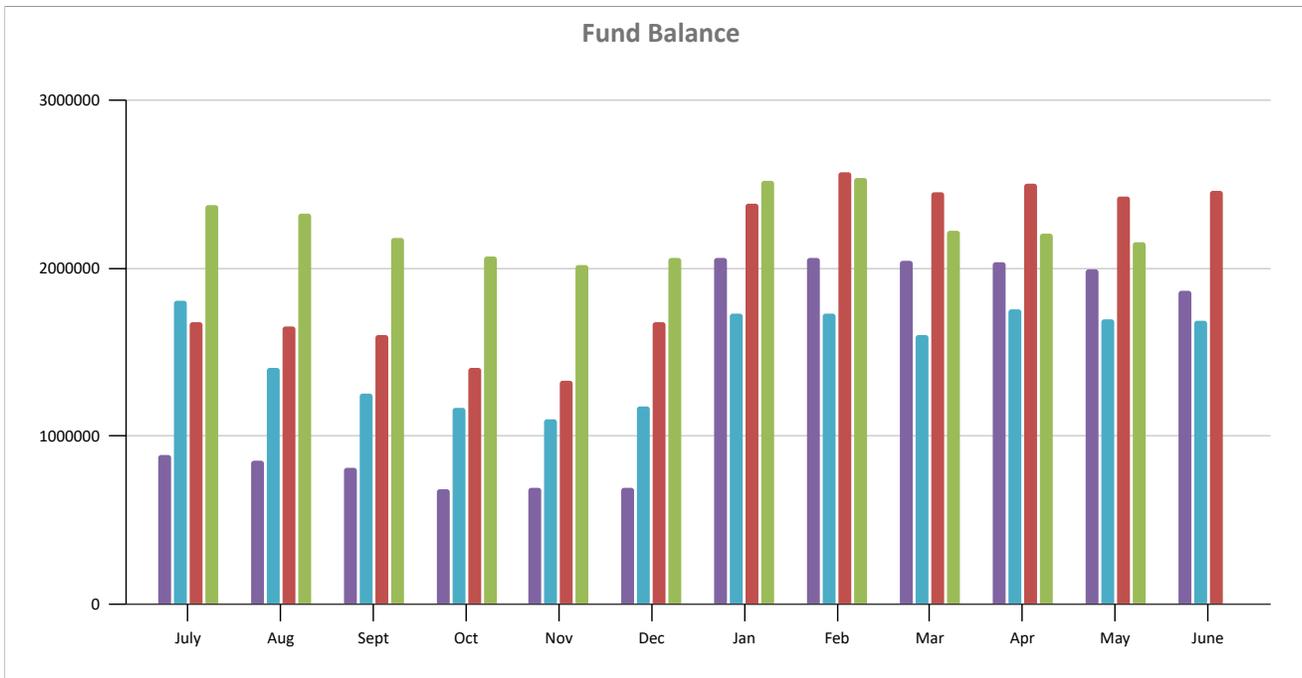
	May	2022-23 Year to Date Total	2021-22 Year to Date Total	2020-21 Year to Date Total
Beginning balance	\$ 10,302,023	\$ 4,065,794	\$ 4,200,803	\$3,297,997
Local	738,505	12,578,252	11,485,070	11,396,326
County	50,137	1,473,637	1,522,374	1,447,702
State	3,080,875	28,237,595	25,236,422	22,359,197
Federal	608,281	5,420,517	7,845,588	6,818,479
Other sources	84,282	94,020	62,779	32,412
	<u>4,562,080</u>	<u>47,804,021</u>	<u>46,152,233</u>	<u>42,054,116</u>
Total cash available	14,864,103	51,869,815	50,353,036	45,352,113
<u>Requirements:</u>				
Salaries	2,657,490	24,838,051	23,040,220	21,338,386
Benefits	919,713	8,583,849	7,896,621	7,476,125
Professional services	291,527	685,806	570,575	398,292
Property services	265,050	3,058,563	3,099,959	2,395,732
Other purchased services	52,348	996,609	881,334	628,563
Supplies & materials	143,405	2,350,325	2,797,467	2,135,656
Property	3,450	411,035	1,015,965	385,573
Other uses	20,087	434,544	410,940	55,667
	<u>4,353,070</u>	<u>41,358,782</u>	<u>39,713,081</u>	<u>34,813,994</u>
Ending balance	<u><u>10,511,033</u></u>	<u><u>10,511,033</u></u>	<u><u>10,639,955</u></u>	<u><u>10,538,119</u></u>

**Bartlesville Public Schools
General Fund Revenue Detail**

		July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	2022-23 Total
1110	Ad valorem tax - current						2,750,215.70	6,049,789.40	1,026,196.32	182,319.80	819,449.29	363,786.09		11,191,756.60
1121-1122	Ad valorem tax - prior	39,025.45	13,020.22	61,081.71	41,068.27	13,924.41	9,481.74	21,837.69	10,247.89	5,464.58	4,836.63	18,544.63		238,533.22
1130	In lieu of tax	0.07						913.85			533.08			1,447.00
1190	Other taxes													-
1213-1214	Testing fees	645.00	415.00	331.25	834.63	332.50		782.25	153.75	539.38	632.25	337.50		5,003.51
1230-1290	Tuition							17,527.00						17,527.00
1310	Interest on investments	2,134.81	3,877.18	4,949.74	6,903.89	18,081.99	4,751.78	14,091.04	14,803.84	45,995.66	21,071.59	321,506.02		458,167.54
1352	Interest on unapport. Tax	223.54	145.54	159.34	135.44	218.06	1,017.89		1,856.50	3,121.49	510.27	5,544.55		12,932.62
1410	Rent								5,500.00					5,500.00
1440	Sale of equipment		12,000.00	1,250.00				100.00						13,350.00
1510	Insurance loss recoveries									33,612.95				33,612.95
1530	Damage recovery						320.00	80.00	80.00			80.00		560.00
1580	Activity trip reimb		6,713.25	657.92	3,465.17	12,000.00	226.12	6,578.45	770.89	3,435.13	3,546.96	19,609.24		57,003.13
1590	Miscellaneous reimb	380.72	2,034.04	2,250.40	712.39	440.52	171.18	23,946.90	1,653.83	1,383.73	69,707.88	1,520.70		104,202.29
1610	Donations	351.99	12,962.86	7,615.03	2,000.00	69,887.00	2,000.00	5,646.30	10,835.49	260,667.00	53,165.85	7,500.00		432,631.52
1680	Refunds	3,178.40	138.26	769.56										4,086.22
1690	Miscellaneous			65.00	223.60	45.00	63.00	241.00	506.60	592.45	127.00	76.00		1,939.65
2100	County-wide 4-mill	5,937.13	1,844.36	8,758.52	4,017.42	1,334.49	298,507.08	649,708.24	128,061.24	27,387.83	100,813.23	42,583.81		1,268,953.35
2200	Mortgage tax	19,934.01	19,019.16	32,497.86	27,030.89	16,751.31	20,593.38	6,322.89	33,045.69	7,367.36	14,568.08	7,553.62		204,684.25
2300	Resale Property													-
3110	Gross producton tax	5,294.82	5,268.65	6,369.40	4,458.32	5,017.99	2,672.88	7,683.65	4,742.39	3,943.61	5,603.37	3,476.17		54,531.25
3120	Motor vehicle tax	50,889.95	233,073.82	248,002.30	235,386.14	212,731.39	210,908.05	218,368.32	231,439.56	212,586.65	250,727.32	213,597.99		2,317,711.49
3130	Rural electric tax	4,196.48	5,045.78	5,671.48	5,197.53	4,093.81	3,304.12	3,997.10	4,751.36	4,793.77	3,676.91	4,103.32		48,831.66
3140	State school land earnings	79,341.16	47,890.09	65,251.32	75,762.69	64,191.12	60,084.99	114,551.58	106,011.92	69,710.94	77,084.24	64,472.31		824,352.36
3150	Vehicle tax stamps	1,366.07	796.05	1,381.17	1,130.04	1,293.27	2,492.37		2,016.50	715.70	1,475.33	1,494.17		14,160.67
3160	Farm implement tax stamps		94.98	673.99	27.40	531.52	207.78		155.83	333.15	12.54			2,037.19
3210	Foundation aid		1,808,868.72	1,808,868.72	1,808,868.72	1,808,868.72	1,808,868.72	3,030,465.62	2,012,468.21	2,014,776.69	2,012,756.76	2,236,396.41		20,351,207.29
3250	FBA		347,361.59	347,361.59	347,361.59	440,617.99	370,675.69	370,675.70	400,912.44	374,995.24	374,995.22	416,836.88		3,791,793.93
3310	Alternative education					59,720.94			29,860.47			29,860.47		119,441.88
3412	NBCT Stipend							40,000.00						40,000.00
3415	Reading Sufficiency						106,434.60							106,434.60
3420	State textbooks		35,053.03	35,053.02	35,053.03	35,053.03	35,053.02	37,670.72	35,489.31	35,489.31	35,489.31	39,432.56		358,836.34
3430	Education matching					1,711.40		1,824.77	1,824.77	3,646.26			1,823.13	10,830.33
3440	Drivers education				5,700.00									5,700.00
3620									9.47					9.47
3690	Other state				3,498.00		1,749.00	1,749.00	1,749.00			33,115.98		41,860.98
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			14,995.00				10,429.54						25,424.54
4140	Title VII	229,830.00									193,097.91			422,927.91
4162	Flood Control				127.91									127.91
4210	Title I - Part A	337,789.69			14,628.11	249,921.54	123,216.21	130,866.75	131,875.00	129,858.37	20,351.27	129,336.10		1,267,843.04
4271	Title II	20,175.04				151,521.51	11,922.76	13,419.08	23,179.26	12,773.51	845.00			233,836.16
4281	Title III					15,684.21	26.93		144.89			2,556.56		18,412.59
4310	IDEA B - Special Education	245,707.42			110,743.66	114,153.06		219,118.41	21,637.54	109,276.53		250,273.45		1,070,910.07
4340	Preschool				5,966.53	5,288.18		10,576.36		2,653.80				24,484.87
4442	Title IV reimb					7,708.84	45.00	64.88	2,448.38	6,234.53	490.00			16,991.63
4470	Title VI	86,358.57				15,006.82	2,567.01	3,917.66	3,498.77	1,842.01	4,576.63			117,767.47
4550	Johnson-O'Malley	33,859.22		2,737.42										36,596.64
4611	Title II - Adult Education	21,507.53				9,755.57		4,395.58	3,966.17	15,221.19		7,568.56		62,414.60
4689	Other federal	442,564.68				583,946.77	357,649.05	254,931.60	11,081.04	125,311.52	99,843.81	218,545.98		2,093,874.45
4740				40,396.61										40,396.61
4821	Carl Perkins	13,932.72												13,932.72
5150-5160	Activity trip reimb		1,039.16	3,147.42	265.69		1,127.14	2,472.16	134.14		1,218.67	84,258.02		93,662.40
5600	Correcting entries	30.00	33.00	144.00	15.00	12.00	21.00	33.00	24.00	21.00		24.00		357.00
		<u>1,644,654.47</u>	<u>2,556,694.74</u>	<u>2,726,394.77</u>	<u>2,740,582.06</u>	<u>3,919,844.96</u>	<u>6,222,629.19</u>	<u>11,274,776.49</u>	<u>4,263,132.46</u>	<u>3,722,026.14</u>	<u>4,171,206.40</u>	<u>4,562,080.22</u>	<u>-</u>	<u>47,804,021.90</u>

Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2020-2023

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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	2,457,578
FY 23	2,373,307	2,325,652	2,179,139	2,067,799	2,013,071	2,061,346	2,515,458	2,539,550	2,224,587	2,205,420	2,153,904	
FY23-FY22	694,239	674,914	575,628	658,674	682,329	381,696	135,721	(33,751)	(225,561)	(296,162)	(273,191)	



Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis

	<u>May</u>	<u>2022-23 Year to Date Total</u>	<u>Prior Year Year to Date Total</u>
Beginning balance	\$ 2,205,420	\$ 2,457,578	\$ 1,684,445
 <u>Revenue:</u>			
Local	54,588	1,632,202	1,568,871
County		-	
State	3,195	25,593	149,254
Federal		-	
Other sources		-	1,466
	<u>57,783</u>	<u>1,657,795</u>	<u>1,719,591</u>
Total cash available	2,263,203	4,115,373	3,404,036
 <u>Requirements:</u>			
Salaries			
Benefits			
Professional services	13,400	149,950	47,850
Property services	86,268	887,889	719,046
Other purchased services		-	
Supplies & materials	9,631	235,832	172,511
Property		687,798	37,534
Other uses		-	
	<u>109,299</u>	<u>1,961,469</u>	<u>976,941</u>
Ending balance	<u><u>2,153,904</u></u>	<u><u>2,153,904</u></u>	<u><u>2,427,095</u></u>

MINUTES OF THE BOARD OF EDUCATION SPECIAL MEETING - May 15, 2023

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 15, 2023 at 4:02 PM.

Absent: Andrea Nightingale, **Present:** Scott Bilger, Rick Boswell, Randy Herren, Suzy Keirse, Jason Sauer, Kinder Shamhart. Present: 6, Absent: 1. **Present:** Andrea Nightingale. Present: 7. Present at 4:03 p.m.

I. Call Meeting to Order

II. Proposed executive session for the purpose of discussing assessment of vulnerability of BPS facilities to acts of terrorism, including attacks by individuals, plans for deterrence or prevention of terroristic acts and directly related information technology, as authorized by Title 25 OKLA. STAT., Section 307 B 11.

II.A. Vote to convene in executive session

Order #1.2023 – Motion Passed to convene in executive session. This motion, made by Rick Boswell and seconded by Kinder Shamhart, Passed. Jason Sauer: Yea, Kinder Shamhart: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Rick Boswell: Yea, Scott Bilger: Yea. Yea: 6, Nay: 0
Andrea Nightingale arrived at 4:03 p.m.

II.B. Vote to acknowledge return to open session

Order #2.2023 – Motion Passed to return to the open session. This motion, made by Andrea Nightingale and seconded by Rick Boswell, Passed. Jason Sauer: Yea, Kinder Shamhart: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Rick Boswell: Yea, Scott Bilger: Yea. Yea: 7, Nay: 0

II.C. Statement of executive session minutes

Mr. Bilger read the statement of the executive session minutes.

III. Adjournment

There being no further business, the meeting adjourned at 5:25 p.m.

SPECIAL 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 special meeting was given at least 48 hours prior to this meeting to the County Clerk of Washington and was mailed or delivered to all of those who have made written requests and paid the request fee for notice of special meetings.


Minutes Clerk of the Board

MINUTES OF THE BOARD OF EDUCATION REGULAR MEETING - May 15, 2023

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 15, 2023 at 5:30 PM.

Present: Scott Bilger, Rick Boswell, Randy Herren, Suzy Keirse, Andrea Nightingale, Jason Sauer, Kinder Shamhart. Present: 7.

I. Call Meeting to Order

II. Flag Salute

III. Spotlight

III.A. Arvest Donation to the Bartlesville Public Schools Foundation

Executive Director of the Bartlesville Public Schools Foundation, Blair Ellis, introduced the members of the Arvest Foundation and explained the purpose of the donation is to support childcare costs for BPS teachers.

III.B. Recognition of Joyce Yang on being named a 2023 U.S. Presidential Scholar

- <https://www.bps-ok.org/o/bps/article/1110655>

BHS Principal Michael Harp highlighted Joyce's accomplishments.

III.C. Recognition of Richard Kane Elementary Leadership Students

- Kamren Wosel
- Katalaya Soto
- Everette Ellis
- Evanjalyn Webster
- JoJo Frazier
- Elin Vazquez

Principal Tammie Krause introduced her students and described what they have learned through the program this year.

III.D. Recognition of Boys Soccer State Qualifiers

- Bode Doenges
- Klayton Bastings
- Ian Belong
- Jonathan Ortiz
- Connor Bastings
- Tyler Beauvais
- Joel Perez
- Tomas Ramos
- James Wehmeyer
- Braxton Decker
- Austin Bastings
- Jacob Robledo
- Lucas Vaclaw
- Aldo Ortiz
- Oswaldo Aranda
- Ariel Robledo
- Jackson Belong
- Jonathan Pectol
- JD Saucedo
- Peter Perryman
- Jonathan Delgado

Coach Brandon Willis introduced the team.

III.E. Recognition of Golf State Qualifiers

- Emilyn Rainbolt
- Taylor Price
- Layne Harmon

- Evie Vaclaw
- Vivian Symes
- Tanner John

Coach Jeff Rude introduced Tanner John, and Coach Carl Holmes introduced the girls' team.

III.F. Recognition of Track State Qualifiers

- Campbell Barta - 100m, 200m 4x200m Relay, Long Jump
- Kadence Barnett - 4x200m Relay, High Jump, Long Jump
- Emily Lechuga - 3200m
- Sha'rell Jones - Discus
- Katherine Manley - 1600m, 4x800m Relay
- Evelyn Pratt - 4x200m Relay ALT, 4x800m Relay ALT
- Chloe Robbins - 4x200m Relay
- Reese Savage - 4x800m Relay
- Lauren Shoesmith - 4x800m Relay
- Gentry Turner - 1600m, 3200m, 4x800m Relay
- Morgan Wasemiller - 4x200m Relay
- Conner Bastings - 4x400m Relay
- Kade Bostwick - Pole Vault
- Skyler Carter - 4x400m Relay ALT
- Ben Colliver - High Jump
- Reed Gorman - 4x400m Relay
- Jack Wahl - 4x400m Relay, High Jump
- Colton Walls - 300m Hurdles, 4x400m Relay

Coach David Ayres introduced the track team.

III.G. Recognition of Tennis State Qualifiers

Varsity Girls Qualifiers

- Julia McKissick
- Julia Osburn
- Parker Cox
- Ava Kelly
- Brook Franks
- Bella Gustafson

JH State qualifiers

- Abby Shelley
- Cassie Snead
- Claire Auschwitz
- Sophie Frye
- Ava Kate Craig
- Maddie Czaja

Boys State Qualifiers

- Jack Auschwitz
- Mark Shaw
- Will Bolding
- Owen May
- Sebastian White
- Cade Winter

Boys JH State Qualifiers

- Carson Covington
- Johnny Colmenero
- Ashton Lindsay-Brothers
- Dennis Duncan
- Nick Du
- Jacob Ryan

Coach Bryan Reese introduced the varsity teams, and Coach Emily Hubbler introduced the Junior High teams.

IV. Public Comment

There were no public comments.

V. Superintendent's Report

V.A. Teaching & Learning Update

Executive Director of Teaching and Learning LaDonna Chancellor reviewed the update.

V.B. Construction Update

Executive Director of Facilities Caleb Rovenstine reviewed the update.

V.C. Financial Update

Chief Financial Officer Preston Birk reviewed the update.

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

- Regular Meeting - Monday, June 19, 2023; 5:30 p.m.

VI. Consent Agenda

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

- April 17, 2023 (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 April 2023 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 OSSBA Comprehensive Employment Service Agreement Renewal for SY2023-2024 as set out on Attachment "J"

VI.K. Approval of OKTEL License Agreement Renewal with Employee Evaluations Systems for SY2023-2024 as set out on Attachment "K"

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

VI.M. Approval of Sodexo Child Nutrition Food Service Management RFP Contract for 2023-2024 as set out on Attachment "M"

VI.N. Approval of Resolution to join the Oklahoma Liquid Asset Pool (OLAP) and Interlocal Cooperative 55K00, and authorizing the Treasurer to invest district funds in OLAP as set out on Attachment "N"

VI.O. Approval a resolution relating to the leasing of certain (LED Lighting) equipment pursuant to an Equipment Lease Purchase Agreement (the "Lease") with Farmers Bank & Trust (the "Lessor"); Authorizing the President or Vice President and Clerk of the Board of Education to execute and deliver the Lease and the Disbursement Agreement among the District and the Lessor and the Federal Tax Agreement of the Lessee and such other documents or agreements as may be necessary or required to deliver the Lease; designating the Lease as a qualified tax exempt obligation and containing other provisions relating thereto.

VI.P. Approval of Miscellaneous Pay Rates for 2023-2024 as set out on Attachment "P"

Order #1.2023 – Motion Passed to approve the consent agenda. This motion, made by Rick Boswell and seconded by Andrea Nightingale, Passed. Jason Sauer: Yea, Kinder Shamhart: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Rick Boswell: Yea, Scott Bilger: Yea. Yea: 7, Nay: 0

VII. Action Topics

VII.A. RECEIVE BIDS FOR THE PURCHASE OF \$8,700,000 COMBINED PURPOSE GENERAL OBLIGATION BONDS, SERIES 2023 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.

Jericha presented the bids.

Order #2.2023 – Motion Passed to award the bond to the low bidder, Robert W. Beard Inc., at the rate of 3.206111%. This motion, made by Rick Boswell and seconded by Suzy Keirse, Passed. Jason Sauer: Yea, Kinder Shamhart: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Rick Boswell: Yea, Scott Bilger: Yea. Yea: 7, Nay: 0

VII.B. RECOMMENDATION, CONSIDERATION AND VOTE TO APPROVE A RESOLUTION PROVIDING FOR THE ISSUANCE OF COMBINED PURPOSE GENERAL OBLIGATION BONDS, SERIES 2023 IN THE SUM OF \$8,700,000 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 #3.2023 – Motion Passed to approve Action Item B. This motion, made by Rick Boswell and seconded by Jason Sauer, Passed. Jason Sauer: Yea, Kinder Shamhart: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Rick Boswell: Yea, Scott Bilger: Yea. Yea: 7, Nay: 0

VII.C. Recommendation and possible board action on the Guaranteed Maximum Price proposed by Manhattan Construction Company for Phase 1 of the Wayside Elementary Expansion and approve a corresponding Purchase Order for the costs thereof as set out on Attachment "C"

Manhattan Construction Company Project Director Adam Stogner outlined the details of the GMP.

Order #4.2023 – Motion Passed to approve the GMP to Manhattan Construction of \$5,917,553 for Phase 1 of the Wayside Elementary project. This motion, made by Rick Boswell and seconded by Andrea Nightingale, Passed. Jason Sauer: Yea, Kinder Shamhart: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Rick Boswell: Yea, Scott Bilger: Yea. Yea: 7, Nay: 0

VIII. Public Comment

There were no public comments.

IX. New Business

There was no new business.

X. Adjournment

There being no further business, the meeting adjourned at 6:36 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, 2022, 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.


Minutes Clerk of the Board

2023-2024 Fiscal Year
Encumbrance Orders for Approval
June 19, 2022

The following list of Encumbrance Orders (Purchase Orders), totaling \$15,069,019.82 is submitted for consideration by the Bartlesville Board of Education for the date of July 01, 2022 from the 2023-2024 Fiscal Year funds.

I, Preston Birk, hereby certify the amount of each encumbrance order has been entered against the designated appropriation accounts and all these encumbrance orders are within the authorized available balance of said appropriations for the 2023-2024 Fiscal Year.



Preston Birk

RECOMMENDATION: That the Board of Education adopts a motion to approve Purchase Orders (as listed in the attached reports) in the amount of \$15,069,019.82.

Submitted to the Board of Education
June 19, 2022

2023-2024 Fiscal Year

	FUND	P.O. #'s	AMOUNT
11	General	1 - 350	\$ 5,375,490.49
12	Coop	1	\$ 1,000.00
21	Building	1 - 10	\$ 1,960,833.35
22	Child Nutrition Fund	1 - 25	\$ 2,305,950.00
31	2019 Bond - Projects	1 - 2	\$ 6,461.68
32	2021 Bond - 2023 Projects	1 - 125	\$ 5,419,284.30
37	Combined Purpose Series 2013A		
39	Bond Interest		
81	Gifts Fund		
	TOTAL		\$ 15,069,019.82

GRAND TOTAL:

\$ 15,069,019.82

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
1	07/01/2023	AEP PUBLIC SERVICE COMPANY OF OK	ELECTRICITY-000/AP/ESC BLANKET PO FOR ELECTIRC SERVICES FOR THE DISTRICT	1,200,000.00
2	07/01/2023	AT&T	COMMUNICATION-SRVCS-000/AP/ESC Blanket PO for Telephone Services for the District	30,000.00
3	07/01/2023	OSAGE COUNTY TREASURER	COUNTY-ASSESSMNT/REVAL-FEE-000/AP/ESC Blanket PO for County Revaluation Fee	10,000.00
4	07/01/2023	WASHINGTON COUNTY ELECTION BD	BOARD-OF-ED-SRVCS-000/AP/ESC Blanket PO for Election Expense	14,000.00
5	07/01/2023	WASHINGTON CO TREASURER	COUNTY-ASSESSMNT/REVAL-FEE-000/AP/ESC County Revaluation Fees	255,000.00
6	07/01/2023	DAHILL OFFICE TECHNOLOGY CORP	OFF-MACH-SRVCS-000/AP/ESC Blanket PO for District-Wide usage services & supplies, etc.	8,000.00
7	07/01/2023	EXAMINER ENTERPRISE/OK HOLDINGS	ADVERTISING-000/AP/ESC Blanket PO for Financial Services Advertising & District Advertising	2,000.00
8	07/01/2023	J.D. YOUNG COMPANY, INC.	OFF-MACH-SRVCS-000/AP/ESC Blanket PO for District-Wide copy machine usage, services and supplies, etc.	75,000.00
9	07/01/2023	POSTMASTER	COMM-SRVCS-000/AP/ESC Blanket PO for Box Rental & Bulk Rate Permit # 000102	850.00
10	07/01/2023	QUADIENT FINANCE USA, INC DBA	COMM-SRVCS-000/AP/ESC Blanket PO for Postage Acct # 7900044080332319 Meter # 11278212	24,000.00
11	07/01/2023	FIBER PLATFORM LLC	COMMUNICATION-SRVCS-000/AP/ESC Blanket PO for City-Wide E-Rate Compliant Provider for networks	5,000.00
12	07/01/2023	HEATHER ALLEN	TRAVEL-000/AP/ESC Blanket PO for In & Out-of-District travel expenses	500.00
13	07/01/2023	DEBORAH CONWAY-CHAMPON	TRAVEL-000/AP/ESC Blanket PO for In & Out-of-District Travel	500.00
14	07/01/2023	ARVEST BANK CORPORATE VISA	TRAVEL-GENL-SPLYS-000/AP/ESC Blanket PO for District Related Travel Expenses & Misc. Supplies, Equipment, and Technology items, etc., as needed.	3,000.00
15	07/01/2023	AUTOMATED MAIL SERVICE	COMMUNICATION-SRVCS-000/AP/ESC Blanket PO for Pre-sort Postage Services	11,000.00
16	07/01/2023	CCOSA, INC	REGISTRATION-000/AP/ESC Blanket PO for Preston Birk to attend trainings & meetings dates TBD	600.00
17	07/01/2023	JENKINS AND KEMPER, CPAS, PC	ACCOUNTING-SRVCS-000/AP/ESC Blanket for Audit Services State Audit Filing Fee Interim	15,000.00
18	07/01/2023	OKLAHOMA SCHOOLS INSURANCE GROUP	PROPERTY-INSUR-090/FS/ESC Blanket PO for SY 2023 - 2024 OSIG Pkg Policy Cyber Liability, Property, Crime, Commercial Auto (Includes Press Box)	778,441.00
19	07/01/2023	OMECORP LLC	COMM-SRVCS-000/AP/ESC Blanket PO for Postage Machine Supplies and Maintenance, etc.	1,000.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
20	07/01/2023	ROSENSTEIN, FIST AND RINGOLD INC	LEGAL-SRVCS-000/AP/ESC Blanket PO for SY 2022-2023 Legal Services	30,000.00
21	07/01/2023	OSSBA, INC.	REGISTRATION-000/AP/ESC Blanket for OSSBA Pre-Conferences, Conferences, Trainings, and Workshops for Employees	2,400.00
22	07/01/2023	OK ASSOC SCHOOL BUSINESS	DUES & FEES-000/AP/ESC Institutional Membership Dues for 23-24 FY Exec. Dir., Financial Services - Preston Birk Encumbrance Clerk/AP Coord - Debbie Champon AP Clerk - Heather Allen Treasurer/Activity Fund Coordinator - Sara Vermeire Ex. Director Special Services - Stephanie Curtis Adult Basic Education Secretary - Joni Pollin Director of Human Resources & Payroll - Angie Niko	1,125.00
23	07/01/2023	QUADIENT LEASING USA INC	COMMUNICATION-SRVCS-000/AP/ESC Blanket for Mailing System Includes Equipment, Meter, Rates/Software Updates and Maintenance Mailing System with Dynamic Weighing Platform - Model # IN-700 Folder/Inserter Model - DS-75 To Include Property Tax Recovery Fees (Name changed from Mailfinance)	14,500.00
24	07/01/2023	PAUL STUMPF AND ASSOC, INC	OTHER-INSUR-SRVCS-000/FS/ESC Blanket PO for Flood Insurance Trans & Kane	9,109.00
25	07/01/2023	PAUL STUMPF AND ASSOC, INC	SURETY-BOND-000/FS/ESC Honesty Bonds for 2023-2024 SY for \$5000.00 Limit for 200 Employees Who Handle School Money	103.00
26	07/01/2023	VITAL RECORDS HOLDINGS LLC VRC COMP	NON-TRECH-SRVCS-000/AP/ESC Blanket for On-Site District Paper Shredding at \$40.00 per 96 Gallon Container	1,600.00
27	07/01/2023	ZENITH INSURANCE COMPANY	WORKERS-COMP-000/AP/ESC Blanket PO for Workers Compensation Premium for Policy Period 7/1/23 to 6/30/24	101,704.00
28	07/01/2023	PRESTON J BIRK	TRAVEL-000/AP/ESC Blanket PO for Out-of-District Travel	1,000.00
29	07/01/2023	WILLIAM C PRICE	TRAVEL-000/AP/ESC	1,000.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
30	07/01/2023	CARRIE A FODOR	Blanket PO for Out-of-District Travel TRAVEL-030/AP/ESC Blanket for Required Bank Trips and Budget	25.00
31	07/01/2023	JENNIFER E COBDEN	Secretary Meetings TRAVEL-030/AP/ESC Blanket for Required Bank Trips and Budget	25.00
32	07/01/2023	BRANDY M MCSPARIN	Secretary Meetings TRAVEL-030/AP/ESC Blanket for Required Bank Trips and Budget	25.00
33	07/01/2023	TERESA K GAINES	Secretary Meetings TRAVEL-030/AP/ESC Blanket for Required Bank Trips and Budget	25.00
34	07/01/2023	TERI M MILLER	Secretary Meetings TRAVEL-030/AP/ESC Blanket for Required Bank Trips and Budget	25.00
35	07/01/2023	TRISHA G PACKARD	Secretary Meetings TRAVEL-030/AP/ESC Blanket for Required Bank Trips and Budget	25.00
36	07/01/2023	BRIA D CLEVELAND	Secretary Meetings TRAVEL-030/AP/ESC Blanket for Required Bank Trips and Budget	100.00
37	07/01/2023	BEVERLY A SMITH	Secretary Meetings TRAVEL-030/AP/ESC Blanket for Required Bank Trips and Budget	25.00
38	07/01/2023	SUMMER D JONES	Secretary Meetings TRAVEL-030/AP/ESC Blanket for Required Bank Trips and Budget	25.00
39	07/01/2023	SODEXO OPERATIONS, LLC	OTHER-BLDG-SRVCS-000/AP/ESC (4) months - Start Year Blanket for Sodexo Contract for Custodial, Maintenance and Lawn Care Monthly Payments	1,350,000.00
40	07/01/2023	ENVIRONMENTAL HAZARD CONTROL LAB,	OTHER-CONSTRUCT-SRVCS-018/AP/ESC Blanket PO for District-Wide Asbestos Monitoring	2,000.00
41	07/01/2023	ETTINGERS OFFICE SUPPLY	GENL-SPLYS-FURN/FIX-000/AP/ESC Blanket PO for Misc. Supplies for the Financial/ Human Resources Departments/District to include: Office Supplies, Copy Supplies, Cleaning Supplies, Furniture & Fixtures, Consumable Technology, Etc.	1,000.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
42	07/01/2023	STAPLES CONTRACT & COMMERCIAL INC	GENL-SPLYS-FURN/FIX-000/AP/ESC Blanket PO for Misc. Office/General/Furn/Fix, etc. for Financial and Human Resource Depts. & District to include: Office Supplies, 1099 Forms, Copy Supplies, Cleaning Supplies, Furniture & Fixtures, Consumable Technology, Etc.	2,500.00
43	07/01/2023	AMAZON CAPTIAL SERVICES INC	GENL-SPLYS-000/AP/ESC Blanket PO for Misc. Supplies etc. for the district including 1099 tax forms & envelopes	2,000.00
44	07/01/2023	WAL-MART COMMUNITY	GENL-SPLYS-000/AP/ESC Blanket for Misc. Supplies for the Financial and Human Resources Departments to include: & District to include: Office Supplies, Copy Supplies, Cleaning Supplies, Furniture & Fixtures, Consumable Technology, Etc.	250.00
45	07/01/2023	ARVEST BANK CORPORATE VISA	ADVERTISING-000/HR/ESC BLANKET PO FOR EMPLOYMENT ADVERTISING	1,500.00
46	07/01/2023	CHRISTOPHER A BROWN	TRAVEL-019/TECH/ESC BLANKET PO FOR IN-DISTRICT TRAVEL	1,500.00
47	07/01/2023	JASON M EATON	TRAVEL-019/TECH/ESC BLANKET PO FOR IN-DISTRICT TRAVEL	750.00
48	07/01/2023	PHILLIP R FIELD	TRAVEL-019/TECH/ESC BLANKET PO FOR IN-DISTRICT TRAVEL	2,000.00
49	07/01/2023	COREY L GIMLIN	TRAVEL-019/TECH/ESC BLANKET PO FOR IN-DISTRICT TRAVEL	2,000.00
50	07/01/2023	KEVIN D KYROUAC	TRAVEL-019/TECH/ESC BLANKET PO FOR IN-DISTRICT TRAVEL	500.00
51	07/01/2023	BRADLEY W SHOEMAKER	TRAVEL-019/TECH/ESC BLANKET PO FOR IN-DISTRICT TRAVEL	1,200.00
52	07/01/2023	CHARLES R VANDEVER	TRAVEL-019/TECH/ESC BLANKET PO FOR IN-DISTRICT TRAVEL	750.00
53	07/01/2023	ARVEST BANK CORPORATE VISA	DUES & FEES-000/HR/ESC BLANKET PO FOR DUES AND FEES RELATED TO CERTIFICATION	12,000.00
54	07/01/2023	ASPEN PUBLISHERS, INC	PERIODICALS-000/HR/ESC PAYROLL MANAGER NEWSLETTER	1,500.00
55	07/01/2023	BADGEPASS, INC	TECH-RLDT-SPLYS-000/HR/ESC BLANKET PO FOR MISC. BADGE ID MACHINE MAINTENANCE, SUPPLIES, BADGES, AND RIBBONS, ETC.	500.00
56	07/01/2023	MONTGOMERY COUNTY MEDIA LLC	ADVERTISING-000/HR/ESC BLANKET PO FOR EMPLOYMENT ADVERTISING	1,500.00
57	07/01/2023	EMPLOYEE SCREENING SRVC OF MO, LLC	MEDICAL SERVICES-000/HR/ESC BLANKET PO FOR EMPLOYEE DRUG TESTING, SCREENING, AND TRAINING	12,000.00
58	07/01/2023	EMPLOYEE SCREENING SRVC OF MO, LLC	MEDICAL SERVICES-000/HR/ESC	6,000.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			BLANKET PO FOR STUDENT DRUG TESTING, SCREENING, AND TRAINING	
59	07/01/2023	EXAMINER ENTERPRISE/OK HOLDINGS	ADVERTISING-000/HR/ESC	6,000.00
			BLANKET PO FOR EMPLOYMENT ADVERTISING	
60	07/01/2023	FIRST THOUGHT, INC.	FURNITURE/FIX-000/HR/ESC	1,000.00
			BLANKET PO FOR MISC DURABLE SUPPLIES INCLUDING DOOR SIGNS, ENGRAVING, WALL PLAQUES, NAME TAGS, ETC.	
61	07/01/2023	MONTGOMERY COUNTY MEDIA LLC	ADVERTISING-000/HR/ESC	1,500.00
			BLANKET PO FOR EMPLOYMENT ADVERTISING	
62	07/01/2023	MUNICIPAL ACCTING SYSTEMS, INC	GENERAL SUPPLIES-000/HR/ESC	1,700.00
			BLANKET PO FOR MISC FORMS	
63	07/01/2023	TAYLOR NEWSPAPERS INC	ADVERTISING-000/HR/ESC	1,500.00
			BLANKET PO FOR EMPLOYMENT ADVERTISING	
64	07/01/2023	OK ST BUREAU OF INVESTIGATION	DUES & FEES-000/HR/ESC	500.00
			BLANKET PO FOR EMPLOYMENT SCREENING	
65	07/01/2023	OK STATE SCHOOL BOARD ASSN INC DBA	UNEMPLOYMENT COMPENSATION-000/HR/ESC	64,000.00
			BLANKET PO FOR UNEMPLOYMENT COMPENSATION	
66	07/01/2023	OSSBA, INC.	REGISTRATION-000/HR/ESC	1,000.00
			BLANKET PO FOR OSSBA PRE-CONFERENCES, CONFERENCES, TRAINING'S, AND WORKSHOP'S FOR EMPLOYEES	
67	07/01/2023	ANGELINA J NIKO	TRAVEL-000/HR/ESC	500.00
			BLANKET PO FOR IN AND OUT-OF-DISTRICT TRAVEL	
68	07/01/2023	TULSA WORLD	ADVERTISING-000/HR/ESC	12,000.00
			BLANKET PO FOR EMPLOYMENT ADVERTISING	
69	07/01/2023	WALKER COMPANIES	GENL-SPLYS DUES & FEES-000/HR/ESC	600.00
			BLANKET PO FOR GENERAL SUPPLIES FOR NOTARY	
			BLANKET PO FOR DUES & FEES FOR NOTARY	
70	07/01/2023	WASHINGTON CO SHERIFF'S DEPARTMENT	DUES & FEES-000/HR/ESC	300.00
			BLANKET PO FOR EMPLOYMENT SCREENING	
71	07/01/2023	STAPLES CONTRACT & COMMERCIAL INC	GENL-SPLYS-015/WAYSIDE	3,500.00
			BLANKET PO FOR MISC. CLASSROOM AND OFFICE SUPPLIES, CONSUMABLE TECHNOLOGY, COPY SUPPLIES, FURNITURE, ETC.	
72	07/01/2023	FIRST THOUGHT, INC.	FURN/FIX-AWARDS/GIFTS/REGALIA-015/BHS	800.00
			BLANKET PO FOR MISC SUPPLIES INCLUDING DOOR SIGNS, ENGRAVINGS, PLAQUES, STAFF NAME TAGS, ETC	
73	07/01/2023	STAPLES CONTRACT & COMMERCIAL INC	GENL-COPY-SPLYS-TECH/FURN/FIX-015/BHS	1,300.00
			BLANKET TO PURCHASE MISC OFFICE SUPPLIES, INCLUDING PENS, TONER, ENVELOPES, PAPER CLIPS, CONSUMABLE TECHNOLOGY, DURABLE SUPPLIES, ETC	
74	07/01/2023	BANK OF OKLAHOMA, N.A.	OTHER-PROF-SRVCS-000/TREAS/ESC	15,000.00
			BLANKET PO FOR SEMI-ANNUAL PAYING AGENT FEES	
75	07/01/2023	ROBERTS DOCUMENT SOLUTIONS	PRINTING/BINDING-000/TREAS/ESC	1,150.00
			BLANKET PO FOR PRINTING	
76	07/01/2023	ETTINGERS OFFICE SUPPLY	GENL-SPLYS-000/TREAS/ESC	400.00
			BLANKET PO FOR MISC OFFICE SUPPLIES, ETC	
77	07/01/2023	SARA M VERMEIRE	TRAVEL-000/TREAS/ESC	250.00
			BLANKET PO FOR REQUIRED BANK TRIPS, TRIPS TO THE POST OFFICE, ETC	
78	07/01/2023	SARA M VERMEIRE	TRAVEL-000/TREAS/ESC	1,000.00
			BLANKET PO FOR OUT-OF-DISTRICT TRAVEL	

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
79	07/01/2023	ACTION COMMUNICATIONS LLC	AUTO/BUS-SPLY-OTHR-EQUIP-SRVCS-011/TRANSPORTATION BLANKET PO FOR MISC. REPAIRS, SUPPLIES AND LABOR, ETC	3,500.00
80	07/01/2023	MEDICAL RESOURCE MANAGEMENT LLC	MEDICAL-SRVCS-011/TRANSPORTATION BLANKET PO FOR DRIVERS AND COACHES PHYSICALS	3,000.00
81	07/01/2023	ACCURATE AUTOMOTIVE LLC	AUTO/BUS-SPLY-OTHR EQUIP-SRVCS-011/TRANSPORTATION BLANKET PO FOR MISC, REPAIRS, SUPPLIES AND LABOR ETC.	2,000.00
82	07/01/2023	AGS AUTO GLASS INC.	OTHER-EQUIP-VEHICLE-SRVCS-011/TRANSPORTATION BLANKET PO TO REPLACE BROKEN WINDOWS	1,000.00
83	07/01/2023	DAMON HAMBRICK	OTHER-VEHICLE-SRVCS-011/TRANSPORTATION BLANKET PO FOR TOWING SERVICES	1,000.00
84	07/01/2023	B&C AUTOMOTIVE INC	AUTO/BUS-SPLYS-011/TRANSPORTATION BLANKET PO FOR MISC. AUTO AND BUS SUPPLIES, ETC.	15,000.00
85	07/01/2023	BARTLESVILLE FORD CO, INC	AUTO/BUS-SPLY-OTHR-EQUIP-SRVCS-011/TRANSPORTATION BLANKET PO FOR MISC. PARTS AND LABOR, ETC.	2,000.00
86	07/01/2023	CHALK'S TRUCK PARTS, INC DBA	AUTO/BUS-SPLYS-011/TRANSPORTATION BLANKET PO FOR MISC. AUTO AND BUS SUPPLIES, ETC.	7,000.00
87	07/01/2023	OSSBA, INC.	OFFICIAL/ADMIN-SRVCS-000/SS/ESC Maintenance subscription service for SY 23-24. Review board min monthly, revise or develop new customized policies, new or newly updated SDE required policies, annual policy revisions, etc.	1,000.00
88	07/01/2023	OKLAHOMA CAREER AND TECH EDUCATION	TECH-RLDT-SPLYS-080/SS/ESC Blanket - ACT WorkKeys Testing and ACT WorkKeys Curriculum site license for SY 23-24.	3,000.00
89	07/01/2023	CROW-BURLINGAME CO.	AUTO/BUS-SPLYS-011/TRANSPORTATION BLANKET PO FOR MISC. AUTO AND BUS SUPPLIES, ETC.	3,500.00
90	07/01/2023	ISD#30/TRANSPORTATION	TRAVEL-541/SS/ESC Blanket - Travel expenses for teachers, counselors, administrators, etc. for SY 23-24	2,000.00
91	07/01/2023	CUMMINS SOUTHERN PLAINS, LLC	AUTO/BUS-SPLYS-011/TRANSPORTATION BLANKET PO FOR MISC. AUTO AND BUS SUPPLIES, ETC	3,000.00
92	07/01/2023	K-9 NARCOTICS DETECTION LLC	SECURITY-SRVCS-000/HR/ESC Blanket - Drug Dog Services for SY 23-24. (10 monthly installments, September through June 2024.)	14,500.00
93	07/01/2023	AMAZON CAPTIAL SERVICES INC	GENL-SPLYS-011/TRANSPORTATION BLANKET PO FOR MISC GENERAL SUPPLIES	1,000.00
94	07/01/2023	PATHS TO INDEPENDENCE INC	TUITION-TO PRIVATE-SCHOOL-041/SS/ESC Blanket - Tuition for Bartlesville Public School students to attend Paths to Independence for SY 23-24 and summer school services. C. Lindsey D. Shea B. Wilmont A Norris-Reeve M. Maynard	106,250.00
95	07/01/2023	THE REINALT-THOMAS CORP. DBA	AUTO/BUS-SPLY-OTHR EQUIP-SRVCS-011/TRANSPORTATION BLANKET PO FOR MISC. AUTO & BUS SUPPLIES, TIRES & LABOR, ETC.	5,000.00
96	07/01/2023	SARAH E ROWE	TRAVEL-511/SS/ESC blanket - travel expenses for SY 23-24 for district Homeless Coordinator.	1,000.00
97	07/01/2023	ETTINGERS OFFICE SUPPLY	GENL-SPLYS-FURN/FIX-011/TRANSPORTATION BLANKET PO FOR MISC. OFFICE FURNITURE AND SUPPLIES, ETC.	3,000.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
98	07/01/2023	HIGHWAY MAN SIGNS LLC	AUTO/BUS-SPLYS-011/TRANSPORTATION BLANKET PO FOR SIGNS AND VINYL STICKERS	4,000.00
99	07/01/2023	HI-LINE	AUTO/BUS-SPLYS-011/TRANSPORTATION BLANKET PO FOR MISC. AUTO AND BUS SUPPLIES, ETC.	4,000.00
100	07/01/2023	LOWE'S COMPANIES, INC.	AUTO/BUS-SPLYS-011/TRANSPORTATION BLANKET PO FOR MISC. SUPPLIES, ETC.	3,000.00
101	07/01/2023	MIDWEST BUS SALES, INC.	BUS-SPLY-OTHR-EQUIP-SRVCS-011/TRANSPORTATION BLANKET PO FOR MISC. BUS SUPPLIES & LABOR, ETC.	15,000.00
102	07/01/2023	MOORE MOBILITY SERVICES, LLC	AUTO/BUS-SPLY-OTHR-EQUIP-SRVCS-011/TRANSPORTATION BLANKET PO FOR MISC. AUTO AND BUS SUPPLIES AND LABOR, ETC.	1,000.00
103	07/01/2023	NATL ASSOC FOR PUPIL TRANSPORTATION	DUES & FEES-011/TRANSPORTATION BLANKET PO FOR MEMBERSHIP FEES, SEMINARS AND CONFERENCES, ETC.	500.00
104	07/01/2023	FRONTLINE TECHNOLOGIES GROUP LLC	TECH-RLTD-SPLYS-541/SS/ESC Renewal of Professional Learning Management subscription for SY 23-24.	30,080.84
105	07/01/2023	O'REILLY AUTOMOTIVE STORES, INC.	AUTO/BUS-SPLYS-011/TRANSPORTATION BLANKET PO FOR MISC. AUTO & BUS SUPPLIES, ETC.	3,500.00
106	07/01/2023	OK ASSOC FOR PUPIL TRANSPORTATION	DUES & FEES-011/TRANSPORTATION BLANKET PO FOR MEMBERSHIP FEES, SEMINARS & CONFERENCES, ETC.	1,500.00
107	07/01/2023	OK TAX COMMISSION	DUES & FEES-011/TRANSPORTATION BLANKET PO TO PURCHASE TAGS FOR THE DISTRICT	500.00
108	07/01/2023	OKLAHOMA SCHOOLS INSURANCE GROUP	LIAB-INSUR-CLAIM-011/TRANSPORTATION BLANKET PO FOR DUDUCTIBLE FOR VEHICLE INSURANCE CLAIMS	3,000.00
109	07/01/2023	ORVILLE H BURKS	TRAVEL-011/TRANSPORTATION BLANKET PO FOR OUT-OF-DISTRICT TRAVEL	3,000.00
110	07/01/2023	OTA PIKEPASS CUSTOMER SERVICE	TRAVEL-011/TRANSPORTATION BLANKET PO FOR DISTRICT PIKEPASS OUT-OF-DISTRICT TRAVEL	2,500.00
111	07/01/2023	SAFETY-KLEEN SYSTEMS INC	DISPOSAL-SRVCS-011/TRANSPORTATION BLANKET PO FOR DISPOSAL OF USED FILTERS & OIL	2,500.00
112	07/01/2023	RAMBIN PETROLEUM, INC	OIL-011/TRANSPORTATION BLANKET PO FOR MISC. AUTO & BUS SUPPLIES INCLUDING OIL & ANTIFREEZE, ETC.	15,000.00
113	07/01/2023	SAMSARA INC.	AUTO/BUS-SPLY-OTHR-EQUIP-SRVCS-011/TRANSPORTATION BLANKET PO FOR YEARLY FEE'S FOR DASH CAM IN DRIVER'S ED CAR	1,000.00
114	07/01/2023	STAPLES CONTRACT & COMMERCIAL INC	GENL-SPLYS-FURN/FIX-011/TRANSPORTATION BLANKET PO FORM MISC. OFFICE SUPPLIES, FURNITURE, CONSUMABLES TECHNOLOGY, CLEANING/MAINTENANCE SUPPLIES, ETC.	4,000.00
115	07/01/2023	STOREY WRECKER SERVICE INC	OTHER-EQUIP/VEHICLE-SRVCS-011/TRANSPORTATION BLANKET PO FOR MISC. TOWING SERVICES	1,000.00
116	07/01/2023	THOMPSON BROS	AUTO/BUS-SPLY-OTHR EQUIP-SRVCS-011/TRANSPORTATION BLANKET PO MICS AUTO/BUS REPAIRS & SUPPLIES, ETC.	500.00
117	07/01/2023	UNIFIRST HOLDINGS INC	UNIFORMS/CLEANING-SPLYS-011/TRANSPORTATION BLANKET PO FOR MISC. UNIFORMS FOR MECHANICS & BOXED RAGS FOR CLEAN UP, ETC.	1,000.00
118	07/01/2023	WELDON PARTS, INC.	AUTO/BUS-SPLY-OTHR EQUIP-SRVCS-011/TRANSPORTATION	7,000.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			BLANKET PO FOR MISC, AUTO & BUS SUPPLIES, ETC.	
119	07/01/2023	SOLUTION TREE, LLC	PROFESSIONAL-DEVEL-541/SS/ESC PLC at Work customized workshops July 18 and July 25, 2023. See attached contract.	91,000.00
120	07/01/2023	ROSETTA STONE	TECH-RLTD SPLYS-572/SS/ESC Renewal for Rosetta Stone software for SY 23-24, July 1, 2023 - June 30, 2024.	5,000.00
121	07/01/2023	CURRICULUM ASSOCIATES, LLC	TECH-RLDT-SPLYS-572/SS/ESC Ellevation software renewal for SY 23-24.	4,250.00
122	07/01/2023	PROPIO LS, LLC	TECH-RLDT-SPLYS-795/SS/ESC Blanket - Propio Language Services for SY 23-24 - see attached agreement.	2,000.00
123	07/01/2023	SEESAW LEARNING, INC	TECH-RLDT-SPLYS-795/SS/ESC Renewal for Seesaw - district for SY 23-24 See attached quote.	16,965.00
124	07/01/2023	CDW LLC	TECH-RLDT-SPLYS-795/SS/ESC Google Workspace for Education Plus renewal for SY 23-24. See attached.	32,315.00
125	07/01/2023	TRI-COUNTY TECHNOLOGY CENTER	TECH-RLTD-SPLYS-795/SS/ESC Technology related supplies including student license for the on- line consortium agreement for E2020 SY 23-24 Quote 275672 for High School, Central, and Madison.	33,139.60
126	07/01/2023	BLUEAIR INC.	CLEAN-MAINT-795/Plant Services/Maint. Blanket - 744 Blueair 500 and 600 Series Particle Filters with Carbon Sheet set of 3. Estimate 18 less discount -\$18,598.14	55,794.42
127	07/01/2023	NAVIGATE360 LLC DBA	COMM-SRVCS-552/SS/ESC subscription renewal for access to the P3 Campus Platform for anonymous tip reporting across the district for SY 23-24.	3,090.00
128	07/01/2023	TOBII DYNAVOX LLC	TECH-RLDT-SPLYS-054/SS/ESC 10 Boardmaker 7 Organization subscription license for SY 23-24. See attached quote.	1,791.00
129	07/01/2023	EXPLORELEARNING LLC	TECH-RLDT-SPLYS-795/SS/ESC School Gizmos Science Department Licenses for SY 23-24 to include onsite training for one day. Proposal attached.	7,350.00
130	07/01/2023	WAL-MART COMMUNITY	COPY-GENL-REGALIA-SPLYS-561/OEJOM/MMS BLANKET PO FOR5 MISC. SUPPLIES FOR OPERATION EVENTS AND CLASSES, ETC. SUPPLIES FOR OPERATION EAGLE EVENTS AND CLASSES	2,250.00
131	07/01/2023	J.D. YOUNG COMPANY, INC.	OFFICE-MACHINE-SRVCS-561/OEJOM/MMS BLANKET PO FOR MISC. SERVICES FOR COPY MACHINE, ETC.	200.00
132	07/01/2023	WATTS DISTRIBUTING	KITCHEN/REFRESHMNTS-SPLYS-561/OEJOM/MMS BLANKET PO FOR MISC. SUPPLIES FOR OPERATION EAGLE, ETC.	1,400.00
133	07/01/2023	ETTINGERS OFFICE SUPPLY	FURN/FIX-TECH-COPY-SPLYS-561/OEOM/MMS BLANKET PO FOR MISC. SUPPLIES FOR OPERATION EAGLE, ETC.	1,000.00
134	07/01/2023	ISD#30/PRINTING	COPY/PRINT-SPLYS-561/OEJOM/MMS BLANKET PO FOR MISC. PRINTING AND SUPPLIES, ETC.	160.00
135	07/01/2023	FIRST THOUGHT, INC.	EXTRACURR-SPLYS-563/OEJOM/MMS	1,000.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			BLANKET PO FOR BAGS FOR JOM SCHOOL SUPPLY DISTRIBUTION	
136	07/01/2023	MARY LORRAINE ROBINSON	BOOKS-TECH-RLDT-EXTRACURR-561/OEJOM/MMS	2,000.00
			BLANKET PO FOR MISC. SUPPLIES FOR OPERATION EAGLE EVENTS AND CLASSES, ETC.	
137	07/01/2023	STAPLES CONTRACT & COMMERCIAL INC	COPY-GENL-EXTRACURR-SPLYS-561/OEJOM/MMS	900.00
			BLANKET PO FOR MISC. SUPPLIES FOR OPERATION EAGLE, ETC.	
138	07/01/2023	GERAMEY K CABLE	INSTRUCT-SRVCS-561/OEJOM/MMS	1,500.00
			BLANKET PO FOR PRESENTER FOR OPERATION EAGLE EVENTS & CLASSES-SINGING/SET UP OF EVENTS	
139	07/01/2023	QUANNAH LITTLEAXE	INSTRUCT-SRVCS-561/OEJOM/MMS	1,500.00
			BLAKET PO FOR PRESENTER FOR OPERATION EAGLE EVENTS & CLASSES-DANCE INSTRUCTION	
140	07/01/2023	DENNIS LITTLEAXE	INSTRUCT-SRVCS-561/OEJOM/MMS	2,000.00
			BLANKET PO FOR PRESENTER FOR OPERATION EAGLE EVENTS & CLASSES-SINGING, ADVISOR, SET-UP OF EVENTS	
141	07/01/2023	SPENCER DONNELL	INSTRUCT-SRVCS-561/OEJOM/MMS	2,000.00
			BLANKET PO FOR PRESENTER FOR OPERATION EAGLE EVENTS & CLASSES-SINGING/SET UP FOR EVENTS	
142	07/01/2023	STEVA HOUSE	INSTRUCT-SRVCS-561/OEJOM/MMS	1,600.00
			BLANKET PO FOR PRESENTER FOR OPERATION EAGLE EVENTS & CLASSES-CULTURAL FOODS/SET UP FOR EVENTS	
143	07/01/2023	SHIPWRECK BEADS, INC	EXTRACURR-SPLYS-561/OEJOM/MMS	800.00
			BLANKET PO FOR MISC. CULTURAL SUPPLIES FOR OPERATION EAGLE, ETC.	
144	07/01/2023	AMAZON CAPTIAL SERVICES INC	BOOKS-EXTRACURR-SPLYS-561/OEJOM/MMS	4,000.00
			BLANKET PO FOR MISC. BOOKS FOR CLASSES, STUDENTS/CULTURAL SUPPLIES FOR OPERATION EAGLE CLASSES AND EVENTS, ETC.	
145	07/01/2023	LILLY C TYNER	TRAVEL-561/OEJOM/MMS	800.00
			BLANKET PO FOR IN-DISTRICT TRAVEL	
146	07/01/2023	LILLY C TYNER	TRAVEL-561/OEJOM/MMS	1,200.00
			BLANKET PO FOR OUT OF DISTRICT TRAVEL	
147	07/01/2023	DENESSA R LITTLEAXE	TRAVEL-561/OEJOM/MMS	1,200.00
			BLANKET PO FOR OUT OF DISTRICT TRAVEL	
148	07/01/2023	DENESSA R LITTLEAXE	TRAVEL-561/OEJOM/MMS	800.00
			BLANKET PO FOR IN DISTRICT TRAVEL	
149	07/01/2023	LESLIE J DONNELL	TRAVEL-561/OEJOM/MMS	800.00
			BLANKET PO FOR IN-DISTRICT TRAVEL	
150	07/01/2023	LESLIE J DONNELL	TRAVEL-561/OEJOM/MMS	1,200.00
			BLANKE3T PO FOR OUT OF DISTRICT TRAVEL	
151	07/01/2023	WASHINGTON CO FAIR BUILDING	OTHER-RENTAL-SRVCS-561/OEJOM/MMS	1,870.00
			BLANKET PO FOR RENTAL OF BUILDING FOR OPERATION EAGLE EVENTS	
152	07/01/2023	NATIONAL ASSOC FOR MUSIC EDUCATION	DUES & FEES-027/VM/BHS	675.00
			NAFME MEMEBERSHIP RENEWAL FOR CHOIR INSTRUCTORS TAMARA WALKER, SARAH LONG, MARISSA SHAW, AND NEW INSTRUCTORS FOR BHS.	
153	07/01/2023	OK CHORAL DIRECTORS ASSOC	COCURR-SPLYS-027/VM/BHS	235.00
			ALL STATE DOWNLOADABLE REHERSAL TRACKS MP3'S.	
154	07/01/2023	OK CHORAL DIRECTORS ASSOC	DUES & FEES-027/VM/BHS	360.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			REGISTRATION FOR OKCDA SUMMER CONFRENCE JULY 16TH - JULY 18TH 2023 OK UNIVERSITY OF CENTRAL OKLAHOMA EDMOND, OK ATTENDEES TAMARA WALKER, CHELSEA ARNOLD, JULE PATTESON	
155	07/01/2023	DERRICK L. ZAMORA	TRAVEL-541/SS/ESC Wesleyan Christian School staff - Reimbursement for travel expenses to Denver, CO to attend Ignite Conference July 12-15, 2023 to include hotel, meals, mileage (cost of airline ticket), parking, tolls, etc.	1,500.00
156	07/01/2023	AVANTIS EDUCATION, INC.	TECH-RLDT-SPLYS-511/SS/ESC One year subscription to Eduverse School 1 Year software bundle, Class VR Portal for Ranch Heights Elementary School. Estimate AVQ-004569	699.00
157	07/01/2023	ARVEST BANK CORPORATE VISA	TRAVEL-795/SS/ESC Hotel expenses for staff while attending Innovative Schools Summit, July 6-9, 2023 in Las Vegas NV. Aaron Kuntz, Cheron Southwick, Joey Eidson, Aaron Kestner, Mandy Lumbley, Marci Beckley, Michael Harp, Matt Hancock, and Damon Herald.	6,500.00
158	07/01/2023	MATTHEW J HANCOCK	TRAVEL-795/SS/ESC Travel expenses while attending Innovative Schools Summit in Las Vegas, NV, July 6-9, 2023.	600.00
159	07/01/2023	AARON M KUNTZ	TRAVEL-541/SS/ESC Travel expenses while attending Innovative Schools Summit in Las Vegas, NV, July 6-9, 2023.	600.00
160	07/01/2023	CHERON RENEE SOUTHWICK	TRAVEL-795/SS/ESC Travel expenses while attending Innovative Schools Summit in Las Vegas, NV, July 6-9, 2023.	600.00
161	07/01/2023	JOSEPH E EIDSON	TRAVEL-795/SS/ESC Travel expenses while attending Innovative Schools Summit in Las Vegas, NV, July 6-9, 2023.	600.00
162	07/01/2023	AARON KYLEE KESTNER	TRAVEL-795/SS/ESC Travel expenses while attending Innovative Schools Summit in Las Vegas, NV, July 6-9, 2023.	600.00
163	07/01/2023	MANDY L LUMBLEY	TRAVEL-795/SS/ESC Travel expenses while attending Innovative Schools Summit in Las Vegas, NV, July 6-9, 2023.	600.00
164	07/01/2023	MARCI LOUAVA BECKLEY	TRAVEL-795/SS/ESC Travel expenses while attending Innovative Schools Summit in Las Vegas, NV, July 6-9, 2023.	600.00
165	07/01/2023	MICHAEL D HARP	TRAVEL-795/SS/ESC Travel expenses while attending Innovative Schools Summit in Las Vegas, NV, July 6-9, 2023.	600.00
166	07/01/2023	HEIDI A LISCHESKI	TRAVEL-541/SS/ESC Travel expenses to Fort Worth, TX July 17-20, 2023 to attend AP Project Based Learning Series 2023.	600.00
167	07/01/2023	RECOGNITION PRODUCTS, INC	REGALIA-511/SS/ESC Blanket - Commencement regalia for displaced graduating seniors for SY 23-24.	600.00
168	07/01/2023	ASSOC FOR SUPERVISION & CURRICULUM	DUES & FEES-006/CURR/ESC RENEWAL OF INSTITUTIONAL MEMBERSHIP FOR SY 2024-2025 FOR PROFESSIONAL DEVELOPMENT	3,090.00
169	07/01/2023	BAYLOR UNIVERSITY	REGISTRATION-006/CURR/ESC	675.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			REGISTRATION FOR MICHELLE JOHNSON TO ATTEND BAYLOR SPEECH & DEBATE TEACHER'S WORKSHOP IN WACO, TEXAS ON JULY 16-22, 2023	
170	07/01/2023	DAMON S HERALD	TRAVEL-795/SS/ESC Travel expenses while attending Innovative Schools Summit in Las Vegas, NV, July 6-9, 2023.	600.00
171	07/01/2023	ASHLEY L DARSOW	TRAVEL-541/SS/ESC Travel expenses to Stillwater, OK to attend AG Case Institute, July 10-18, 2023.	800.00
172	07/01/2023	LAURA L WILLIAMS	TRAVEL-552/SS/ESC Travel expenses while attending TSA Nationals in Louisville, KY July 1-2, 2023. (June paid in prior year - June 27 - July 2, 2023)	300.00
173	07/01/2023	JEREMY A WILLIAMS	TRAVEL-552/SS/ESC Travel expenses while attending TSA Nationals in Louisville, KY July 1-2, 2023. (June paid in prior year, June 27-July 2, 2023)	300.00
174	07/01/2023	ARVEST BANK CORPORATE VISA	TRAVEL-552/SS/ESC Hotel rooms for TSA Nationals in Louisville, KY for nights of July 1 and checking out July 2, 2023. June nights paid in prior year - June 27-July 2, 2023.	1,000.00
175	07/01/2023	KAYLA STANLEY	TRAVEL-541/SS/ESC Private school teacher - Wesleyan Christian School - Travel expenses to Las Vegas, NV to attend 2023 Innovative Schools Summit, July 5-9, 2023. To include hotel, meals, mileage to Tulsa, parking, shuttle, etc.	1,500.00
176	07/01/2023	ERINN K RAKES	TRAVEL-006/CURR/ESC TRAVEL REIMBURSEMENT FOR ERINN RAKES TO ATTEND THE AP ART & DESIGN VIRTUAL WORKSHOP ON JULY 24-27, 2023	50.00
177	07/01/2023	MARIAH A COOKS	TRAVEL-552/SS/ESC Private school teacher - Wesleyan Christian School - Travel expenses to Las Vegas, NV to attend 2023 Innovative Schools Summit, July 5-9, 2023. To include hotel, meals, mileage to Tulsa, shuttle, parking, etc.	1,500.00
178	07/01/2023	DERRICK L. ZAMORA	TRAVEL-541/SS/ESC Private school teacher - Wesleyan Christian School - Travel expenses to Las Vegas, NV to attend 2023 Innovative Schools Summit, July 5-9, 2023. To include hotel, meals, mileage (cost of airline ticket), shuttle, parking, etc.	2,000.00
179	07/01/2023	ETTINGERS OFFICE SUPPLY	GENL-TECHRLDT-SPLYS-FURN/FIX-010/CURR/ESC BLANKET PO FOR MISC. OFFICE & TECHNOLOGY RELATED SUPPLIES AND OFFICE FURNITURE, ETC FOR THE CURRICULUM DEPARTMENT	1,000.00
180	07/01/2023	ETTINGERS OFFICE SUPPLY	GENL-SPLYS-010/CURR/ESC BLANKET PO FOR MISC. OFFICE SUPPLIES ETC. ELL FACILITATOR	500.00
181	07/01/2023	WISCONSIN CENTER FOR EDUC RESEARCH	REGISTRATION-572/SS/ESC Registration for 2023 Live Virtual Track for Cherisa Neill and Whitney Pitzer to attend October 18-20, 2023.	390.00
182	07/01/2023	STAPLES CONTRACT & COMMERCIAL INC	GENL-TECH-RLDT-SPLYS-FURN-FIX/010/CURR/ESC BLANKET PO FOR MISC. OFFICE & TECHNOLOGY RELATED SUPPLIES AND OFFICE FURNITURE ETC. FOR THE CURRICULUM DEPARTMENT	2,000.00
183	07/01/2023	STAPLES CONTRACT & COMMERCIAL INC	GENL-SPLYS-010/CURR/ELL/ESC BLANKET PO FOR MISC. OFFICE/CLASSROOM SUPPLIES FOR ELL DEPT. INCLUDING TONER, KEYBOARDS, MICE, MISC. CONSUMABLE TECHNOLOGY RELATED ITEMS, OFFICE FURNITURE, ETC.	500.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
184	07/01/2023	CHRISTIE M YOUNG	TRAVEL-010/CURR/ESC BLANKET PO FOR MILEAGE REIMBURSEMENT IN DISTRICT FOR SY 23-24	200.00
185	07/01/2023	BARBARA J PARKER	TRAVEL-010/CURR/ESC BLANKET PO FOR IN AND OUT OF DISTRICT TRAVEL FOR SY 2023-2024	800.00
186	07/01/2023	RICHARD J LANGHAM	TRAVEL-010/CURR/ESC BLANKET PO FOR MILEAGE REIMBURSEMENT FOR OUT OF DISTRICT TRAVEL FOR SY 23-24	500.00
187	07/01/2023	KELLI M BRYANT	TRAVEL-010/CURR/ESC BLANKET PO FOR MILEAGE IN AND OUT OF DISTRICT TRAVEL REIMBURSEMENT FOR SY 23-24	800.00
188	07/01/2023	LADONNA M CHANCELLOR	TRAVEL-010/CURR/ESC BLANKET PO FOR IN AND OUT OF DISTRICT TRAVEL REIMBURSEMENT FOR SY 23-24	1,000.00
189	07/01/2023	SURVEYMONKEY.COM, LLC	TECH-RLDT-SPLYS-006/CURR/ESC RENEWAL OF SURVEYMONKEY ADVANTAGE ANNUAL PLAN SY 2023-2024 SUBSCRIPTION FOR PROFESSIONAL DEVELOPMENT	468.00
190	07/01/2023	KEVIN DILL	PROFESSIONAL DEVELOP-541/SS/ESC Blanket - See attached Quotes for on-site Behavior Training 10/11/23 and 12/01/23.	9,000.00
191	07/01/2023	BLUUM OF TEXAS, LLC	TECH-RLDT-SPLYS-035/SS/ESC Renewal of Avantis Education License annual subscription SY 23/24 for Gifted Education program.	399.00
192	07/01/2023	BREAKOUT, INC	TECH-RLTD-SPLYS-035/SS/ESC Renewal of Breakout EDU Platform for 12 months - Gifted Education Program.	99.00
193	07/01/2023	TIFFANY D HOLMES	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT	500.00
194	07/01/2023	KEVIN D BROWN	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT	500.00
195	07/01/2023	TAMMIE J KRAUSE	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT	500.00
196	07/01/2023	LOLA S IMHOFF	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT	500.00
197	07/01/2023	CHANDA M MYERS	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT	500.00
198	07/01/2023	JESSICA L BIRK	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT	500.00
199	07/01/2023	ELIOT DANIEL SMITH	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT	500.00
200	07/01/2023	STACI BANKSTON	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT	500.00
201	07/01/2023	MATT HANCOCK	TRAVEL-029/CURR/ESC	970.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT AND SUPERVISION	
202	07/01/2023	AARON KYLEE KESTNER	TRAVEL-029/CURR/ESC	970.00
			BLANKET PO FOR OUT OF DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT AND SUPERVISION	
203	07/01/2023	JOSEPH E EIDSON	TRAVEL-029/CURR/ESC	970.00
			BLANKET PO FOR OUT OF DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT AND SUPERVISION	
204	07/01/2023	CHERON RENEE SOUTHWICK	TRAVEL-029/CURR/ESC	970.00
			BLANKET PO FOR OUT OF DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT AND SUPERVISION	
205	07/01/2023	MARCI LOUAVA BECKLEY	TRAVEL-029/CURR/ESC	970.00
			BLANKET PO FOR OUT OF DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT AND SUPERVISION	
206	07/01/2023	MICHAEL D HARP	TRAVEL-029/CURR/ESC	970.00
			BLANKET PO FOR OUT OF DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT AND SUPERVISION	
207	07/01/2023	AARON M KUNTZ	TRAVEL-029/CURR/ESC	970.00
			BLANKET PO FOR OUT OF DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT AND SUPERVISION	
208	07/01/2023	MANDY L LUMBLEY	TRAVEL-029/CURR/ESC	970.00
			BLANKET PO FOR OUT OF DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT AND SUPERVISION	
209	07/01/2023	STAPLES CONTRACT & COMMERCIAL INC	GENL-SPLYS-001/ATHLETICS	1,500.00
			BLANKET PO FOR MISC. OFFICE SUPPLIES, ETC.	
210	07/01/2023	STAPLES CONTRACT & COMMERCIAL INC	COPY-SPLYS-001/ATHLETICS	2,000.00
			BLANKET PO FOR MIC. TONER CARTRIDGES, ETC.	
211	07/01/2023	ADVANTAGE GRAPHICS, INC	GENL-SPLYS-012/PRINT/ESC	3,000.00
			BLANKET PO FOR MISC. EQUIPMENT, PARTS, SUPPLIES AND SERVICES, ETC.	
212	07/01/2023	CLAMPITT PAPER CO	COPY-SPLYS-012/PRINT/ESC	15,000.00
			BLANKET PO FOR MISC. EQUIPMENT, PARTS, SUPPLIES AND SERVICES, ETC.	
213	07/01/2023	ETTINGERS OFFICE SUPPLY	GENL-SPLYS-012/PRINT/ESC	400.00
			BLANKET PO FOR MISC. EQUIPMENT, PARTS, SUPPLIES AND SERVICES, ETC.	
214	07/01/2023	J.D. YOUNG COMPANY, INC.	GENL-SPLYS-012/PRINT/ESC	500.00
			BLANKET PO FOR MISC. EQUIPMENT, PARTS, SUPPLIES AND SERVICES, ETC.	
215	07/01/2023	LIBERTY FLAGS INC	GENL-SPLYS-012/PRINT/ESC	750.00
			BLANKET PO FOR MISC. EQUIPMENT, PARTS, SUPPLIES AND SERVICES, ETC.	
216	07/01/2023	PRINTER'S PARTS & EQUIPMENT	COPY-SPLYS-012/PRINT/ESC	1,000.00
			BLANKET PO FOR MISC. EQUIPMENT, PARTS, SUPPLIES AND SERVICES, ETC.	
217	07/01/2023	SOUTHWEST PLASTIC BINDING COMPANY	OFFICE-MACHINE-SRVCS-012/PRINT/ESC	2,750.00
			BLANKET PO FOR MISC. EQUIPMENT, PARTS, SUPPLIES AND SERVICES, ETC.	
218	07/01/2023	TIMBER CREEK PAPER, INC.	COPY-SPLYS-012/PRINT/ESC	7,500.00
			BLANKET PO FOR MISC. EQUIPMENT, PARTS, SUPPLIES AND SERVICES, ETC.	
219	07/01/2023	PROJECT LEAD THE WAY, INC.	DUES & FEES-412/CENTRAL	950.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			PLTW GATEWAY PARTICIPATION FEE PER QUOTE/INVOICE #393338	
220	07/01/2023	ISD#30/TRANSPORTATION	TRAVEL-412/CENTRAL BLANKET PO FOR MISC. TRANSPORTATION SY 23-24	500.00
221	07/01/2023	WAL-MART COMMUNITY	GENL-SPLYS-015/CENTRAL BLANKET PO FOR SY 23-24 MISC. CLASSROOM SUPPLIES	1,500.00
222	07/01/2023	ETTINGERS OFFICE SUPPLY	GENL/COPY/COCURR-SPLYS-015/CENTRAL BLANKET PO FOR SY 23-24 MISC COPY, GENERAL, CO-CURRICULAR & TECHNOLOGY RELATED SUPPLIES, ETC FOR CLASSROOMS & OFFICE	6,500.00
223	07/01/2023	STAPLES CONTRACT & COMMERCIAL INC	GENL-SPLYS-015/MADISON Blanket PO for Misc. Classroom/Office Supplies, etc.	2,500.00
224	07/01/2023	STAPLES CONTRACT & COMMERCIAL INC	GENL-SPLYS-015/MADISON Blanket PO for Misc. General Supplies, etc.	2,500.00
225	07/01/2023	WAL-MART COMMUNITY	GENL-SPLYS-015/JANE PHILLIPS Blanket PO Misc Classroom Supplies, ETC.	1,000.00
226	07/01/2023	ETTINGERS OFFICE SUPPLY	GENL-SPLYS-015/JANE PHILLIPS Blanket PO Misc Classroom Supplies	500.00
227	07/01/2023	WAL-MART COMMUNITY	GENL-SPLYS-015/JANE PHILLIPS Blanket PO Misc. Office Supplies ETC,	1,000.00
228	07/01/2023	ETTINGERS OFFICE SUPPLY	GENL-SPLYS-015/JANE PHILLIPS Blanket Misc. Office Supplies etc.	500.00
229	07/01/2023	SWOHX, LLC	TRAVEL-412/CENTRAL 1 HOTEL ROOM WHILE ATTENDING OKACTE NEW TEACHER ACADEMY, JULY 12-13, 2023, STILLWATER OK	196.00
230	07/01/2023	PERMA-BOUND BOOKS	BOOKS-LIBRARY-015/WAYSIDE LIBRARY BOOKS MISC TITLES PER QUOTE Q-17647912	286.83
231	07/01/2023	PROJECT LEAD THE WAY, INC.	DUES & FEES/412 MADISON DUES& FEES 412 MADISON ULLRICH & B. SHAW	950.00
232	07/01/2023	OKACTE	REGISTRATION-412/CENTRAL REGISTRATION FEE FOR OKACTE NEW TEACHER ACADEMY JULY 12-13, 2023 STILLWATER OK	85.00
233	07/01/2023	SCHOOL SPECIALTY, LLC	COPY-GENL-SPLYS-015/WAYSIDE SCHOOL SUPPLIES AND PAPER PER CART 1034536197	169.93
234	07/01/2023	SCHOOL SPECIALTY, LLC	COPY-GENL-SPLYS-015/WAYSIDE CLASSROOM PAPER & SUPPLIES PER CART 1034536253	164.14
235	07/01/2023	PERMA-BOUND BOOKS	BOOKS-015/JANE PHILLIPS 2024 Oklahoma Sequoyah Children's Book award Books Quote # Q-17621640	657.10
236	07/01/2023	SCHOOL SPECIALTY, LLC	COPY-GENL-SPLYS-015/WAYSIDE CLASSROOM PAPER & SUPPLIES PER CART 1034521407	130.16
237	07/01/2023	STEPHEN W CARLETON	FURNITURE-015/CENTRAL LG 55" 4K LED MONITOR & INSTALLATION FOR CAFETERIA/CUB CAFE PER ESTIMATE #163 DATED 5/25/23	594.95

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
238	07/01/2023	SCHOOL SPECIALTY, LLC	COPY-GENL-SPLYS-015/WAYSIDE CLASSROOM PAPER & SUPPLIES PER CART 1034270857	200.04
239	07/01/2023	SCHOOL SPECIALTY, LLC	GENL-SPLYS-015/WAYSIDE CLASSROOM SUPPLIES PER CART 1033489478	143.19
240	07/01/2023	SCHOOL SPECIALTY, LLC	GENL-COPY-SPLYS-015/WAYSIDE CLASSROOM PAINT & PAPER PER CART 1034270429	184.77
241	07/01/2023	SCHOOL SPECIALTY, LLC	GENL-COPY-SPLYS-015/WAYSIDE CLASSROOM PAPER & PAINT PER CART 1034270188	240.91
242	07/01/2023	STAPLES CONTRACT & COMMERCIAL INC	GENERAL SUPPLIES-015/KANE BLANKET PO FOR MISC OFFICE/CLASSROOM/GENERAL SUPPLIES, INCLUDING COPY SUPPLIES, PRINTER INK, ELECTRIC PENCIL SHARPENER, TECH RELATED SUPPLIES, FURNITURE, FIXTURES, LAMINATING FILM, PENS, TAPE, FOLDERS, CO-CURRICULAR ITEMS, ETC.	2,400.00
243	07/01/2023	WAL-MART COMMUNITY	GENERAL SUPPLIES-015/KANE BLANKET PO FOR MISC CLASSROOM/OFFICE/CO- CURRICULAR/GENERAL SUPPLIES TO INCLUDE PRINTER INK/TONER, PAPER, BOOK BINS, STORAGE CONTAINERS, CONSUMABLE TECH SUPPLIES, FURNITURE, TAPE, CLASSROOM MANIPULATIVES, GLUE, PAINT, ELECTRIC PENCIL SHARPENERS, BATTERIES, ETC.	1,500.00
244	07/01/2023	ADMIRAL EXPRESS, LLC	GENERAL SUPPLIES-015/KANE BLANKET PO FOR MISC CLASSROOM/OFFICE/CO-CURRICULAR SUPPLIES TO INCLUDE PRINTER INK/TONER, PAPER, BOOK BINS, STORAGE CONTAINERS, CONSUMABLE TECH SUPPLIES, FURNITURE, LAMINATING FILM, CLASSROOM MANIPULATIVES, ELEC PENCIL SHARPENERS, FOLDERS, TAPE, PENS, ETC.	1,500.00
245	07/01/2023	SCHOOL MATE	CLASSROOM SUPPLIES/STUDENT PLANNERS-015/KANE (115) KINDERGARTEN PLANNERS (180) ELEMENTARY PLANNERS PER QUOTE#PQ03012351088, PQ03012345649 SHIPPING	1,062.00
246	07/01/2023	SCHOOL SPECIALTY, LLC	GENERAL CLASSROOM SUPPLIES-015/KANE BLANKET PO FOR MISC CLASSROOM SUPPLIES TO INCLUDE CONSTRUCTION PAPER, INDEX CARDS, LAMINATING FILM, PAINT, FOLDERS, ETC.	2,926.58
247	07/01/2023	SCHOOL SPECIALTY, LLC	GENL-COPY-SPLYS-015/WAYSIDE CLASSROOM PAPER AND SUPPLIES PER CART 1027193711	156.48
248	07/01/2023	SCHOOL SPECIALTY, LLC	GENL-COPY-SUPLYS-015/WAYSIDE CLASSROOM PAPER AND SUPPLIES PER CART #1034251484	92.55
249	07/01/2023	ISD#30/TRANSPORTATION	TRAVEL-015/KANE BLANKET PO FOR TRANSPORTATION COST FOR STUDENT FIELD TRIPS AND STAFF TRAVEL	500.00
250	07/01/2023	FIRST THOUGHT, INC.	AWARDS/RECOGNITION-015/KANE BLANKET PO FOR STAFF AND STUDENT AWARDS AND RECOGNITION TO INCLUDE PLAQUES, NAME PLATES, AWARD ITEMS, ETC.	400.00
251	07/01/2023	SCHOOL SPECIALTY, LLC	GENL-COPY-015/WAYSIDE	242.34

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			CLASSROOM PAPER PER CART 1034046264	
252	07/01/2023	SCHOOL SPECIALTY, LLC	GENL-COPY-SPLYS-015/WAYSIDE	70.81
			CLASSROOM PAPER AND SUPPLIES PER CART 1034028370	
253	07/01/2023	SCHOOL SPECIALTY, LLC	GENL-COPY-SPLYS-015WAYSIDE	205.99
			CLASSROOM PAPER & SUPPLIES PER CART 1034251619	
254	07/01/2023	SCHOOL SPECIALTY, LLC	GENL-COPY-SPLYS-015/WAYSIDIE	143.79
			CLASSROOM PAPER AND SUPPLIES PER CART 1034106840	
255	07/01/2023	SCHOOL SPECIALTY, LLC	GENL-COPY-SPLYS-015/WAYSIDE	78.44
			CLASSROOM PAPER AND SUPPLIES PER CART 1034268974	
256	07/01/2023	PERMA-BOUND BOOKS	BOOKS FOR LIBRARY-015/WILSON	1,500.00
			BLANKET PO FOR MISC. LIBRARY BOOKS	
257	07/01/2023	AMAZON CAPTIAL SERVICES INC	GENL-COPY-SPLYS-015/WILSON	2,500.00
			BLANKET PO FOR MISC. GENERAL SUPPLIES, COPY, TECH RELATED, FURN/FIX, ETC.	
258	07/01/2023	AMAZON CAPTIAL SERVICES INC	GENL-COPY-TECH-RLDT-SPLYS-015/WILSON	1,500.00
			BLANKET PO FOR MISC. GENERAL OFFICE SUPPLIES,COPY, FURNITURE, ETC.	
259	07/01/2023	SCHOOL SPECIALTY, LLC	GENL-COPY-SPLYS-FURN-015/WILSON	1,500.00
			BLANKET PO FOR GENERAL SUPPLIES, COPY, FURNITURE, & ETC.	
260	07/01/2023	WAL-MART COMMUNITY	GENL-SPLYS-TECH RLDT-FURN-015/WILSON	1,500.00
			BLANKET PO FOR MIC. GENERAL SUPPLIES, TECH RELATED, COPY, FURNITURE, ETC.	
261	07/01/2023	SCHOOL SPECIALTY, LLC	GENL-COPY-SPLYS-015/WAYSIDE	543.96
			CLASSROOM PAPER AND SUPPLIES PER CART 1034592532	
262	07/01/2023	SCHOOL DATEBOOKS, INC.	COCURR-SPLYS-015/WILSON	90.20
			(30) YR 23-24 STUDENT PLANNERS SEE QUOTE SHIPPING	
263	07/01/2023	PLANK ROAD PUBLISHING, INC	MAGAZINES-008/MUSIC/WILSON	152.45
			SUBSCRIPTION RENEWAL OF MUSIC MAGAZINES & CD'S PROCESSING FEE	
264	07/01/2023	EXPLORELEARNING LLC	TECH-RLDT-SPLYS-015/WAYSIDE	3,995.00
			BUNDLE: REFLEX + FRAX FOUNDATIONS 1 SITE LICENSE QUOTE Q-274505	
265	07/01/2023	ISD#30/TRANSPORTATION	TRAVEL-412/CENTRAL	500.00
			BLANKET PO FOR MISC. TRANSPORTATION SY 23-24	
266	07/01/2023	TECHNOLOGY STUDENT ASSOCIATION	DUES & FEES/412/CENTRAL	510.00
			BLUE CAP MEMBERSHIP FOR TSA STUDENTS - STATE DUES TSA ADVISOR DUES FOR LAURA WILLIAMS AND RENATE SALERNO	
267	07/01/2023	AMAZON CAPTIAL SERVICES INC	LIBRARY BOOKS-015/WAYSIDE	301.10
			LIBRARY BOOKS PER LIST TITLED SEQUOYAH BOOKS 23-24	
268	07/01/2023	PERMA-BOUND BOOKS	BOOKS FOR KANE LIBRARY-015/KANE	955.65
			MISC BOOKS FOR KANE LIBRARY QUOTE#O-17649930	
269	07/01/2023	LIBRARY VIDEO COMPANY DBA	TECH-RLDT-015/WAYSIDE	1,423.50

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			SAFARI MONTAGE & K-8 SUPER CORE CONTENT PACKAGE RENEWAL PER QUOTE 28765	
270	07/01/2023	DELL MARKETING LP	TECH-RLDT-SPLYS-795/Technology/ESC Blanket PO for Broadcasting Class See attached quote for Dell Computers for computers for High School Broadcasting Program. Quote No. 3000153608052.3	36,266.23
271	07/01/2023	RING PUBLICATIONS LLC	TECH-RLTD-SPLYS-795/SS/ESC See attached quote for ACT Ready, College Playbook, ACT Mastery, College Readiness Platform for Bartlesville High School, etc. Quote # 00018149	46,050.00
272	07/01/2023	JEFFREY TODD LANDERS	TRAVEL-541/SS/ESC Travel expenses for Wesleyan Christian School superintendent while attending Ignite Conference in Denver, CO July 11-15, 2023. To include mileage to airport, luggage, hotel, meals, shuttle, etc.	1,500.00
273	07/01/2023	ISD#30/TRANSPORTATION	TRAVEL-412/AG/BHS Blanket - misc transportation to FFA Events, camps, and conferences.	300.00
274	07/01/2023	OKLAHOMA FUTURE FARMERS OF AMER	DUES & FEES-412/AG/ESC 2023-24 Affiliate Membership/COLT & State Convention Registration/AET Fee package for Bartlesville High School FFA program.	2,500.00
275	07/01/2023	TULSA REGION GROUP	DUES & FEES-412/AG/ESC Tulsa Region AG Ed Program Dues for SY 23/24.	150.00
276	07/01/2023	ATWOODS	GENL-SPLYS-412/AG/ESC Blanket - Misc classroom supplies for AG program at the High School.	500.00
277	07/01/2023	CINTAS CORP #2	HEALTH-FIRST AIDE-SPLYS-412/AG/ESC Blanket - Misc. medical and first aid supplies for AG lab, etc.	300.00
278	07/01/2023	GRAPHIC SOLUTIONS GROUP, INC.	COPY-SPLYS-412/AG/ESC Blanket - Printer supplies to include; blades, cut liner replacements, color ink cartridges, swabs, paper, cleaning solution, etc.	1,200.00
279	07/01/2023	THE JUICE PLUS COMPANY LLC	COCURR-SPLYS-412/AG/ESC Blanket - AG supplies for Tower Garden, ground materials, rock, wool, PH Kit and solutions, nutrient solutions, etc.	300.00
280	07/01/2023	LOWE'S COMPANIES, INC.	GENL-SPLYS-412/AG/ESC Blanket - Misc. supplies for High School AG program.	750.00
281	07/01/2023	STAPLES CONTRACT & COMMERCIAL INC	GENL-SPLYS-412/AG/ESC Blanket - High School AG program supplies.	1,300.00
282	07/01/2023	WAL-MART COMMUNITY	GENL-COCURR-SPLYS-412/AG/ESC Blanket - High School AG classroom supplies to include soil, eggs for poultry unit, plants, bleach, craft supplies, paint, etc.	300.00
283	07/01/2023	WHEELER METALS, INC.	COCURR-SPLYS-412/AG/ESC Blanket - Misc supplies for High School AG program to include metal, tools, shop supplies, etc.	1,000.00
284	07/01/2023	APACHE INDUSTRIES INC	OTHER-EQUIP-SRVCS-412/AG/ESC Blanket - High School AG Supplies, labor, annual maintenance.	500.00
285	07/01/2023	THOMPSON BROS	GENL-SPLYS-412/AG/ESC Blanket - Misc. supplies for High AG Program to include shop supplies, etc.	300.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
286	07/01/2023	THOMPSON BROS	GENL-SPLYS-552/AG/ESC Blanket - Metal and shop supplies for High School AG Program	750.00
287	07/01/2023	STAPLES CONTRACT & COMMERCIAL INC	GENL-SPLYS-000/SUPT/ESC BLANKET PO FOR MISC. GENERAL OFFICE SUPPLIES, ETC., FOR THE SUPERINTENDENT'S OFFICE	400.00
288	07/01/2023	OSSBA, INC.	DUES & FEES-000/SUPT/ESC DISTRICT MEMBERSHIP FOR FY 2023-24	4,305.00
289	07/01/2023	OSSBA, INC.	REGISTRATION-000/SUPT/ESC BLANKET PO FOR REGISTRATION TO OSSBA WORKSHOPS FOR SUPERINTENDENT, BOARD MEMBERS AND BPSD STAFF	500.00
290	07/01/2023	OSSBA, INC.	REGISTRATION-000/SUPT/ESC BLANKET PO FOR (10) REGISTRATIONS FOR OSSBA ANNUAL AUGUST CONFERENCE FOR SUPERINTENDENT, BOARD MEMBERS AND ADMINISTRATORS	4,750.00
291	07/01/2023	OSSBA, INC.	OFFICIAL/ADMIN-SRVCS-000/SUPT/ESC ANNUAL MAINTENANCE FEE FOR ASSEMBLE ON-LINE PORTAL FOR BOARD MEETINGS	1,500.00
292	07/01/2023	OSSBA, INC.	DUES & FEES-000/SUPT/ESC ASSEMBLE ON-LINE PORTAL ANNUAL SUBSCRIPTION	2,000.00
293	07/01/2023	BARTLESVILLE CHAMBER OF COMMERCE	DUES & FEES-000/SUPT/ESC (2) REGISTRATIONS FOR 2022 LEADERSHIP BARTLESVILLE FOR ADMINISTRATORS AS DESIGNATED BY THE SUPERINTENDENT	1,950.00
294	07/01/2023	BARTLESVILLE CHAMBER OF COMMERCE	DUES & FEES-000/SUPT/ESC MEMBERSHIP RENEWAL FOR THE 2023-2024 FY	353.00
295	07/01/2023	ARVEST BANK CORPORATE VISA	TRAVEL-000/SUPT/ESC BLANKET PO FOR HOTEL RESERVATIONS/EXPENSES FOR THE SUPERINTENDENT, ADMINS AND BOARD MEMBERS 2023-2024 SY INCLUDING VALET PARKING FEES	12,000.00
296	07/01/2023	ANDREA NIGHTINGALE	TRAVEL-000/BOARD/ESC BLANKET PO FOR OUT OF DISTRICT TRAVEL FOR SY 2022-23 BOARD MEMBER	500.00
297	07/01/2023	ARVEST BANK CORPORATE VISA	TRAVEL-795/SS/ESC Hotel expenses for Marty Jones and Ashley Darsow while attending National Conference in Phoenix, AZ, Nov. 26-Dec. 2, 2023.	3,500.00
298	07/01/2023	SUZANNE KEIRSEY	TRAVEL-000/BOARD/ESC BLANKET PO FOR OUT OF DISTRICT TRAVEL FOR SY 2023-24 BOARD MEMBER	500.00
299	07/01/2023	RANDY HERREN	TRAVEL-000/BOARD/ESC BLANKET PO FOR OUT OF DISTRICT TRAVEL FOR SY 2023-24 BOARD MEMBER	500.00
300	07/01/2023	RICK ALAN BOSWELL	TRAVEL-000/BOARD/ESC BLANKET PO FOR OUT OF DISTRICT TRAVEL FOR SY 2023-24 BOARD MEMBER	500.00
301	07/01/2023	SCOTT BILGER	TRAVEL-000/BOARD/ESC BLANKET PO FOR OUT OF DISTRICT TRAVEL FOR SY 2023-24 BOARD MEMBER	500.00
302	07/01/2023	KINDER D SHAMHART	TRAVEL-000/BOARD/ESC BLANKET PO FOR OUT OF DISTRICT TRAVEL FOR SY 2023-24 BOARD MEMBER	500.00
303	07/01/2023	CHARLES R MCCAULEY	TRAVEL-000/SUPT/ESC BLANKET PO FOR OUT OF DISTRICT TRAVEL FOR SY 2023-24	500.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
304	07/01/2023	ASSOC FOR CAREER & TECHNICAL EDUC	REGISTRATION-795/SS/ESC Registration for Marty Jones and Ashley Darsow to attend National Conference in Phoenix, AZ Nov. 26-Dec. 2, 2023.	700.00
305	07/01/2023	ARVEST BANK CORPORATE VISA	TRAVEL-412/AG/ESC Blanket - hotel rooms for conferences listed below for Marty Jones, Cameron Dale, and Ashley Darsow: OK Summit Summer Conference July 30-August 1 - Tulsa, OK LATA Conference July 17-July 20, West Monroe, LA	2,100.00
306	07/01/2023	ARVEST BANK CORPORATE VISA	TECHRLTD-SPLYS-412/AG/ESC Glowforge Annual Subscription for SY 23/24. (company does not accept purchase orders for annual subscription)	239.40
307	07/01/2023	VERNIER SOFTWARE & TECHNOLOGY LLC	TECH-RLTD-SPLYS-412/AG/ESC Vernier Graphical Annual Subscription SY 23/24.	149.00
308	07/01/2023	BUTTERFLY NETWORK, INC.	TECH-RLDT-SPLYS-552/AG/ESC Butterfly IQ + Vet license renewal for SY 23/24.	420.00
309	07/01/2023	STAPLES CONTRACT & COMMERCIAL INC	GENRL-SUPPLIES-015/JANE PHILLIPS Blanket PO for Misc. General Supplies such as: Avery Binders, and Portable Totes see attached cart	614.65
310	07/01/2023	AMAZON CAPTIAL SERVICES INC	GENL-COPY-SPLYS-015/WAYSIDE BLANKET PO FOR CLASSROOM SUPPLIES & PAPER	1,000.00
311	07/01/2023	PLANK ROAD PUBLISHING, INC	MAGAZINES-008/WAYSIDE SUBSCRIPTION FOR MISC. MAGAZINES WITH CD'S MK8-SD34 FOR SY 2023-2024 INCLUDES PROCESSING FEE \$2.50	127.45
312	07/01/2023	JASON SAUER	TRAVEL-000/SUPT/ESC BLANKET PO FOR OUT OF DISTRICT TRAVEL FOR SY 2023-24 BOARD MEMBER	500.00
313	07/01/2023	LAKESHORE EQUIPMENT COMPANY DBA	GENL-SPLY-015-WAYSIDE READING COMPREHENSION DAILY PRACTICE JOURNAL - GR. 4-5 #DD819 QTY 12 READING COMPREHENSION DAILY PRACTICE JOURNAL - GR. 3-4 #DD818 QTY 12 FREE SHIPPING & 5% DISCOUNT -58.79	1,116.97
314	07/01/2023	ROCHESTER 100 INC	GENL-SPLYS-015/WAYSIDE NICKY'S FOLDERS, MISC. COLORS SHIPPING	1,153.91
315	07/01/2023	SCHOOL SPECIALTY, LLC	GENL-SPLYS-015/WAYSIDE MISC. CLASSROOM SUPPLIES PER CART 1034593612	70.21
316	07/01/2023	PROJECT LEAD THE WAY, INC.	DUES & FEES-412/BHS PLTW ENGINEERING PARTICIPATION FEE 2023-2024 PLTW COMPUTER SCIENCE PARTICIPATION FEE 2023-2024	5,400.00
317	07/01/2023	NOTABLE INC	TECH-RLDT-SPLYS-015/CENTRAL KAMI TEACHER PLAN RENEWAL, 12 MONTH SUBSCRIPTION PER QUOTE - P63790	99.00
318	07/01/2023	CAMERON K DALE	TRAVEL-412/AG/ESC Blanket - Travel expenses for SY 23/24 - see below Alumni Camp, LATA Conference, Summer Conference, NAAE BOD Fall Meeting, NAAE National Convention, ALD Conference, NAAE BOD Spring Meeting State FFA Convention, NAAE Region II, etc.	1,752.00
319	07/01/2023	ASHLEY L DARSOW	TRAVEL-412/AG/ESC	1,250.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			Blanket - Travel expenses for SY 23/24 - see below Alumni Camp, Summer Conference, NAAE National Convention, ALD Conference, State FFA Convention, NAAE Region II, etc.	
320	07/01/2023	JAMES MARTIN JONES	TRAVEL-412/AG/ESC	1,900.00
			Blanket - Travel expenses for SY 23/24 - see below Alumni Camp, LATA Conference, Summer Conference, NAAE National Convention, ALD Conference, State FFA Convention, NAAE Region II, etc.	
321	07/01/2023	SCHOOL SPECIALTY, LLC	GENL-SPLYS-015/CENTRAL GENERAL SUPPLIES FOR 23-24 SY PER QUOTE DATED 6-5-23	515.80
322	07/01/2023	THE E GROUP INC	UNIFORMS-GENL-SPLYS-412/CENTRAL MISC. STEM SUPPLIES, INCLUDING UNIFORMS & GENERAL SUPPLIES, ETC PER CART DATED 5/30/23	815.00
323	07/01/2023	SCHOOL SPECIALTY, LLC	GENL-COPY-050, 286, 291, 296, 298/WAYSIDE CLASSROOM PAPER - SEE ATTACHED LIST PER CART 1034975356	52.18
324	07/01/2023	SCHOOL MATE	GENL-SPLYS-015/WAYSIDE STUDENT AGENDAS-VALUE COVER QTY. 100 \$225.00 INCLUDES SHIPPING \$50.00	275.00
325	07/01/2023	DAMON S HERALD	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT OF DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT AND SUPERVISION	970.00
326	07/01/2023	CCOSA, INC	REGISTRATION-006/CURR/ESC BLANKET PO FOR REGISTRATION FOR ADMINISTRATORS TO ATTEND THE 2023-2024 MCREL NEW ADMINISTRATOR TRAINING, DATES TBD, IN OKLAHOMA CITY, OK ATTENDEES: MATT HANCOCK ELIOT SMITH	600.00
327	07/01/2023	CCOSA, INC	REGISTRATION-006/CURR/ESC BLANKET PO FOR REGISTRATION FOR ADMINISTRATORS TO ATTEND THE 2023-2024 TULSA MODEL NEW ADMINISTRATORS 2 DAY TRAINING IN OKLAHOMA CITY, OK DATES TBD ATTENDEES: JESSICA BIRK DAMON HERALD AARON KESTNER	450.00
328	07/01/2023	CCOSA, INC	REGISTRATION-006/CURR/ESC BLANKET PO FOR REGISTRATION FOR ADMINISTRATORS TO ATTEND THE 2023-2024 TULSA MODEL RECERTIFICATION 1/2 DAY OR VIRTUAL TRAINING, DATES TBD	450.00
329	07/01/2023	PROJECT LEAD THE WAY, INC.	TECH-RLDT-SPLYS-062/CURR/ESC PLTW LAUNCH PARTICIPATION FEES ONLINE SUBSCRIPTION FOR 2023-2024 SY PARTICIPATING SITES: KANE, HOOVER, JANE PHILLIPS, RANCH HEIGHTS, WAYSIDE, AND WILSON	5,700.00
330	07/01/2023	RENAISSANCE LEARNING, INC	TECH-RLDT-SPLYS-361/CURR/ESC FRECKLE ELA ADD-ON SUBJECT STUDENT SUBSCRIPTION, FRECKLE MATH STUDENT SUBSCRIPTION, RENAISSANCE SMART START PRODCUT TRAINING (INCLUDED WITH PURCHASE)	56,400.00
331	07/01/2023	BIO COMPANY INC	COCURR-SPLYS-015/BHS BLANKET PO FOR MISC SCIENCE SUPPLIES INCLUDING LAB, CLASSROOM SUPPLIES, ETC	2,800.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
332	07/01/2023	OPERATION EAGLE INDIAN	TECH-EXTRACURR-SPLYS-561/OEJOM/MMS BLANKET PO - REIMBURSEMENT FOR CULTURAL SUPPLIES, FOOD & DRINKS FOR OPERATION EAGLE EVENTS & CLASSES, SOFTWARE FOR OE IPADS	2,300.00
333	07/01/2023	APPLE COMPUTER, INC.	TECH-RLDT-SPLYS-561/OEJOM/MMS IPAD, PENCIL & CASE FOR OPERATION EAGLE STAFF	800.00
334	07/01/2023	OK TECHNOLOGY STUDENTS ASSOCIATION	REGISTRATION/412 MADISON REGISTRATION MADISON STEM ULLRICH AND B SHAW	170.00
335	07/01/2023	ISD#30/TRANSPORTATION	TRAVEL-412/MADISON TRAVEL-412/MADISON VEHICLE USAGE	125.66
336	07/01/2023	LANE F ULLRICH	TRAVEL-412/MADISON TRAVEL-412/MADISON REIMBURSEMENT	88.50
337	07/01/2023	BETHANY NOEL SHAW	REIMBURSEMENT TRAVEL-412/MADISON REIMBURSEMENT TRAVEL-412/MADISON	88.50
338	07/01/2023	SWOHX, LLC	TRAVEL-412/MADISON TRAVEL-412/MADISON HOTEL for Bethany Shaw & Lane Ullrich (2) rooms , one night July 12, 2023	216.00
339	07/01/2023	WESTERN PSYCHOLOGICAL SERVICES	TEST-SPLYS-054/SS/ESC See attached list for testing protocols for Psychological Services - SY 23/24 to include RIAS-2, DP 4.	657.80
340	07/01/2023	PEARSON	TEST-SPLYS-628/SS/ESC 1 - DAS-II Complete Kit with Q-Global Scoring Subscription - \$1,372.50 1- CTONI-2 Test Kit - \$542.00 Shipping - \$95.73 Tiffany Fitzsimmons testing qualifier	2,010.23
341	07/01/2023	PEARSON	TEST-SPLYS-054/SS/ESC See attached for testing supplies for psychological services - Tiffany Fitzsimmons test qualifier.	5,092.26
342	07/01/2023	ARVEST BANK CORPORATE VISA	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR DISTRICT RELATED TRAVEL EXPENSES & MISC. SUPPLIES, EQUIPMENT AND TECHNOLOGY ITEMS, ETC., AS NEEDED	1,000.00
343	07/01/2023	MHS	TESTING-SPLYS-054/SS/ESC 1 CEC023 Conners EC Parent forms - \$237.50 1 CEC025 Conners EC Developmental Milestones Parent Forms - \$225.00	462.50
344	07/01/2023	ROBOTICS EDUCATION AND	DUES & FEES-412/CENTRAL 2023-2024 TEAM REGISTRATION TEAMS 65292 A, B, C, D, E, F, G, H	950.00
345	07/01/2023	RIVERSIDE ASSESSMENTS, LLC	TESTING-SPLYS-054/SS/ESC 2 - 2000248 Battelle Developmental Inventory 3rd Edition Screening Record - \$236.25 each = \$472.50 47.26 shipping = \$519.76	519.76
346	07/01/2023	DARWIN GLOBAL LLC	PROF-EMPLOY-TRNG-SRVCS-011/TRANSPORTATION BLANKET PO FOR MISC. EMPLOYEE TRAINING & MATERIALS, ETC.	5,000.00
347	07/01/2023	EARNEST HEAT & AIR INC	HVAC/795/HOOVER Trane-YSJ090A4SOM 7.5ton 460/3 RTU unit for Hoover Elementary **Replaces 112023-1639	21,327.00

**Bartlesville Public Schools
Encumbrance Register**

Year 2023-2024 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
348	07/01/2023	STAPLES CONTRACT & COMMERCIAL INC	GENL-SPLYS-015/CENTRAL PRIVACY FILTERS FOR COMPUTER MONITORS PER CART DATED 6/13/23	145.76
349	07/01/2023	CAROLINA BIOLOGICAL SUPPLY	COCURR-SPLYS-015/BHS BLANKET PO FOR MISC SCIENCE CLASSROOM AND LAB SUPPLIES	500.00
350	07/01/2023	WEX BANK	DIESEL-GASOLINE-SRVCS-000/AP/ESC BLANKET PO FOR DIESEL AND FUEL PURCHASES WEX CARD	300,000.00

Report Total: \$5,375,490.49

Bartlesville Public Schools Encumbrance Register

Year 2023-2024 Fund 12

12-Cooperative Fund

PO No	Date	Vendor	Description	Amount
1	07/01/2023	CEV MULTIMEDIA, LTD	TECH-RLDT-SPLY-423/SS/ESC ICEV AG High School Classroom Annual License for SY 23/24.	1,000.00

Report Total: \$1,000.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 21

21-Building Fund

PO No	Date	Vendor	Description	Amount
1	07/01/2023	CITY OF BARTLESVILLE	WATER/SEWER-SRVCS-000/AP/ESC Blanket PO for Water Services	430,000.00
2	07/01/2023	OK NATURAL GAS COMPANY	NATURAL-GAS-SRVCS-000/AP/ESC Blanket PO for Natural Gas Services	110,000.00
3	07/01/2023	OKLAHOMA ENERGY SOURCE LLC	NATURAL GAS-SRVCS-000/AP/ESC Blanket PO for Natural Gas Services	190,000.00
4	07/01/2023	CENERGISTIC LLC	OTHER-PROFESSIONAL-SRVCS-000/AP/ESC Blanket PO for Energy Consulting Fees	97,500.00
5	07/01/2023	OK DEPT OF LABOR	OTHER-BLDG-SRVCS-018/MAINT/DISTRICT Blanket for inspections of Elevators, Water Tanks, Etc. for district	2,850.00
6	07/01/2023	ENTEGRITY ENERGY PARTNERS LLC	OTHER-BLDG-SRVCS-000/AP/ESC BLANKET PO FOR LED LIGHTING PROJECT DISTRICT WIDE	216,000.00
7	07/01/2023	METRO SIGN CORPORATION	SIGNAGE/000/ATH Fixed digit scoreboard for Custer Stadium dated 4/26/23	41,225.00
8	07/01/2023	ENERGYCAP, INC	DUES/000/DISTRICT ECAP professional Subscription agreement renewal	8,078.43
9	07/01/2023	INCO ELECTRIC, INC.	ELEC-SYSTEM-018/MAINT/HS Blanket PO - Replaces 212023-23 to run power from existing location to new video board location	30,729.92
10	07/01/2023	METRO SIGN CORPORATION	AUDIOVISUAL/091/ATHLETICS/705 Blanket PO for Replaces PO 212023-20 for a videoboard at Custer Stadium	834,450.00

Report Total: \$1,960,833.35

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 22

22-Child Nutrition Programs Fund

PO No	Date	Vendor	Description	Amount
1	07/01/2023	DNR SERVICE LLC	OTHER-EQUIP-SRVCS BLANKET PO FOR MISC. EQUIPMENT/REPAIRS,ETC.	20,000.00
2	07/01/2023	C & S AIR INC	OTHER-EQUIP-SPLYS-SRVCS BLANKET PO FOR MISC. EQUIPMENT,PARTS/REPAIRS,ETC.	20,000.00
3	07/01/2023	CURTIS RESTAURANT SUPPLY	APPLY/FURN/FIX BLANKET PO FOR MISC. EQUIPMENT REPAIRS ,PARTS AND SUPPLIES	20,000.00
4	07/01/2023	GLENN SECURITY SYSTEMS, INC.	OTHER-EQUIP-SPLYS-SRVCS BLANKET PO FOR MISC. EQUIPMENT, PARTS/REPAIRS, ETC.	2,000.00
5	07/01/2023	JS & T INC	OTHER-CLEAN-SRVCS ANNUAL CLEANING OF VENT HOODS	8,000.00
6	07/01/2023	SODEXO INC & AFFILIATES	FOOD-SRVCS-MGT-385/CND BLANKET PO FOR CONTRACTED FOOD SERVICES	2,000,000.00
7	07/01/2023	SODEXO INC & AFFILIATES	FOOD-SRVCS-MGT-766/CND BLANKET PO FOR CONTRACTED FOOD SERVICES SUMMER FEEDING	70,000.00
8	07/01/2023	OK DEPT OF HUMAN SERVICES	OTHER-PURCHASED-SRVCS ANNUAL COMMODITY DISTRIBUTION ASSESSMENT FEE SCHOOL YEAR 2023-2024	8,000.00
9	07/01/2023	ECOLAB INC	EXTERMINATION-SRVCS-385/CND BLANKET PO FOR MISC. EXTERMINATION SERVICES INCLUDING PEST CONTROL, ETC.	12,000.00
10	07/01/2023	GLOBAL EQUIPMENT COMPANY	CLEAN/MAINT-SPLYS-SRVCS BLANKET PO FOR MISC. EQUIPMENT/REPAIR PARTS, ETC.	10,000.00
11	07/01/2023	HOBART CORPORATION	OTHER-EQUIP-SPLYS-SRVCS BLANKET PO FOR MISC. EQUIPMENT PARTS/REPAIRS, ETC.	5,000.00
12	07/01/2023	ISD#30/WAREHOUSE	REIMBURSEMENT BLANKET PO FOR UTILITIES	100,000.00
13	07/01/2023	STAPLES CONTRACT & COMMERCIAL INC	FURN/FIX BLANKET PO FOR MISC. OFFICE FURNITURE, ETC.	5,000.00
14	07/01/2023	CAPTIVE AIRE SYSTEMS, INC	OTHER-EQUIP-SPLYS-SRVCS BLANKET PO FOR MISC. EQUIPMENT PARTS/REPAIRS, ETC.	2,000.00
15	07/01/2023	TAYLOR K WILSON	TRAVEL BLANKET PO FOR IN-DISTRICT TRAVEL	1,000.00
16	07/01/2023	J.D. YOUNG COMPANY, INC.	OFF-MACH-SRVCS BLANKET PO FOR MISC. COPIER USAGE, SERVICES AND SUPPLIES, ETC.	2,000.00
17	07/01/2023	SOUTHERN MATERIAL HANDLING CO	OTHER-EQUIP-SRVCS BLANKET PO FOR MISC. EQUIPMENT PARTS/REPAIRS FOR CHILD NUTRITION ELECTRIC PALLET JACK, ETC.	1,000.00
18	07/01/2023	ISD#30/PRINTING	REIMBURSEMENT BLANKET PO FOR MISC. PRINTING, ETC.	1,500.00
19	07/01/2023	HUBERT COMPANY, LLC	CLEAN/MAINT-SPLYS BLANKET PO FOR MISC. EQUIPMENT REPAIR, PARTS & SUPPLIES, ETC.	3,000.00
20	07/01/2023	NUTRI-LINK TECHNOLOGIES INC	TECH-SRVCS NUTRI-LINK ONLINE APP MAINTENANCE	3,000.00
21	07/01/2023	GLOBAL PAYMENTS, INC	TECH-SRVCS BLANKET PO FOR MOSAIC MAINTENANCE START AND END OF YEAR PROCESS	2,000.00

**Bartlesville Public Schools
Encumbrance Register**

Year 2023-2024 Fund 22

22-Child Nutrition Programs Fund

PO No	Date	Vendor	Description	Amount
22	07/01/2023	NUTRI-LINK TECHNOLOGIES INC	TECH-SRVCS NUTRI-LINK STATUS ONLINE MAINTENANCE	1,650.00
23	07/01/2023	LOWE'S COMPANIES, INC.	FURN/FIX BLANKET PO FOR MISC. EQUIP/REPAIR PARTS, ETC.	5,000.00
24	07/01/2023	PACIFIC STEAMEX CLEANING SYSTEM INC	CLEAN/MAINT-SPLYS BLANKET PO FOR FLOOR MACHINE SUPPLIES AND MAINTENANCE	2,600.00
25	07/01/2023	TAYLOR K WILSON	REIMBURSEMENT CHANGE/CASH TO ESTABLISH CHANGE FOR SERVING LINES	1,200.00

Report Total: \$2,305,950.00

**Bartlesville Public Schools
Encumbrance Register**

Year 2023-2024 Fund 31

31-2019 BOND - 2022 PROJECTS

PO No	Date	Vendor	Description	Amount
1	07/01/2023	WENGER CORPORATION	FURNITURE-027/MADISON STUDENT CHAIRS & CHAIR MOVE AND STORE CART FOR CHOIR ROOM AT MADISON MIDDLE SCHOOL PER QUOTE # 3284457	3,230.84
2	07/01/2023	WENGER CORPORATION	FURNITURE-027/CENTRAL STUDENT CHAIR AND MOVING AND STORE CART FOR CENTRAL MIDDLE SCHOOL CHOIR ROOM PER QUOTE 3284452	3,230.84

Report Total: \$6,461.68

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 32

32-2021 BOND - 2023 PROJECTS

PO No	Date	Vendor	Description	Amount
1	07/01/2023	3P LEARNING INC	TECH-RLDT-SPLYS-019/TECH/ESC LICENSES FOR MATHSEEDS, 12 MONTH SUBSCRIPTION SEE ATTACHED QUOTE# Q-792605	14,080.00
2	07/01/2023	APPTEGY, INC.	TECH-RLDT-SPLYS-019/TECH/ESC THRILLSHARE ANNUAL RENEWAL TERMS: 7/1/2023-6/30/2024 ESTIMATE #0000454	23,000.00
3	07/01/2023	CAMBIUM LEARNING INC - LEARNING A-Z	TECH-RLDT-SPLYS-019/TECH/ESC CLASSROOM LICENSE READING A-Z (17) LICENSES 1 YEAR RENEWAL	2,176.00
4	07/01/2023	CARASOFT TECHNOLOGY CORP	TECH-RLDT-SPLYS-019/TECH/ESC DOCUSIGN INC. (3000) ENTERPRISE PRO EDITION-ENVELOPE SUBS-APT-0463 (1) ENTERPRISE PREMIER SUPPORT 22% OF RECURRING FEES-APT -0148 (100) SMS DELIVERY-US/CAN APT-0656 7/1/2023-6/30-2024 QUOTE #38208743	24,201.42
5	07/01/2023	EDCLUB, INC	TECH-RLDT-SPLYS-019/TECH/ESC TYPING CLUB STUDENT LICENSE 1 YEAR QUOTE #483220	6,696.00
6	07/01/2023	EDPUZZLE, INC.	TECH-RLDT-SPLYS-019/TECH/ESC EDPUZZLE PRO 1 YEAR FOR THE DISTRICT	9,728.00
7	07/01/2023	GENESIS TECHNOLOGIES INC	TECH-RLDT-SPLYS-019/TECH/ESC 340137 (1500) ADOBE CREATIVE CLOUD ALL-APPS NAMED USER K12 SCHOOL SITE LICENSE RENEWAL	7,500.00
8	07/01/2023	HOUGHTON MIFFLIN HARCOURT PUB CO	TECH-RLDT-SPLYS-019/TECH/ESC 9780358581369 2021 WRITABLE FOR INTO READING STUDENT LICENSE DIGITAL 1 YEAR	2,992.00
9	07/01/2023	INSTRUCTURE, INC	TECH-RLDT-SPLYS-019/TECH/ESC (3500) CANVAS LMS CLOUD SUBSCRIPTION (1) 24x7 TIER 1 SUPPORT (FACULTY ONLY) (6000) MASTERY ITEM BANK SUBSCRIPTION (6000) MASTERY CONNECT BUNDLED SUBSCRIPTION SEE QUOTE# Q-285517-4	96,465.50
10	07/01/2023	IXL LEARNING	TECH-RLDT-SPLYS-019/CURR/ESC IXL SITE LICENSE (GRADES 6-8: 1500 STUDENTS @ MADISON MIDDLE SCHOOL AND CENTRAL MIDDLE SCHOOL) SUBJECTS: MATH, ELA, SCIENCE, AND SOCIAL STUDIES QUOTE #1260710-2	33,750.00
11	07/01/2023	REMIND101, INC.	TECH-RLDT-SPLYS-019/CURR/ESC REMIND BASE PLAN (6400), INCLUDES VOICE CALLS, LMS INTEGRATIONS	24,064.00
12	07/01/2023	RENAISSANCE LEARNING, INC	TECH-RLDT-SPLYS-019/TECH/ESC ACCELERATED READER SUBSCRIPTION, AR 3.0 BOOKGUIDE 1 YEAR RENEWAL, AND RENAISSANCE SMART START PRODUCT TRAINING (INCLUDED WITH PURCHASE) QUOTE #2950241 7/1/2023-6/30/2024	16,484.95
13	07/01/2023	RESPONDUS INC	TECH-SOFTWARE-019/TECH/ESC LOCKDOWN BROWER SITE LICENSE RENEWAL	4,045.00
14	07/01/2023	SCHOLASTIC EDUCATION	TECH-RLDT-SPLYS-019/CURR/ESC BOOKFLIX RENEWAL, SUBSCRIPTION FOR (6) ELEMENTARY SITES 7/1/2023-6/30-2024	7,002.30
15	07/01/2023	NEWS-2-YOU	TECH-RLDT-SPLYS-019/SS/ESC	16,211.92

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 32

32-2021 BOND - 2023 PROJECTS

PO No	Date	Vendor	Description	Amount
			Unique Learning System and News 2 You for SY 23-24 (10) Licenses on-line account 13389. Quote Q-116801	
16	07/01/2023	EMPLOYEE EVALUATION SYSTEMS, INC	TECH-RLDT-SPLYS-019/SS/ESC OKTLE system for FY 23-24 - MCREL-Principal Evaluation System for 23-24 school year.	14,600.00
17	07/01/2023	BADGEPASS, INC	TECH-RLTD-SPLYS-019/SS/ESC BadgePass IM Device License for SY 23-24. Quote EST560	570.00
18	07/01/2023	FRONTLINE TECHNOLOGIES GROUP LLC	TECH-RLDT-SPLYS-019/SS/ESC Frontline Central Solution - \$15,307.23 and Applicant Tracking, unlimited usage for internal employees. - \$11,704.47 Quote INVUS178902	27,011.70
19	07/01/2023	FRONTLINE TECHNOLOGIES GROUP LLC	TECH-RLDT-SPLYS-019/SS/ESC 5 site license agreement - Analytics Subscription - powered by Forecast5 Quote - INVUS177970	7,720.62
20	07/01/2023	FRONTLINE TECHNOLOGIES GROUP LLC	TECH-RLDTS-SPLYS-019/SS/ESC Absence & Time Solution FY 23-24 Quote INVUS178910	32,812.47
21	07/01/2023	TURNITIN, LLC	TECHNOLOGY SOFTWARE-019/TECH/ESC TURNITIN FEEDBACK STUDIO ENTERPRISE LICENSE TURNITIN ORIGINALITY	15,500.00
22	07/01/2023	WEVIDEO INC	TECH-RLDT-SPLYS-019/TECH/ESC WEVIDEO FOR SCHOOLS BUILDING ANNUAL SUBSCRIPTION 3250 USERS	9,371.53
23	07/01/2023	MUNICIPAL ACCTING SYSTEMS, INC	TECHNOLOGY SOFTWARE-019/AP/ESC WENGAGE I-ACCOUNTING SOFTWARE & MISC. FEES PER SOFTWARE SERVICE ORDER AGREEMENT YR 23-24	21,780.56
24	07/01/2023	RENAISSANCE LEARNING, INC	TECH-RLDT-SPLYS-019/TECH/ESC STAR ELEMENTARY SUITE SUBSCRIPTION, ANNUAL ALL PRODUCT RENAISSANCE PLATFORM, AND RENAISSANCE SMART START PRODUCT TRAINING (INCLUDED WITH PURCHASE) 7/1/2023-6/30-2024	65,305.00
25	07/01/2023	MPS	TEXTBOOKS-028/CURR/ESC SECONDARY LANGUAGE ARTS BOOKS. SEE ATTACHED TEXTBOOK ORDER FORM AND QUOTE #00092876	11,532.00
26	07/01/2023	MPS	TEXTBOOKS-028/CURR/ESC SECONDARY LANGUAGE ARTS BOOKS. SEE ATTACHED TEXTBOOK ORDER FORM AND QUOTE #00092879	5,616.00
27	07/01/2023	CDW LLC	TECH-RLTD-SPLYS-019/TECH/ESC LIGHTSPEED FILTER, MDM, CLASSROOM, & ALERT	75,379.60
28	07/01/2023	FOLLETT CONTENT SOLUTIONS, LLC	TECH-RLTD-SPLYS-019/TECH/ESC FOLLETT HOSTED LIBRARY SERVICES LIBRARY MANAGER & RESOURCE MANAGER	22,139.66
29	07/01/2023	SIGMA TECHNOLOGY FUND LLC DBA	TECH-RLTD-SPLYS=019/TECH/ESC BLANKET FOR CATEGORY 1 & 2 BASE FILING FEE	5,316.80
30	07/01/2023	NETSUPPORT INC	TECH-RLTD-SPLYS-019/TECH/ESC NETSUPPORT ANNUAL MAINTENANCE PLAN LESS DISCOUNT APPLIED -670.55	3,799.50
31	07/01/2023	RAPTOR TECHNOLOGIES LLC	TECH-RLTD-SPLYS-019/TECH/ESC RAPTOR VISITOR MANAGEMENT ANNUAL ACCESS FEE	6,875.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 32

32-2021 BOND - 2023 PROJECTS

PO No	Date	Vendor	Description	Amount
32	07/01/2023	SOLARWINDS INC	TECH-RLTD-SPLYS-019/TECH/ESC WEB HELP DESK, NETFLOW TRAFFIC ANALYZER, SERVER APPLICATION MONITOR, NETWORK PERFORMANCE MONITOR, NETWORK CONFIGURATION	8,923.00
33	07/01/2023	TUBBESING SOLUTIONS LLC	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET FOR ANNUAL ULTRA SERVICE PLAN FOR APC UPS EQUIPMENT	11,182.00
34	07/01/2023	CENGAGE LEARNING	TEXTBOOKS-028/CURR/ESC 2023 - ESL/ALL GRADES. SEE ATTACHED QUOTE #6444547	63,515.65
35	07/01/2023	WAYSIDE PUBLISHING	TEXTBOOKS-028/CURR/ESC TEXTBOOKS FOR WORLD LANGUAGES CURRICULUM. SEE ATTACHED QUOTE# Q-126696	130,591.58
36	07/01/2023	CENGAGE LEARNING	TEXTBOOKS-028/CURR/ESC 35 BOOKS 9781111571726 BUSINESS PRINCIPALS & MANAGEMENT	2,194.11
37	07/01/2023	RADIX TECH INC	TECH-RLTD-SPLYS-019/TECH/ESC RADIX VISO MDM PREMIUM VERSION (1YR) FOR ANDROID DEVICES	2,024.00
38	07/01/2023	POWER SCHOOL HOLDING LLC	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET FOR ENTERPRISE MANAGEMENT SERVICES FOR POWERSCHOOL, SERVER SUPPORT AND OFF SITE BACKUP	80,812.51
39	07/01/2023	BTC BROADBAND	COMMUNICATION-SRVCS-019/TECH/ESC BLANKET PO FOR MONTH TO MONTH AGREEMENT WITH BTC FOR INTERNET ACCESS TO DOENGES STADIUM TO BE PAID MONTHLY	720.00
40	07/01/2023	CHICKASAW TELECOM, INC.	TECH-SRVCS-019/TECH/ESC BLANKET PO FOR ENGINEERING SERVICE	2,400.00
41	07/01/2023	PAUL W DEATON	TECH-SVRCS-019/TECH/ESC BLANKET PO FOR GENERAC SERVICE	1,000.00
42	07/01/2023	DELL MARKETING LP	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR MISC. EQUIPMENT ETC.	2,400.00
43	07/01/2023	IMPACT COMPUTERS & ELECTRONICS	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR MISC. EQUIPMENT ETC.	2,400.00
44	07/01/2023	LOWE'S COMPANIES, INC.	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR MISC. EQUIPMENT ETC.	1,500.00
45	07/01/2023	EDMENTUM INC	TECH-RLDT-SPLYS-019/TECH/ESC SOFTWARE RENEWAL FOR READING EGGS, STUDY ISLAND, ETC. SEE ATTACHED QUOTE# Q-531101	43,602.25
46	07/01/2023	MONOPRICE.COM	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR MISC. EQUIPMENT ETC.	2,500.00
47	07/01/2023	CDW LLC	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR MISC. EQUIPMENT ETC.	20,000.00
48	07/01/2023	CHARLES DEAN MILLER	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR MISC. TECHNOLOGY SUPPLIES & EQUIPMENT	500.00
49	07/01/2023	REFURBUPS.COM	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR MISC. TECHNOLOGY EQUIPMENT ETC.	7,000.00
50	07/01/2023	STEPHEN W CARLETON	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR MISC. EQUIPMENT ETC.	6,500.00
51	07/01/2023	TEL-STAR TECHNOLOGIES, INC	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR TECHNOLOGY SUPPLIES & LABOR	40,000.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 32

32-2021 BOND - 2023 PROJECTS

PO No	Date	Vendor	Description	Amount
52	07/01/2023	ULINE	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR MISC. TECH RELATED SUPPLIES, ETC.	1,000.00
53	07/01/2023	UPS STORE, THE	COMMUNICATION-SRVCS-019/TECH/ESC BLANKET PO FOR SHIPPING/POSTAGE CHARGES	200.00
54	07/01/2023	WEST MUSIC COMPANY INC	TEXTBOOKS-028/CURR/ESC MUSIC BOOKS FOR ELEMENTARY SITES SEE ATTACHED TEXTBOOK ORDER FORM	25,125.18
55	07/01/2023	AT&T	COMMUNICATION-SERVICES-019/TECH/ESC BLANKET PO FOR (500) MOXIE HOTSPOTS HVE: 40 JPE: 65 RHE: 25 RKE: 40 WSE: 25 WWE: 55 CMS: 57 MMS: 55 BHS: 115 Districtwide: 23 Includes Legal fees TBD	145,440.00
56	07/01/2023	ARCHWAY SCM	TEXTBOOKS-028/ELEMS BLANKET PO FOR ELEMENTARY OKLAHOMA INTO READING K-5 NATIONAL. SEE ATTACHED TEXTBOOK ORDER FORMS	20,569.04
57	07/01/2023	LEGACY CONSTRUCTION SRVC GRP INC	PLAYGROUND/018/JP Replaces PO 312023-157 for playground at JP	60,586.00
58	07/01/2023	SHANNON G. SHEPHERD	PLAYGROUND/018/HOOVER Replaces PO 312023-156 for playground at Hoover	60,656.00
59	07/01/2023	TREMCO INC.	MAINT/018/HS Repairs to roof as per quote	7,500.00
60	07/01/2023	VERSA PRODUCTS INC	AUDIOVISUAL-057/SCIENCE/BHS MISC. SUPPLIES FOR BHS BROADCASTING CLASS. SKU: RSD7224-BM, REVOLUTION DESK 72x24 BLACK FRAME MAPLE SURFACE SEE ATTACHED QUOTE #VT 1192	10,190.00
61	07/01/2023	UNISSET LLC	AUDIOVISUAL-057/SCIENCE/BHS MISC. SUPPLIES FOR BHS BROADCASTING CLASS. SEE ATTACHED QUOTE #2395	9,489.38
62	07/01/2023	CEV MULTIMEDIA, LTD	TEXTBOOKS-028/CURR/ESC 9781614597933 ICEV BMFIM STUDENT LICENSES (1YR)-OK 16145979261T6 ICEV BMFIM TEACHER LICENSE (6TCHR, 1YR)-OK SEE ATTACHED QUOTE #Q-18994	33,200.00
63	07/01/2023	CEV MULTIMEDIA, LTD	TEXTBOOKS-028/CURR/ESC 9781614597933 ICEV BMFIM STUDENT LICENSE (1YR)-OK 16145979261T0 ICEV BMFIM TEACHER LICENSE (10+TCHR, 1YR)- OK SEE ATTACHED QUOTE #Q-18852 9781614597933 ICEV BMFIM STUDENT LICENSE (1YR)-OK 16145979261T0 ICEV BMFIM TEACHER LICENSE (10+TCHR, 1YR)- OK SEE ATTACHED QUOTE #Q-18854	27,330.00
64	07/01/2023	CEV MULTIMEDIA, LTD	TEXTBOOKS-028/CURR/ESC	14,040.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 32

32-2021 BOND - 2023 PROJECTS

PO No	Date	Vendor	Description	Amount
			9781614597933 ICEV BMFIM STUDENT LICENSE (1YR)-OK 16145979261T0 ICEV BMFIM TEACHER LICENSE (10+TCHR, 1YR)-OK SEE ATTACHED QUOTE #Q-18854	
65	07/01/2023	GLENN SECURITY SYSTEMS, INC.	SECURITY-EQUIP,SPLYS-019/TECH/ESC BLANKET PO FOR SECURITY SYSTEM SUPPLIES, ETC.	5,000.00
66	07/01/2023	VARSITY BRANDS HOLDING CO., INC.	UNIFORMS/HELMETS-001/ATHLETICS (75) FOOTBALL PROTECTIVE HELMET COVER PER QUOTE 9668185 SHIPPING	5,276.25
67	07/01/2023	VARSITY BRANDS HOLDING CO., INC.	UNIFORMS/FOOTBALL-001/ATHLETICS (88) FOOTBALL JERSEYS/NAVY (70) FOOTBALL DRAWCORD PANT/NAVY (30) FOOTBALL THIGH PANT/NAVY PER QUOTE 9484729 SHIPPING	25,893.00
68	07/01/2023	VARSITY BRANDS HOLDING CO., INC.	UNIFORMS/SOFTBALL -001/ATHLETICS (30) SOFTBALL V-NECK JERSEY (30) SOFTBALL V-NECK JERSEY PER QUOTE 9800179 SHIPPING	4,536.00
69	07/01/2023	ALL AMERICAN SPORTS CORP	HELMETS/RECOND/MS-001/ATHLETICS MS HELMET RECONDITIONING PER ORDER #20183407 SHIPPING	2,181.96
70	07/01/2023	ALL AMERICAN SPORTS CORP	HELMET/RECOND/HS-001/ATHLETICS HS HELMET RECONDITIONING PER QUOTE #051023-87292 SHIPPING	4,874.30
71	07/01/2023	VARSITY	UNIFORMS/CHEER-001/ATHLETICS CHEER UNIFORMS PER QUOTE #61704683 SHIPPING	2,357.25
72	07/01/2023	BEDFORD AGENCY	DUES & FEES-001/ATHLETICS SEMINAR/LICENSES TO NIL PLAYBOOK PER QUOTE 070123	2,500.00
73	07/01/2023	TEL-STAR TECHNOLOGIES, INC	INTERCOMS/018/KANE/WILSON Blanket PO for Labor and materials to add speakers to the new additions to Kane and Wilson Elementary Schools	10,350.67
74	07/01/2023	TEL-STAR TECHNOLOGIES, INC	SAFETY/013/CENTRAL Blanket PO for Labor and Materials to add camera to vestibule at Central	966.11
75	07/01/2023	GLENN SECURITY SYSTEMS, INC.	SEC/018/WAYSIDE Blanket PO - Replaces 312023-173 for Access control changes at Wayside Elementary in preparation of student access to playground due to construction Per quote dated 04/29/2023	3,635.00
76	07/01/2023	BELLCO GLASS LLC	MAINT/018/DIST Blanket PO for Window repair/replacement in the district	1,700.00
77	07/01/2023	STEVE W BURNETT	MAINT/018/HS Blanket PO - Install Matching steel fence at SE corner of football stadium	11,155.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 32

32-2021 BOND - 2023 PROJECTS

PO No	Date	Vendor	Description	Amount
78	07/01/2023	SLIGAR MECHANICAL	MAINT/018/HS Blanket PO to Clean HS Cooling Towers	12,500.00
79	07/01/2023	SLIGAR MECHANICAL	MAINT/018/HS Blanket PO for HS Science wing Compressor Replacements	15,980.00
80	07/01/2023	REP ENTERPRISES, LLC	MAINT/018/CENTRAL Blanket PO for Nine (9) FCU Replacement Motors for Central	2,879.55
81	07/01/2023	BUILDERS SUPPLY	MAINT/013/HS Blanket PO for New fire doors at Freshmen/FAC Opening	4,215.00
82	07/01/2023	EARNEST HEAT & AIR INC	MAINT/018/HOOVER Blanket PO for Hoover office Dampers	5,169.00
83	07/01/2023	SFP HOLDING INC	MAINT/018/DIST Blanket PO for Fire alarm, fire suppression, and fire extinguisher annual inspections	21,227.00
84	07/01/2023	SFP HOLDING INC	MAINT/018/ESC Blanket PO for Fan test at ESC server room	2,397.00
85	07/01/2023	EARNEST HEAT & AIR INC	MAINT/018/JP Blanket PO for JP PE Coaches office labor to get HVAC unit functioning	2,350.00
86	07/01/2023	EARNEST HEAT & AIR INC	MAINT/018/RH Blanket PO for Replace unit in room 119 at Ranch Heights	10,413.00
87	07/01/2023	JOHN E THOMPSON	PAINT/214/JP Blanket PO for Paint Gym walls at Jane Phillips	6,692.00
88	07/01/2023	BENNETT/CAHILL CONTRACTORS, LLC	CONST/214/WILSON Blanket PO for Update storage to office at Wilson	15,655.00
89	07/01/2023	BENNETT/CAHILL CONTRACTORS, LLC	CONST/214/WILSON Blanket PO for Expand closet space for Wilson offices	13,310.00
90	07/01/2023	BENNETT/CAHILL CONTRACTORS, LLC	CONST/214/WILSON Blanket PO for Install demising wall in 113 at Wilson	6,277.00
91	07/01/2023	JOHN E THOMPSON	PAINT/214/WILSON Blanket PO for Paint corridors at Wilson	16,188.00
92	07/01/2023	WHALING CONSTRUCTION, INC.	MAINT/214/WILSON Blanket PO for Remove/haul off gravel for other district needs	25,000.00
93	07/01/2023	JEFFERY CARL FESLER	MAINT/214/WILSON Blanket PO for Install new gate at west side of Wilson playground	480.00
94	07/01/2023	WHALING CONSTRUCTION, INC.	CONST/214/RH Blanket PO for Remove/Replace sidewalk on east side of gym at Ranch Heights	4,000.00
95	07/01/2023	WHALING CONSTRUCTION, INC.	MAINT/214/RH Blanket PO for Improve/Enlarge drain by gym door at RH	5,000.00
96	07/01/2023	ALRED GLASS CO, LLC	MAINT/214/RH Blanket PO for Remove/replace/upgrade SW double door at RH	23,055.00
97	07/01/2023	JOHN E THOMPSON	PAINT/214/KANE Blanket PO for Paint gym walls at Kane	6,352.00
98	07/01/2023	NABHOLZ CONSTRUCTION CORPORATION	MAINT/214/KANE Blanket PO for Floor repairs to buckled slab in classroom (foam injection) at Kane	15,811.00
99	07/01/2023	REDBUD COMMERCIAL FLOORING	MAINT/214/KANE Blanket PO for New flooring in classroom with buckled slab at Kane	10,575.00

Bartlesville Public Schools

Encumbrance Register

Year 2023-2024 Fund 32

32-2021 BOND - 2023 PROJECTS

PO No	Date	Vendor	Description	Amount
100	07/01/2023	JOHN E THOMPSON	PAINT/214/KANE Blanket PO for Paint corridors to match existing at Kane	21,670.00
101	07/01/2023	JEFFERY CARL FESLER	MAINT/214/KANE Blanket PO for Install fence at West to close gap	2,028.00
102	07/01/2023	HOLTZ ELECTRIC, INC.	MAINT/214/HOOVER Blanket PO for Lighting updates to North Parking lot at Hoover	35,389.00
103	07/01/2023	BELLCO GLASS LLC	MAINT/214/HOOVER Blanket PO for Replace exterior door weather stripping at Hoover	3,500.00
104	07/01/2023	DEBRA ROSE LOGSDON	MAINT/214/HOOVER Blanket PO for Replace blue VCT in classroom 128 and associated storage at Hoover	1,650.00
105	07/01/2023	BENNETT/CAHILL CONTRACTORS, LLC	CONST/214/MADISON Blanket PO for Replace old ceiling tile and grid in first floor corridors at Madison	88,223.00
106	07/01/2023	JOHN E THOMPSON	PAINT/214/MAD Blanket PO for Paint four (4) stairwells, main corridor, south corridor and north corridor at Madison	18,832.00
107	07/01/2023	HEATWAVE SUPPLY COMPANY	MAINT/214/MAD Blanket PO for Water fountain with bottle filler at Madison	3,946.88
108	07/01/2023	BENJAMIN J CRAMER	LANDSCAPE/214/CENTRAL Blanket PO for Infill grass/dirt area on north side of cafeteria at Central	17,820.00
109	07/01/2023	REDBUD COMMERCIAL FLOORING	MAINT/214/HS Blanket PO for Carpet in counseling center/mail room at HS	11,565.00
110	07/01/2023	REDBUD COMMERCIAL FLOORING	MAINT/214/HS Blanket PO for Carpet in main library at HS	16,187.00
111	07/01/2023	JOHN E THOMPSON	PAINT/214/HS Blanket PO for FAC Paint of Back Corridor, Restroom, and vending machine wall at HS	13,672.00
112	07/01/2023	ALRED GLASS CO, LLC	MAINT/214/MADISON Blanket PO for Remove and replace window system in 218 at Madison	9,212.00
113	07/01/2023	DSK INVESTMENTS, LLC	MAINT/018/HS Blanket PO for Remove/Replace chain link fence at HS football stadium	45,796.00
114	07/01/2023	DEREK SCHMIDT	MAINT/214/KANE Blanket PO to Resurface and paint gym floor at Kane Elementary	9,873.30
115	07/01/2023	DEREK SCHMIDT	MAINT/214/JP Blanket PO to Refinish and paint gym floor at Jane Phillips	10,002.90
116	07/01/2023	ARROW MACHINERY CO.	MAINT/018/MADISON 36/5 lb washer and dryer with installation for Locker room at Madison	8,654.00
117	07/01/2023	DEMCO, INC.	FURN/021/BHS/CEN/MAD Blanket PO - Replaces 012022-271 for furniture ordered in March 2022	27,254.53
118	07/01/2023	TEL-STAR TECHNOLOGIES, INC	SEC CAM/258/VO AG/BHS Blanket PO -Replaces PO 312023-135 for security cameras at the new vo-ag building	20,879.80
119	07/01/2023	MANHATTAN CONSTRUCTION COMPANY	OTHER-IMPROVEMENTS/258/CONST/KANE Blanket PO - Replaces PO 312023-160 for new awning for Kane Elementary east entrance	53,654.00

Bartlesville Public Schools Encumbrance Register

Year 2023-2024 Fund 32

32-2021 BOND - 2023 PROJECTS

PO No	Date	Vendor	Description	Amount
120	07/01/2023	ARCHWAY SCM	STATE ADOPTED TEXTBOOKS/028/SECONDARY Blanket PO - Replaces PO 312023-176 for textbooks of SECONDARY OKLAHOMA INTO LITERATURE PACKAGE	350,783.78
121	07/01/2023	MANHATTAN CONSTRUCTION COMPANY	CONST/256/KANE/WILSON Blanket PO for Construction on new entries at Kane and Wilson Replaces 032022-12	224,230.15
122	07/01/2023	MANHATTAN CONSTRUCTION COMPANY	CONST/261/WAYSIDE Blanket PO for Construction of Wayside expansion/renovation	1,476,218.01
123	07/01/2023	MANHATTAN CONSTRUCTION COMPANY	CONST/258/HS Blanket PO for Construction of VOAG building replaces PO 032023-5	1,174,749.63
124	07/01/2023	THOMAS J. HAYES	MAINT/214/HOOVER Remove/replace/enlarge awning at West ADA Ramp at Hoover	2,959.00
125	07/01/2023	U-PICKET FENCE	MAINT/018/DOENGES Fence repairs at Doenges stadium	5,765.00

Report Total: \$5,419,284.30

Bartlesville Public Schools

Encumbrance Register

Year 2022-2023 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
1642	05/16/2023	INSTITUTE FOR EXCELLENCE IN WRITING	REGISTRATION-541/SS/ESC Registration for St. John Catholic School teacher, Berlinda Bonham, to attend Structure and Style Writing Workshop virtually June 6, 13, and 20, 2023.	499.00
1643	05/16/2023	AMAZON CAPTIAL SERVICES INC	BOOKS-541/SS/ESC Books for St. John Catholic School book study. 10 - How to Develop PLCs or Singletons and Small Schools	206.30
1644	05/16/2023	CRISTEL M L MILLER	TRAVEL-541/SS/ESC Travel including mileage & Hotel, etc. reimbursement for private school principal, Cristel Miller, St. John Catholic School, to travel back and forth to OKC, OK to attend CCOSA Conference, June 14-16, 2023.	593.00
1645	05/16/2023	CCOSA, INC	REGISTRATION-541/SS/ESC Registration for private school principal, Cristel Miller, St. John Catholic School, to attend CCOSA Conference, June 14-16, 2023 in OKC, OK.	999.00
1646	05/16/2023	JAMES MARTIN JONES	TRAVEL-412/SS/ESC Reimbursement for travel expenses to Stillwater, OK to attend Future Ag Teacher Academy Conference, June 11-16, 2023.	324.50
1647	05/16/2023	CAMERON K DALE	TRAVEL-412/SS/ESC Reimbursement for travel expenses to Stillwater, OK to attend Future Ag Teacher Academy Conference, June 11-16, 2023.	324.50
1648	05/16/2023	CCOSA, INC	REGISTRATION-010/CURR/ESC REGISTRATION FOR BARBARA PARKER TO ATTEND THE FEDERAL PROGRAMS PRE-CONFERENCE IN OKLAHOMA CITY ON JUNE 14, 2023.	169.00
1649	05/16/2023	BARBARA J PARKER	TRAVEL-010/CURR/ESC BLANKET PO FOR TRAVEL FOR BARBARA PARKER TO ATTEND THE FEDERAL PROGRAM PRE-CONFERENCE IN OKLAHOMA CITY ON JUNE 14, 2023	400.00
1650	05/16/2023	AMAZON CAPTIAL SERVICES INC	GENL-SPLYS-054/SS/RH Refrigerator Lock Combination Black Combo	89.94
1651	05/16/2023	BETHANY NOEL SHAW	TRAVEL-541/SS/ESC Travel expenses to Indianapolis, IN to attend PLTW training June 11-16, 2023.	500.00
1652	05/16/2023	RENATE MARIE SALERNO	TRAVEL-541/SS/ESC Travel expenses to Indianapolis, IN to attend PLTW training June 11-16, 2023.	500.00
1653	05/16/2023	LANE F ULLRICH	TRAVEL-541/SS/ESC Travel expenses to Indianapolis, IN to attend PLTW training June 11-16, 2023.	500.00
1654	05/16/2023	ARVEST BANK CORPORATE VISA	TRAVEL-541/SS/ESC Hotel rooms for Lane Ullrich, Bethany Shaw, and Renate Salerno, while attending PLTW training in Indianapolis, IN June 11-16, 2023.	2,790.45
1655	05/18/2023	JESSICA L BIRK	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT PROFESSIONAL DEVELOPMENT	500.00
1656	05/18/2023	MICHAEL J CATES	TRAVEL-011/TRANSPORTATION BLANKET PO FOR OUT -OF- DISTRICT TRAVEL	324.50
1657	05/18/2023	TEXAS CHRISTIAN UNIVERSITY	REGISTRATION-541/SS/ESC Registration for Maria Serrano to attend AP Spanish Language & Culture at Texas Christian University, June 19-22, 2023.	650.00

Bartlesville Public Schools

Encumbrance Register

Year 2022-2023 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
1658	05/18/2023	MARIA M SERRANO	TRAVEL-541/SS/ESC Travel expenses to Forth Worth, TX to attend AP Spanish Language & Culture at TCU, June 19-22, 2023.	1,000.00
1659	05/18/2023	ARVEST BANK CORPORATE VISA	TRAVEL-541/SS/ESC Blanket PO for Hotel expenses for Maria Serrano while attending AP Spanish Language & Culture @TCU in Forth Worth, TX June 19-22, 2023.	1,000.00
1660	05/18/2023	CHARLIA R GILBERT	TRAVEL-054/SS/ESC Travel expenses to Sulphur, OK to attend OK Deaf Education Conference 2023, June 7-8, 2023.	200.00
1661	05/23/2023	WAL-MART COMMUNITY	CO-CURR-SPLYS-287/297/CURR/ESC BLANKET PO FOR MISC. CLASSROOM/INSTRUCTIONAL SUPPLIES FOR MIDDLE SCHOOL SUMMER SCHOOL.	500.00
1662	05/23/2023	WAL-MART COMMUNITY	CO-CURR-SPLYS-287/297/CURR/ESC BLANKET PO FOR MISC. INSTRUCTIONAL SUPPLIES FOR SUMMER READING ACADEMY AND/OR SUMMER BOOST	1,200.00
1663	05/23/2023	LEXIA LEARNING SYSTEMS LLC	BOOKS-367/CURR/ESC BLANKET PO FOR LETRS PARTICIPANT MATERIALS BUNDLE (PRINT + LICENSE)	1,000.00
1664	05/24/2023	PROJECT LEAD THE WAY, INC.	REGISTRATION-541/SS/ESC Registration for online training, PLTW Launch Lead Teacher Training, for the following: Elizabeth Alexander - Hoover Doug Boudreaux - Ranch Heights Abigail Kahler - Kane	2,100.00
1665	06/01/2023	THE REINALT-THOMAS CORP. DBA	OTHER EQUIP VEHICLE SRVCS-011/TRANSPORTATION URGENT BLANKET PO FOR TIRE ON MAINT. VEHICLE	500.00
1666	06/07/2023	COLLEGE BOARD	REGISTRATION-795/SS/ESC Registration for Eric Harp and Maci Beckley to attend College Board AP Annual Conference 2023 in Seattle, WA, July 19-21, 2023.	850.00
1667	06/07/2023	SPEARS WORLD TRAVEL SERVICE, INC	TRAVEL-795/SS/ESC Airline tickets for Eric Harp and Marci Beckley to Seattle, WA to attend AP Annual Conference, July 19-21, 2023.	2,800.00
1668	06/07/2023	ARVEST BANK CORPORATE VISA	TRAVEL-795/SS/ESC Hotel expenses for Marci Beckley and Eric Harp while attending College Board AP Annual Conference, July 19-21, 2023 in Seattle, WA. (PO in place in case of advance billing for one night's stay)	1,200.00
1669	06/15/2023	COLLEGE ENTRANCE EXAMINATION BOARD	TESTING-795/SS/ESC AP Exams for High School students.	19,662.00

Report Total: \$41,382.19

Bartlesville Public Schools Encumbrance Register

Year 2022-2023 Fund 21

21-Building Fund

PO No	Date	Vendor	Description	Amount
24	05/19/2023	OK NATURAL GAS COMPANY	NATURAL GAS-SRVCS-000/AP/ESC BLANKET PO FOR NATURAL GAS SERVICES	30,000.00

Report Total: \$30,000.00

Bartlesville Public Schools
Encumbrance Register

Year 2022-2023 Fund 22

22-Child Nutrition Programs Fund

PO No	Date	Vendor	Description	Amount
63	05/15/2023	AMTAB MANUFACTURING CORPORATION	FURN/FIX-385/CND/CENTRAL DINING ROOM TABLES AND CHAIRS FOR CENTRAL PER QUOTE # 47720 DATED 04/12/2023	198,958.00
64	05/15/2023	AMTAB MANUFACTURING CORPORATION	FURN/FIX-385/CND/KANE DINING ROOM TABLES AND CHAIRS FOR KANE PER QUOTE # 47174 DATED 03/22/2023	51,813.00

Report Total: \$250,771.00

**Bartlesville Public Schools
Encumbrance Register**

Year 2022-2023 Fund 31

31-2019 BOND - 2022 PROJECTS

PO No	Date	Vendor	Description	Amount
180	05/30/2023	STEPHEN W CARLETON	TECH-RLDT-SPLYS-011/TRANSPORTATION (1) 65" 4k LED, & (1) 43" 4k LED, MOUNTING HARDWARE, AND INSTALLATION PER ESTIMATE 164	1,297.35
181	05/31/2023	BUILDING AUTOMATION COMPANY INC	HEAT/COOLING-018/MAINT/705 **URGENT** Purchase and installation of microboard and transducers for Chiller 1 at High School	14,700.00
182	06/08/2023	BANK OF OKLAHOMA FINANCIAL, N.A	LEASE PAYMENT/000/050 Interest/Principal Payment on 2019 Lease Revenue Note	159,966.81

Report Total: \$175,964.16

Bartlesville Public Schools Encumbrance Register

Year 2022-2023 Fund 81

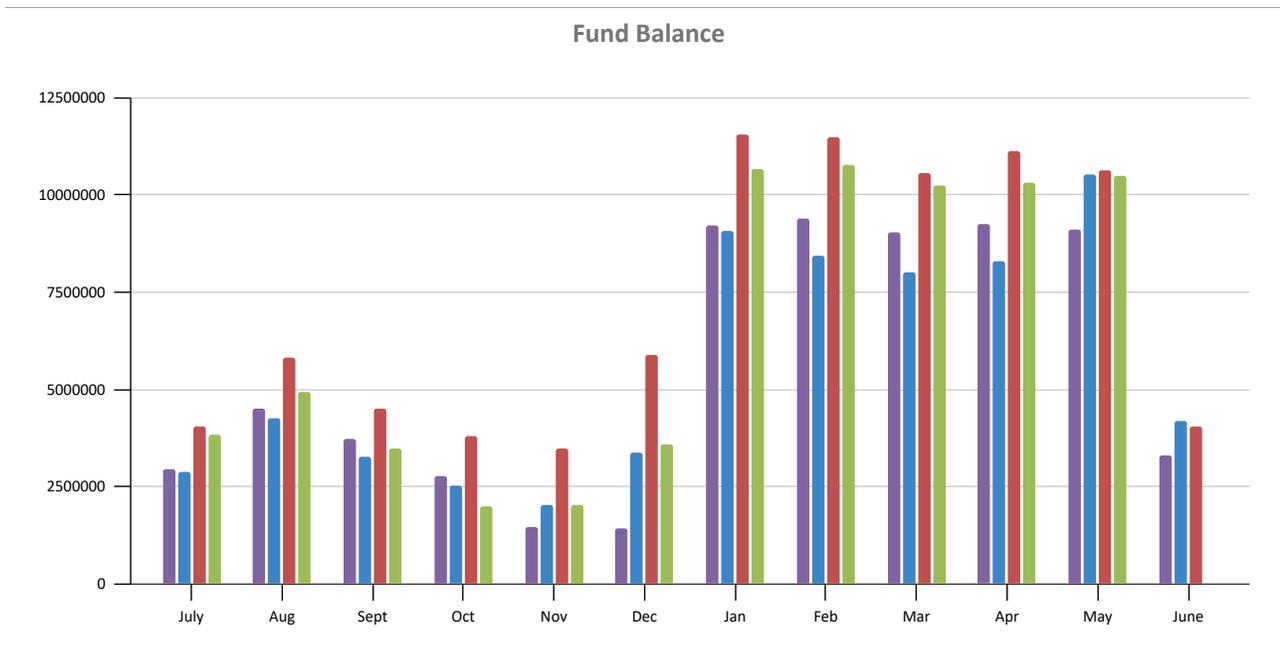
81-GIFTS FUND

PO No	Date	Vendor	Description	Amount
7	06/07/2023	REID FOUST	SCHOLARSHIP-194/TREAS/ESC BETTY TURK MEMORIAL LITERATURE AWARD	1,000.00
8	06/07/2023	JARON MILLER	SCHOLARSHIP-194/TREAS/ESC BETTY TURK MEMORIAL LITERATURE AWARD	1,000.00
9	06/07/2023	PEYTON FREENY	SCHOLARSHIP-194/TREAS/ESC BETTY TURK MEMORIAL LITERATURE AWARD	1,000.00
10	06/07/2023	KIELA MURPHY	SCHOLARSHIP-194/TREAS/ESC BETTY TURK MEMORIAL LITERATURE AWARD	1,000.00
11	06/07/2023	KAYDEN REYES	SCHOLARSHIP-130/TREAS/ESC JEFF POTTER MEMORIAL SCHOLARSHIP	500.00
12	06/07/2023	SHAUN LICKLITER	SCHOLARSHIP-155/TREAS/ESC DARYL REESE MEMORIAL AWARD	500.00
13	06/07/2023	ERIC OLENBERGER	SCHOLARSHIP-145/TREAS/ESC ERIC KRASE SCHOLARSHIP AWARD	600.00
14	06/07/2023	TAYLOR PRICE	SCHOLARSHIP-196/TREAS/ESC LOUIS R. SCHAFER MEMORIAL SCHOLARSHIP	1,000.00
15	06/07/2023	PARKER COX	SCHOLARSHIP-196/TREAS/ESC LOUIS R. SCHAFER MEMORIAL SCHOLARSHIP	1,000.00

Report Total: \$7,600.00

Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2020-2023

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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	4,065,794
FY 23	3,849,461	4,937,743	3,495,740	2,009,542	2,034,853	3,581,279	10,680,690	10,779,483	10,262,132	10,302,023	10,511,033	
FY23-FY22	(189,026)	(882,955)	(1,018,779)	(1,781,582)	(1,439,143)	(2,309,565)	(862,484)	(702,962)	(318,624)	(828,911)	(128,922)	



Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis

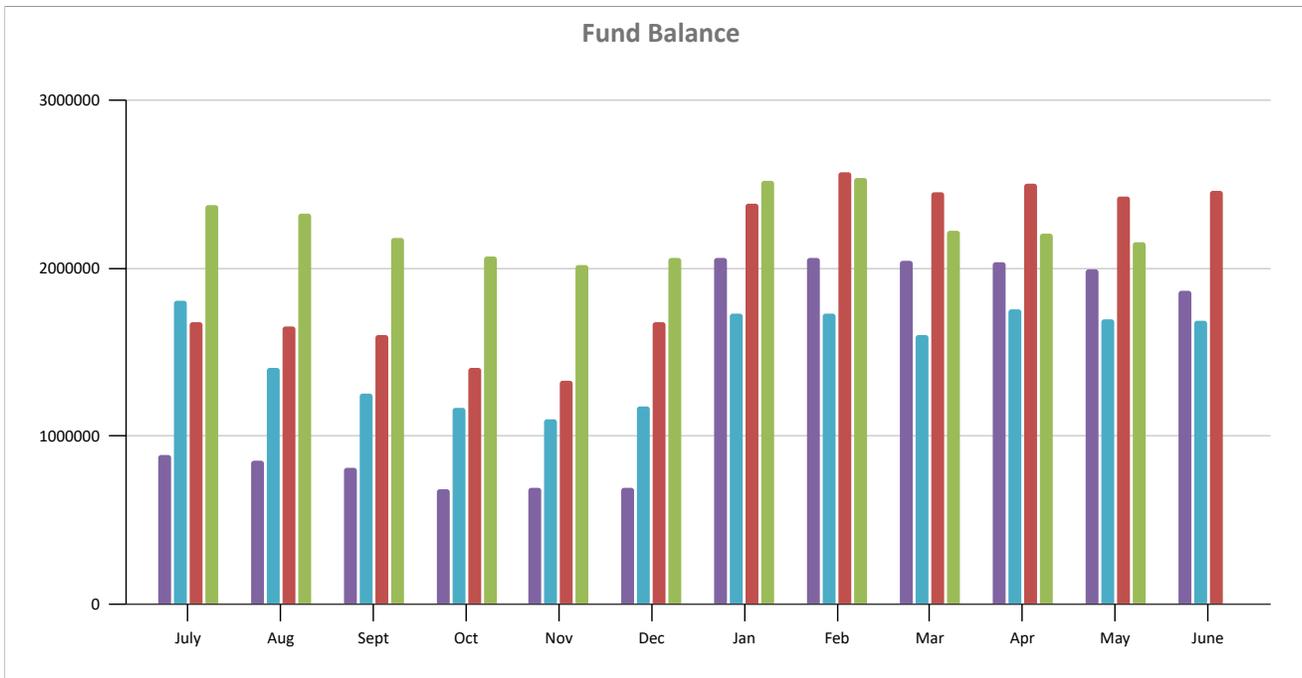
	May	2022-23 Year to Date Total	2021-22 Year to Date Total	2020-21 Year to Date Total
Beginning balance	\$ 10,302,023	\$ 4,065,794	\$ 4,200,803	\$3,297,997
Local	738,505	12,578,252	11,485,070	11,396,326
County	50,137	1,473,637	1,522,374	1,447,702
State	3,080,875	28,237,595	25,236,422	22,359,197
Federal	608,281	5,420,517	7,845,588	6,818,479
Other sources	84,282	94,020	62,779	32,412
	<u>4,562,080</u>	<u>47,804,021</u>	<u>46,152,233</u>	<u>42,054,116</u>
Total cash available	14,864,103	51,869,815	50,353,036	45,352,113
<u>Requirements:</u>				
Salaries	2,657,490	24,838,051	23,040,220	21,338,386
Benefits	919,713	8,583,849	7,896,621	7,476,125
Professional services	291,527	685,806	570,575	398,292
Property services	265,050	3,058,563	3,099,959	2,395,732
Other purchased services	52,348	996,609	881,334	628,563
Supplies & materials	143,405	2,350,325	2,797,467	2,135,656
Property	3,450	411,035	1,015,965	385,573
Other uses	20,087	434,544	410,940	55,667
	<u>4,353,070</u>	<u>41,358,782</u>	<u>39,713,081</u>	<u>34,813,994</u>
Ending balance	<u>10,511,033</u>	<u>10,511,033</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	2022-23 Total
1110	Ad valorem tax - current						2,750,215.70	6,049,789.40	1,026,196.32	182,319.80	819,449.29	363,786.09		11,191,756.60
1121-1122	Ad valorem tax - prior	39,025.45	13,020.22	61,081.71	41,068.27	13,924.41	9,481.74	21,837.69	10,247.89	5,464.58	4,836.63	18,544.63		238,533.22
1130	In lieu of tax	0.07						913.85			533.08			1,447.00
1190	Other taxes													-
1213-1214	Testing fees	645.00	415.00	331.25	834.63	332.50		782.25	153.75	539.38	632.25	337.50		5,003.51
1230-1290	Tuition							17,527.00						17,527.00
1310	Interest on investments	2,134.81	3,877.18	4,949.74	6,903.89	18,081.99	4,751.78	14,091.04	14,803.84	45,995.66	21,071.59	321,506.02		458,167.54
1352	Interest on unapport. Tax	223.54	145.54	159.34	135.44	218.06	1,017.89		1,856.50	3,121.49	510.27	5,544.55		12,932.62
1410	Rent								5,500.00					5,500.00
1440	Sale of equipment		12,000.00	1,250.00				100.00						13,350.00
1510	Insurance loss recoveries									33,612.95				33,612.95
1530	Damage recovery						320.00	80.00	80.00			80.00		560.00
1580	Activity trip reimb		6,713.25	657.92	3,465.17	12,000.00	226.12	6,578.45	770.89	3,435.13	3,546.96	19,609.24		57,003.13
1590	Miscellaneous reimb	380.72	2,034.04	2,250.40	712.39	440.52	171.18	23,946.90	1,653.83	1,383.73	69,707.88	1,520.70		104,202.29
1610	Donations	351.99	12,962.86	7,615.03	2,000.00	69,887.00	2,000.00	5,646.30	10,835.49	260,667.00	53,165.85	7,500.00		432,631.52
1680	Refunds	3,178.40	138.26	769.56										4,086.22
1690	Miscellaneous			65.00	223.60	45.00	63.00	241.00	506.60	592.45	127.00	76.00		1,939.65
2100	County-wide 4-mill	5,937.13	1,844.36	8,758.52	4,017.42	1,334.49	298,507.08	649,708.24	128,061.24	27,387.83	100,813.23	42,583.81		1,268,953.35
2200	Mortgage tax	19,934.01	19,019.16	32,497.86	27,030.89	16,751.31	20,593.38	6,322.89	33,045.69	7,367.36	14,568.08	7,553.62		204,684.25
2300	Resale Property													-
3110	Gross producton tax	5,294.82	5,268.65	6,369.40	4,458.32	5,017.99	2,672.88	7,683.65	4,742.39	3,943.61	5,603.37	3,476.17		54,531.25
3120	Motor vehicle tax	50,889.95	233,073.82	248,002.30	235,386.14	212,731.39	210,908.05	218,368.32	231,439.56	212,586.65	250,727.32	213,597.99		2,317,711.49
3130	Rural electric tax	4,196.48	5,045.78	5,671.48	5,197.53	4,093.81	3,304.12	3,997.10	4,751.36	4,793.77	3,676.91	4,103.32		48,831.66
3140	State school land earnings	79,341.16	47,890.09	65,251.32	75,762.69	64,191.12	60,084.99	114,551.58	106,011.92	69,710.94	77,084.24	64,472.31		824,352.36
3150	Vehicle tax stamps	1,366.07	796.05	1,381.17	1,130.04	1,293.27	2,492.37		2,016.50	715.70	1,475.33	1,494.17		14,160.67
3160	Farm implement tax stamps		94.98	673.99	27.40	531.52	207.78		155.83	333.15	12.54			2,037.19
3210	Foundation aid		1,808,868.72	1,808,868.72	1,808,868.72	1,808,868.72	1,808,868.72	3,030,465.62	2,012,468.21	2,014,776.69	2,012,756.76	2,236,396.41		20,351,207.29
3250	FBA		347,361.59	347,361.59	347,361.59	440,617.99	370,675.69	370,675.70	400,912.44	374,995.24	374,995.22	416,836.88		3,791,793.93
3310	Alternative education					59,720.94			29,860.47			29,860.47		119,441.88
3412	NBCT Stipend							40,000.00						40,000.00
3415	Reading Sufficiency						106,434.60							106,434.60
3420	State textbooks		35,053.03	35,053.02	35,053.03	35,053.03	35,053.02	37,670.72	35,489.31	35,489.31	35,489.31	39,432.56		358,836.34
3430	Education matching					1,711.40		1,824.77	1,824.77	3,646.26			1,823.13	10,830.33
3440	Drivers education				5,700.00									5,700.00
3620									9.47					9.47
3690	Other state				3,498.00		1,749.00	1,749.00	1,749.00			33,115.98		41,860.98
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			14,995.00				10,429.54						25,424.54
4140	Title VII	229,830.00									193,097.91			422,927.91
4162	Flood Control				127.91									127.91
4210	Title I - Part A	337,789.69			14,628.11	249,921.54	123,216.21	130,866.75	131,875.00	129,858.37	20,351.27	129,336.10		1,267,843.04
4271	Title II	20,175.04				151,521.51	11,922.76	13,419.08	23,179.26	12,773.51	845.00			233,836.16
4281	Title III					15,684.21	26.93		144.89			2,556.56		18,412.59
4310	IDEA B - Special Education	245,707.42			110,743.66	114,153.06		219,118.41	21,637.54	109,276.53		250,273.45		1,070,910.07
4340	Preschool				5,966.53	5,288.18		10,576.36		2,653.80				24,484.87
4442	Title IV reimb					7,708.84	45.00	64.88	2,448.38	6,234.53	490.00			16,991.63
4470	Title VI	86,358.57				15,006.82	2,567.01	3,917.66	3,498.77	1,842.01	4,576.63			117,767.47
4550	Johnson-O'Malley	33,859.22		2,737.42										36,596.64
4611	Title II - Adult Education	21,507.53				9,755.57		4,395.58	3,966.17	15,221.19		7,568.56		62,414.60
4689	Other federal	442,564.68				583,946.77	357,649.05	254,931.60	11,081.04	125,311.52	99,843.81	218,545.98		2,093,874.45
4740				40,396.61										40,396.61
4821	Carl Perkins	13,932.72												13,932.72
5150-5160	Activity trip reimb		1,039.16	3,147.42	265.69		1,127.14	2,472.16	134.14		1,218.67	84,258.02		93,662.40
5600	Correcting entries	30.00	33.00	144.00	15.00	12.00	21.00	33.00	24.00	21.00		24.00		357.00
		<u>1,644,654.47</u>	<u>2,556,694.74</u>	<u>2,726,394.77</u>	<u>2,740,582.06</u>	<u>3,919,844.96</u>	<u>6,222,629.19</u>	<u>11,274,776.49</u>	<u>4,263,132.46</u>	<u>3,722,026.14</u>	<u>4,171,206.40</u>	<u>4,562,080.22</u>	<u>-</u>	<u>47,804,021.90</u>

Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2020-2023

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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	2,457,578
FY 23	2,373,307	2,325,652	2,179,139	2,067,799	2,013,071	2,061,346	2,515,458	2,539,550	2,224,587	2,205,420	2,153,904	
FY23-FY22	694,239	674,914	575,628	658,674	682,329	381,696	135,721	(33,751)	(225,561)	(296,162)	(273,191)	



Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis

	<u>May</u>	<u>2022-23 Year to Date Total</u>	<u>Prior Year Year to Date Total</u>
Beginning balance	\$ 2,205,420	\$ 2,457,578	\$ 1,684,445
 <u>Revenue:</u>			
Local	54,588	1,632,202	1,568,871
County		-	
State	3,195	25,593	149,254
Federal		-	
Other sources		-	1,466
	<u>57,783</u>	<u>1,657,795</u>	<u>1,719,591</u>
Total cash available	2,263,203	4,115,373	3,404,036
 <u>Requirements:</u>			
Salaries			
Benefits			
Professional services	13,400	149,950	47,850
Property services	86,268	887,889	719,046
Other purchased services		-	
Supplies & materials	9,631	235,832	172,511
Property		687,798	37,534
Other uses		-	
	<u>109,299</u>	<u>1,961,469</u>	<u>976,941</u>
Ending balance	<u>2,153,904</u>	<u>2,153,904</u>	<u>2,427,095</u>

June 19, 2023 Personnel Report

APPOINTMENTS:						
Name	Site	Position	FTE	Hire Date	Temporary Contract	
Arnold, Chelsea	High School	Music Teacher	1.000	08/07/2023	Yes	
Carter, Ashton	Wilson	COTA	1.000	08/08/2023	Yes	
Castillo, Gloria	High School	JV Pom Coach	N/A	08/07/2023	Yes	
Cerveney, Rhonda	Jane phillips	Music Teacher	1.000	08/07/2023	Yes	
Faubion, Mason	Transportation	Bus Driver	1.000	08/07/2023	Yes	
Forsyth, Shina	Ranch Heights	Fourth Grade Teacher	1.000	08/07/2023	Yes	
Gregston, Kayla	Ranch Heights	First Grade Teacher	1.000	08/07/2023	Yes	
Hanigan, Tawnya	Madison	Computer Application Teacher	1.000	08/07/2023	Yes	
Hockett, Nicole	Hoover	Fifth Grade Teacher	1.000	08/07/2023	Yes	
Hufford, Jennifer	Jane Phillips	Second Grade Teacher	1.000	08/07/2023	Yes	
Huggins, Amanda	Wayside	Third Grade Teacher	1.000	08/07/2023	Yes	
Jewett, Sarah	Wayside	Health/PE Teacher	1.000	08/07/2023	Yes	
Lilburn, John	Transportation	Bus Driver	0.375	08/07/2023	Yes	
ODell, Thomas	High School	Social Studies Teacher	1.000	08/07/2023	Yes	
Reeve, Destiny	Jane Phillips	LPN	0.875	08/08/2023	Yes	
Roberts, Hank	Madison	Social Studies Teacher	1.000	08/07/2023	Yes	
Schaper, Latasha	Ranch Heights	Library Assistant - Elementary	0.875	08/07/2023	Yes	
Secora, Michael	Central	Science Teacher	1.000	08/07/2023	Yes	
Smalley, David	Central	Social Studies Teacher	1.000	08/07/2023	Yes	
Townsend, Courtney	High School	Physical Therapist	1.000	08/08/2023	Yes	
Walls, Wayne	High School	Special Ed Teacher Assistant Level 3	0.875	08/08/2023	Yes	
CHANGE OF STATUS:						
Name	Site	Position	FTE	Site	Position	FTE Date
Anderson, Kashia	Jane Phillips	Second Grade Teacher	1.000	Jane Phillips	First Grade Teacher	1.000 8/7/2023
Beck, Taylor	Jane Phillips	Fourth Grade Teacher	1.000	Jane Phillips	Third Grade Teacher	1.000 8/7/2023
Bishop, Valerie	Child Nutrition	CN Food Service & Office Manager	1.000	FMLA	FMLA	1.000 5/23/2023
Bridges, Kelsey	Ranch Heights	Fourth Grade Teacher	1.000	Ranch Heights	Instructional Coach	1.000 8/7/2023
Callahan, Jessica	Richard Kane	Library Media Specialist	1.000	Richard Kane	FMLA	1.000 8/7/2023
Coale, Rita	Jane Phillips	FMLA	1.000	Jane Phillips	Title 1 Reading Teacher	1.000 5/15/2023
Core, Mary	Wayside	Teacher Assistant	0.875	Ranch Heights	Financial Secretary - Elementary	1.000 7/17/2023
DeBose Jr., Shawn	High School	Social Studies Teacher	1.000	Madison/Central	Health/PE Teacher	1.000 8/7/2023
Dennis, Leah	Madison	Title 1 Mathematics Teacher	0.414	Madison	Student and Family Support Coordinator	0.700 8/7/2023
Grate, Krista	Richard Kane	Third Grade Teacher	1.000	Richard Kane	FMLA	1.000 8/7/2023
Green, Ja'Lynn	Ranch Heights	Special Education Teacher Assistant Level 3	0.875	Ranch Heights	ATLAS Teacher Assistant	0.938 8/8/2023
Hammack, Heide	Ranch Heights	Special Education Teacher Assistant Level 3	0.875	Ranch Heights	Teacher Assistant	1.000 8/8/2023
Hanks, Jeremy	High School	FMLA	1.000	High School	STEM Teacher	1.000 5/15/2023
Harmon, Molly	Transportation	Bus Monitor	0.875	Transportation	Bus Monitor	1.000 8/7/2023
Harris, Amber	Jane Phillips	First Grade Teacher	1.000	Jane Phillips	Kindergarten Teacher	1.000 8/7/2023
Hinkel, Jami	Transportation	Bus Driver	1.000	Transportation	Bus Driver	0.750 8/7/2023
Johnson, Joshua	Madison	Special Education Teacher Assistant Level 2	0.875	Madison	Teacher Assistant	0.875 8/8/2023
LittleAxe, Denessa	Madison	Indian Education Specialist (Classified)	1.000	Madison	Indian Education Specialist (Certified)	1.000 8/7/2023
Moses, Jessica	Jane Phillips	Third Grade Teacher	1.000	Jane Phillips	Second Grade Teacher	1.000 8/7/2023
Murphy, Marissa	Wayside	Teacher Assistant	0.875	High School	Special Education Teacher Assistant Level 2	0.875 8/8/2023
O'Day, Donna	Madison	Teacher Assistant	0.875	Madison	Special Education Teacher Assistant Level 2	0.875 8/8/2023
Randolph, Loren	Central	Mathematics Teacher	1.000	Madison	Mathematics Teacher	1.000 8/7/2023
Stephens, Carol	Central	Registrar - Middle School	1.000	High School	Financial Secretary - High School	1.000 7/5/2023
Stivers, Penni	Ranch Heights	Special Education Teacher Assistant Level 3	0.875	Ranch Heights	Teacher Assistant	0.875 8/8/2023
Thom, RoyAnna	Jane Phillips	Second Grade Teacher	1.000	Jane Phillips	Fourth Grade Teacher	1.000 8/7/2023
Ward, Jennifer	High School	FMLA	1.000	High School	Social Studies and Language Arts Teacher	1.000 5/23/2023
Watt, Janice	Madison	Accompalst	0.875	High School	Accompanist	0.875 8/9/2023
Welchel, Jason	Madison	Social Studies Teacher	1.000	Central	Social Studies Teacher	1.000 8/7/2023
White, Casey	Jane Phillips	Remediation Specialist	1.000	Hoover	Third Grade Teacher	1.000 8/7/2023
Wilson, Taylor	Child Nutrition	CN Inventory & Compliance Coordinator	1.000	Child Nutrition	CN Food Service & Office Manager	1.000 8/1/2023
RESIGNATION:						
Name	Site	Position	FTE	Date		
Ashley, Lisa	High School	Special Education Teacher Assistant Level 3	0.406	5/22/2023		

June 19, 2023 Personnel Report

Cobden, Adam	Central	PASS/Back on Track	1.000	5/22/2023		
Hamilton, Heaven	Ranch Heights	LPN	0.875	5/22/2023		
Herard, Cheryl	Madison	Science Teacher	1.000	5/23/2023		
Herring, Tabitha	High School	Special Education Teacher Assistant Level 3	0.875	5/22/2023		
House, Hailey	Jane Phillips	Kindergarten Teacher	1.000	5/23/2023		
Maker, Ashley	Hoover	Second Grade Teacher	1.000	5/23/2023		
Milton, Cassandra	Ranch Heights	Special Education Teacher Assistant Level 3	0.875	5/22/2023		
Rayl, Timothy	Transportation	Bus Driver	0.750	5/22/2023		
Reeves, Catrina	Wilson	Library Assistant - Elementary	0.500	5/22/2023		
Sutton, Rose	Madison	PASS/Back on Track	1.000	5/22/2023		
Taylor, Brittany	High School	Special Education Teacher Assistant Level 3	0.750	5/22/2023		
Urban, Ashley	Ranch Heights	Special Education Teacher Assistant Level 3	0.875	5/22/2023		
Ward, Lisa	Madison	Mathematics Teacher	1.000	5/23/2023		
Young, Michelle	Ranch Heights	Library Assistant - Elementary	0.875	5/22/2023		
RETIREMENT:						
Name	Site	Position	FTE	Date		
Bishop, Valerie	Child Nutrition	CN Food Service & Office Manager	1.000	8/31/2023		
SUMMER SCHOOL:						
Name	Site	Position	FTE	Date		
Anumula, Radhika	High School	ESY Teacher Assistant	N/A	7/10/2023		
Ashley, Lisa	Jane Phillips	ESY Teacher Assistant	N/A	7/10/2023		
Avery, Brandi	Jane Phillips	ESY Teacher/Coordinator	N/A	7/10/2023		
Banales, Terry	High School	ESY Teacher Assistant	N/A	7/10/2023		
Birk, Jessica	Jane Phillips	Elementary Summer School Coordinator	N/A	5/30/2023		
Callender, Jessica	Hoover	Elementary Summer School Teacher	N/A	5/30/2023		
Coburn, Austin	Jane Phillips	ESY Teacher Assistant	N/A	7/10/2023		
Davis, Briley	Hoover	Elementary Summer School Teacher Assistant	N/A	5/30/2023		
Denman, Tabitha	Jane Phillips	ESY Teacher Assistant	N/A	7/10/2023		
Divers, Leslie	Jane Phillips	ESY Teacher Assistant	N/A	7/10/2023		
Ellis, Mary	Jane Phillips	ESY Teacher Assistant	N/A	7/10/2023		
Erwin, Sara	High School	ESY Teacher	N/A	7/10/2023		
Gullane, Binnie	Jane Phillips	ESY Teacher Assistant	N/A	7/10/2023		
Harmon, Katie	Jane Phillips	ESY Teacher Assistant	N/A	7/10/2023		
Herrera, Maria	Jane Phillips	Elementary Summer School Teacher Assistant	N/A	5/30/2023		
Himes, Shelly	Hoover	Elementary Summer School Teacher Assistant	N/A	5/30/2023		
Jackson, Naudia	Jane Phillips	ESY Teacher	N/A	7/10/2023		
Johnson, Olivia	Jane Phillips	ESY Teacher Assistant	N/A	7/10/2023		
Langham, Brooks	Jane Phillips	ESY Teacher Assistant	N/A	7/10/2023		
Lein, Angela	High School	ESY Teacher Assistant	N/A	7/10/2023		
Liesman, Shannon	Jane Phillips	ESY Teacher Assistant	N/A	7/10/2023		
Linick, Dalton	Jane Phillips	Elementary Summer School Teacher	N/A	5/30/2023		
Messner, Janice	Jane Phillips	ESY Teacher Assistant	N/A	7/10/2023		
Modisette, Martha	High School	ESY Teacher Assistant	N/A	7/10/2023		
Phillips, Quartlan	Hoover	Elementary Summer School Teacher Assistant	N/A	5/30/2023		
Reynolds, Macy	Hoover	Elementary Summer School Teacher Assistant	N/A	5/30/2023		
Rohrs, Pamela	Hoover	Elementary Summer School Teacher	N/A	5/30/2023		
Shea, Shawn	Jane Phillips	ESY Deaf Interpreter	N/A	7/10/2023		
Snow, Jennifer	Jane Phillips	ESY Teacher	N/A	7/10/2023		
Stubblefield, Laci	High School	ESY Teacher Assistant	N/A	7/10/2023		
Tucker, Karen	Hoover	Elementary Summer School Teacher Assistant	N/A	5/30/2023		
Walls, Wayne	High School	ESY Teacher Assistant	N/A	7/10/2023		
York, Brittny	Jane Phillips	ESY Teacher Assistant	N/A	7/10/2023		
POSITION CHANGE:						
CHANGE FROM	CHANGE TO					
Certified Substitute - \$90/day	Certified Substitute - \$100/day					
Non-Certified Substitute - \$70/day	Non-Certified Substitute - \$80/day					

MEMORANDUM

TO: BOARD OF EDUCATION
FROM: PRESTON BIRK
SUBJECT: DONATIONS
DATE: 6/1/2023

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

- | | |
|--|--------------------|
| 1. Conoco Phillips Volunteer Grant | |
| Wayside Elementary | \$ 500.00 |
| 2. Dollar General Literacy Foundation | |
| Adult Education Program | \$ <u>7,000.00</u> |

Receipt Total	\$ 7,500.00
----------------------	--------------------

Investment Ledger

Options: Funds: 11-59,81, Account Nos: , Investment Nos: , Date Range: 5/1/2023 - 5/31/2023, 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	5/3/2023	5/31/2023	5/11/2023	\$3,871,180.18	3.500	\$3,871,180.18
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	4/28/2023	5/31/2023	5/3/2023	\$3,271,180.18	3.500	\$3,271,180.18
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	5/30/2023	5/31/2023	5/31/2023	\$2,038,180.18	3.500	\$2,038,180.18
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	5/31/2023	6/30/2023		\$2,066,763.49	3.500	\$2,066,763.49
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	5/11/2023	5/31/2023	5/30/2023	\$4,371,180.18	3.500	\$4,371,180.18
Total ICS ACCOUNT							\$4,371,180.18
Total AI 0111 REGENT BANK - ICS							\$15,618,484.21

Account: AI 0113 COMMERCE BANK

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
369015882	COMMERCE BANK - TREASURY BILL	3/14/2023	5/2/2023	5/2/2023	\$3,999,996.25	4.656	\$3,999,996.25
Total 369015882							\$3,999,996.25
369016020	COMMERCE BANK - TREASURY BILL	5/2/2023	6/27/2023		\$4,024,836.84	4.885	\$4,024,836.84
Total 369016020							\$4,024,836.84
Total AI 0113 COMMERCE BANK							\$8,024,833.09
Total Fund 11							\$23,643,317.30

Fund: 21**Account:** AI 0111 REGENT BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	5/3/2023	5/31/2023	5/11/2023	\$1,800,000.00	3.500	\$1,800,000.00
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	4/28/2023	5/31/2023	5/3/2023	\$1,800,000.00	3.500	\$1,800,000.00
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	5/30/2023	5/31/2023	5/31/2023	\$1,800,000.00	3.500	\$1,800,000.00
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	5/31/2023	6/30/2023		\$1,800,000.00	3.500	\$1,800,000.00
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	5/11/2023	5/31/2023	5/30/2023	\$1,800,000.00	3.500	\$1,800,000.00
Total ICS ACCOUNT							\$1,800,000.00
Total AI 0111 REGENT BANK - ICS							\$9,000,000.00
Total Fund 21							\$9,000,000.00

Fund: 22**Account:** AI 0111 REGENT BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	5/3/2023	5/31/2023	5/11/2023	\$1,189,688.78	3.500	\$1,189,688.78
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	4/28/2023	5/31/2023	5/3/2023	\$1,189,688.78	3.500	\$1,189,688.78
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	5/30/2023	5/31/2023	5/31/2023	\$1,189,688.78	3.500	\$1,189,688.78
ICS ACCOUNT	REGENT BANK - ICS TRANSACTION	5/31/2023	6/30/2023		\$1,193,631.67	3.500	\$1,193,631.67

Bartlesville Public Schools

Investment Ledger

Options: Funds: 11-59,81, Account Nos: , Investment Nos: , Date Range: 5/1/2023 - 5/31/2023, Exclude Investments Matured in Date Range: False, Exclude Investments Liquidated in Date Range: False

ICS ACCOUNTREGENT BANK - ICS TRANSACTION	5/11/2023	5/31/2023	5/30/2023	\$1,189,688.78	3.500	\$1,189,688.78
Total ICS ACCOUNT						\$1,189,688.78
Total AI 0111 REGENT BANK - ICS						\$5,952,386.79
Total Fund 22						\$5,952,386.79

Fund: 31

Account: AI 0111 REGENT BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/3/2023	5/31/2023	5/11/2023	\$867,000.00	3.500	\$867,000.00
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		4/28/2023	5/31/2023	5/3/2023	\$1,767,000.00	3.500	\$1,767,000.00
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/30/2023	5/31/2023	5/31/2023	\$867,000.00	3.500	\$867,000.00
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/31/2023	6/30/2023		\$867,000.00	3.500	\$867,000.00
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/11/2023	5/31/2023	5/30/2023	\$867,000.00	3.500	\$867,000.00
Total ICS ACCOUNT							\$867,000.00
Total AI 0111 REGENT BANK - ICS							\$5,235,000.00
Total Fund 31							\$5,235,000.00

Fund: 39

Account: AI 0111 REGENT BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/3/2023	5/31/2023	5/11/2023	\$28,432.77	3.500	\$28,432.77
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		4/28/2023	5/31/2023	5/3/2023	\$28,432.77	3.500	\$28,432.77
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/30/2023	5/31/2023	5/31/2023	\$28,432.77	3.500	\$28,432.77
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/31/2023	6/30/2023		\$31,400.43	3.500	\$31,400.43
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/11/2023	5/31/2023	5/30/2023	\$28,432.77	3.500	\$28,432.77
Total ICS ACCOUNT							\$28,432.77
Total AI 0111 REGENT BANK - ICS							\$145,131.51
Total Fund 39							\$145,131.51

Fund: 41

Account: AI 0109 REGENT BANK CDARS PROGRAM

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1026466365	REGENT BANK - CD	11/10/2022	5/11/2023	5/11/2023	\$3,250,000.00	3.910	\$3,250,000.00
Total 1026466365							\$3,250,000.00
Total AI 0109 REGENT BANK CDARS PROGRAM							\$3,250,000.00

Account: AI 0111 REGENT BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/3/2023	5/31/2023	5/11/2023	\$2,140,507.76	3.500	\$2,140,507.76
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		4/28/2023	5/31/2023	5/3/2023	\$1,840,507.76	3.500	\$1,840,507.76
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/30/2023	5/31/2023	5/31/2023	\$4,786,262.26	3.500	\$4,786,262.26

Bartlesville Public Schools

Investment Ledger

Options: Funds: 11-59,81, Account Nos: , Investment Nos: , Date Range: 5/1/2023 - 5/31/2023, Exclude Investments Matured in Date Range: False, Exclude Investments Liquidated in Date Range: False

ICS ACCOUNTREGENT BANK - ICS TRANSACTION	5/31/2023	6/30/2023		\$4,786,262.26	3.500	\$4,786,262.26
ICS ACCOUNTREGENT BANK - ICS TRANSACTION	5/11/2023	5/31/2023	5/30/2023	\$4,953,262.26	3.500	\$4,953,262.26
Total ICS ACCOUNT						\$4,953,262.26
Total AI 0111 REGENT BANK - ICS						\$18,506,802.30

Account: AI 0113 COMMERCE BANK

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
290017053	COMMERCE BANK - TREASURY BILL	11/3/2022	5/4/2023	5/4/2023	\$3,914,439.78	4.384	\$3,914,439.78
Total 290017053							\$3,914,439.78
290017142	COMMERCE BANK - TREASURY BILL	1/18/2023	5/16/2023	5/16/2023	\$7,241,828.42	4.620	\$7,241,828.42
Total 290017142							\$7,241,828.42
Total AI 0113 COMMERCE BANK							\$11,156,268.20
Total Fund 41							\$32,913,070.50

Fund: 81

Account: AI 0111 REGENT BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/3/2023	5/31/2023	5/11/2023	\$256,678.75	3.500	\$256,678.75
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		4/28/2023	5/31/2023	5/3/2023	\$256,678.75	3.500	\$256,678.75
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/30/2023	5/31/2023	5/31/2023	\$256,678.75	3.500	\$256,678.75
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/31/2023	6/30/2023		\$257,529.44	3.500	\$257,529.44
ICS ACCOUNTREGENT BANK - ICS TRANSACTION		5/11/2023	5/31/2023	5/30/2023	\$256,678.75	3.500	\$256,678.75
Total ICS ACCOUNT							\$256,678.75
Total AI 0111 REGENT BANK - ICS							\$1,284,244.44
Total Fund 81							\$1,284,244.44
Total All Funds							\$78,173,150.54

MAY 2023

	GENERAL FUND	COOPERATIVE FUND	BUILDING FUND	CHILD NUTRITION	BOND FUND 31	BOND FUND 32	BOND FUND 37	BOND INT FUND 39	SINKING FUND	GIFTS & ENDOW.	TOTALS
BEGINNING BALANCE	3,494,140.22	(13,115.63)	425,096.99	346,870.81	390,522.93	-	17,835.08	1,287.38	3,632.87	16,567.68	4,682,838.33
LOCAL SOURCES OF REVENUE	738,504.73	-	54,588.04	48,165.36	-	-	-	4,083.63	317,379.58	890.03	1,163,611.37
INTERMEDIATE SOURCES OF REVENUE	50,137.43	-	-	-	-	-	-	-	-	-	50,137.43
STATE SOURCES OF REVENUE	3,080,875.39	687.41	-	15,812.53	-	-	-	-	-	-	3,097,375.33
FEDERAL SOURCES OF REVENUE	608,280.65	7,239.27	-	267,407.03	-	-	-	-	-	-	882,926.95
TOTAL NEW RECEIPTS	4,477,798.20	7,926.68	54,588.04	331,384.92	-	-	-	4,083.63	317,379.58	890.03	5,194,051.08
INTER-FUND TRANSFERS	24.00	-	-	-	-	-	-	-	-	-	24.00
NON-REVENUE RECEIPTS	84,258.02	-	3,195.09	1,200.00	-	174,000.00	-	-	-	-	262,653.11
AR-6140	-	-	-	-	-	-	-	-	-	-	-
TOTAL COMBINED RECEIPTS	4,562,080.22	7,926.68	57,783.13	332,584.92	-	174,000.00	-	4,083.63	317,379.58	890.03	5,456,728.19
WARRANT PURCHASES (-)	(4,756,501.74)	(8,841.35)	(128,975.86)	(399,100.68)	(1,014,345.73)	-	-	-	(11,781,480.00)	(25.00)	(18,089,270.36)
INVESTMENTS MATURED (+)	7,271,176.43	-	1,800,000.00	1,189,688.78	1,767,000.00	-	-	28,432.77	16,246,775.96	256,678.75	28,559,752.69
C.D./AGENCY INVESTMENTS (-)	(6,091,600.33)	-	(1,800,000.00)	(1,193,631.67)	(867,000.00)	-	-	(31,400.43)	(4,786,262.26)	(257,529.44)	(15,027,424.13)
INTEREST INVESTMENTS (-)	-	-	-	-	-	-	-	-	-	-	-
MONEY MARKET INVESTMENT (-)	-	-	-	-	-	-	-	-	-	-	-
CORRECTIONS	-	-	-	-	-	-	-	-	-	-	-
ENDING BANK BALANCE	4,479,294.80	(14,030.30)	353,904.26	276,412.16	276,177.20	174,000.00	17,835.08	2,403.35	46.15	16,582.02	5,582,624.72
OUTSTANDING WARRANTS (-)	(59,862.08)	-	-	-	(5,903.83)	-	(940.50)	-	-	(25.00)	(66,731.41)
FUND EQUITY	4,419,432.72	(14,030.30)	353,904.26	276,412.16	270,273.37	174,000.00	16,894.58	2,403.35	46.15	16,557.02	5,515,893.31

Total collateral pledged

20,156,858.09

	BPS LEASE PURCHASE FUND 1	BPS LEASE PURCH/TRANS FUND 2	BEA LEASE PURCHASE FUND 3	BEA LEASE PURCHASE FUND 4	BEA LEASE PURCHASE FUND 5
BEGINNING BALANCE	169,697.66	5,577.22	6,214,029.62	3,513.96	8,728,303.65
REBATES/CONTRIBUTIONS	-	-	-	-	-
DIVIDENDS/INTEREST	675.46	-	22,825.80	-	32,626.73
TOTAL NEW RECEIPTS	675.46	-	22,825.80	-	32,626.73
WARRANT PURCHASES (-)	(34,795.47)	(4,276.90)	(227,016.72)	-	-
ENDING BANK BALANCE	135,577.65	1,300.32	6,009,838.70	3,513.96	8,760,930.38
Credit in Transit/PD to 2022A GO Bond	-	-	-	-	-
FUND EQUITY	135,577.65	1,300.32	6,009,838.70	3,513.96	8,760,930.38

Sara Vermeire 6/1/2023

Bartlesville Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2023 - 5/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 General Administrative	\$232,150.19	\$12,052.72	\$0.00	\$18,704.08	\$225,498.83	\$22,277.83	\$203,221.00
802 General Administrative Athletics	\$250,674.74	\$17,758.89	\$0.00	\$22,880.75	\$245,552.88	\$300.00	\$245,252.88
803 General Refund Account	\$2,589.21	\$1,099.28	\$0.00	\$0.00	\$3,688.49	\$0.00	\$3,688.49
804 AP Exams	\$17,689.62	\$40.00	\$0.00	\$0.00	\$17,729.62	\$0.00	\$17,729.62
805 Alternative High School	\$3,716.78	\$228.00	\$0.00	\$547.15	\$3,397.63	\$500.00	\$2,897.63
806 Tuition Clearing Acct	\$7,740.00	\$0.00	\$0.00	\$0.00	\$7,740.00	\$0.00	\$7,740.00
807 Art Club	\$422.08	\$0.00	\$0.00	\$0.00	\$422.08	\$0.00	\$422.08
808 Adult Fees Clearing Acct	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
809 Broadcasting	\$2,745.80	\$0.00	\$0.00	\$509.76	\$2,236.04	\$0.00	\$2,236.04
810 AVIATION	\$348.09	\$0.00	\$0.00	\$0.00	\$348.09	\$0.00	\$348.09
811 Baseball Fund	\$2,145.01	\$0.00	\$0.00	\$945.00	\$1,200.01	\$0.00	\$1,200.01
813 Basketball Fund	\$1,750.23	\$0.00	\$0.00	\$0.00	\$1,750.23	\$0.00	\$1,750.23
821 Choral Club	\$3,408.94	\$0.00	\$0.00	\$0.00	\$3,408.94	\$0.00	\$3,408.94
824 Concessions	\$5,810.17	\$0.00	\$0.00	\$0.00	\$5,810.17	\$0.00	\$5,810.17
830 BVILLE WOMEN'S NETWORK LIBRARY DONATIONS	\$3,000.00	\$0.00	\$0.00	\$439.01	\$2,560.99	\$500.00	\$2,060.99
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	\$1,167.21	\$0.00	\$0.00	\$0.00	\$1,167.21	\$0.00	\$1,167.21
833 Drama	\$21,240.05	\$204.00	\$0.00	\$364.37	\$21,079.68	\$0.00	\$21,079.68
834 VisionQuest	\$141.59	\$0.00	\$0.00	\$0.00	\$141.59	\$0.00	\$141.59
835 BPS-FOUNDATION GRANTS	\$1,690.61	\$1,000.00	\$0.00	\$276.52	\$2,414.09	\$0.00	\$2,414.09
836 AGRICULTURAL EDUCATION	\$5,681.19	\$0.00	\$0.00	\$4,180.94	\$1,500.25	\$794.66	\$705.59
837 ENVIRONMENTAL CLUB	\$282.43	\$0.00	\$0.00	\$0.00	\$282.43	\$0.00	\$282.43
839 BHS SPED	\$2,727.22	\$0.00	\$0.00	\$0.00	\$2,727.22	\$221.00	\$2,506.22
840 Exceptional Education Services	\$17,430.62	\$6,098.25	\$0.00	\$1,595.53	\$21,933.34	\$6,947.75	\$14,985.59
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	\$2,631.70	\$22,000.00	\$0.00	\$0.00	\$24,631.70	\$0.00	\$24,631.70
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	\$3,768.23	\$0.00	\$0.00	\$494.30	\$3,273.93	\$0.00	\$3,273.93
880 Musical Production	\$16,106.66	\$0.00	\$0.00	\$9,895.47	\$6,211.19	\$0.00	\$6,211.19
881 National Honor Society	\$7,413.88	\$1,040.00	\$0.00	\$900.00	\$7,553.88	\$0.00	\$7,553.88
882 Newspaper	\$223.98	\$0.00	\$0.00	\$0.00	\$223.98	\$0.00	\$223.98
885 National Junior Honor Society	\$1,321.24	\$0.00	\$0.00	\$273.00	\$1,048.24	\$0.00	\$1,048.24
887 Orchestra	\$43,624.34	\$585.40	\$0.00	\$19,898.34	\$24,311.40	\$0.00	\$24,311.40
889 BHS BAND	\$54,063.16	\$9,504.30	\$0.00	\$24,178.23	\$39,389.23	\$1,954.23	\$37,435.00
895 Pictures	\$1,674.53	\$0.00	\$0.00	\$0.00	\$1,674.53	\$0.00	\$1,674.53
915 Service Club	\$429.77	\$0.00	\$0.00	\$0.00	\$429.77	\$0.00	\$429.77
917 World Language Club	\$475.96	\$0.00	\$0.00	\$10.80	\$465.16	\$0.00	\$465.16
919 Speech Program	\$1,652.55	\$1,300.00	\$0.00	\$250.00	\$2,702.55	\$0.00	\$2,702.55
922 Staff Development-In-Service	\$1,491.94	\$0.00	\$0.00	\$0.00	\$1,491.94	\$0.00	\$1,491.94
923 BVILLE EDUCATION PROMISE	\$13.93	\$15,500.00	\$0.00	\$0.00	\$15,513.93	\$0.00	\$15,513.93
926 Student Council	\$32,986.55	\$759.21	\$0.00	\$3,548.77	\$30,196.99	\$425.00	\$29,771.99
939 Science Olympiad	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
960 Technology Student Assoc (TSA)	\$6,454.06	\$0.00	\$0.00	\$2,643.62	\$3,810.44	\$150.00	\$3,660.44
962 Science Trek Club	\$10,317.31	\$0.00	\$0.00	\$0.00	\$10,317.31	\$0.00	\$10,317.31
966 Wrestling	\$385.48	\$0.00	\$0.00	\$0.00	\$385.48	\$0.00	\$385.48
970 TECHNOLOGY SUPPORT TEAM	\$149,383.23	\$1,315.00	\$0.00	\$1,445.00	\$149,253.23	\$57,376.00	\$91,877.23
971 Golf	\$0.54	\$0.00	\$0.00	\$0.00	\$0.54	\$0.00	\$0.54
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	\$166.80	\$139.88	\$0.00	\$139.88
990 Yearbook	\$22,286.98	\$9,970.00	\$0.00	\$5,718.48	\$26,538.50	\$1,400.00	\$25,138.50
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	\$100.00	\$974.58

Bartlesville Public Schools
Revenue/Expenditure Summary**Options:** Fund: 60, Date Range: 5/1/2023 - 5/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
996 Bruin Logo	\$24,183.69	\$16.75	\$0.00	\$0.00	\$24,200.44	\$0.00	\$24,200.44
997 Back To School Rally	\$600.87	\$0.00	\$0.00	\$0.00	\$600.87	\$0.00	\$600.87
Total	\$974,695.41	\$100,471.80	\$0.00	\$119,865.92	\$955,301.29	\$92,946.47	\$862,354.82

MADISON MIDDLE SCHOOL OLD UNIFORM INVENTORY TO SURPLUS

5/29/2023 UPDATED

Contact: Jan Watt 918-440-0587 wattj@bps-ok.org

<u>TOTAL INVENTORY-DRESSES BY SIZE Full Length Black Concert Dress</u>	<u>TOTAL INVENTORY Shirts BY SIZE Wing Tip Collar Pleated shirt</u>	<u>TOTAL INVENTORY Vests BY SIZE Black button down Vests</u>
Y8 - 7 dresses	Boys S - 3 shirts	XS - 3 vests
Y10 - 7 dresses	Boys M - 13 shirts	S - 16 vests
Y12 - 6 dresses	Boys L - 4 shirts	M - 7 vests
Y14 - 4 dresses	XS 30/31 - 3 shirts	L - 15 vests
00 - 4 dresses	XS 32/33 - 6 shirts	32 - 2 vests
0 - 6 dresses	S 30/31 - 7 shirts	34 - 5 vests
2 - 18 dresses	S 34/35 - 3 shirts	36 - 3 vests
4 - 25 dresses	S 36/37 - 2 shirts	38 - 7 vests
6 - 15 dresses	M 30/31 - 4 shirts	40 - 2 vests
8 - 13 dresses	M 32/33 - 4 shirts	42 - 2 vests
10 - 12 dresses	M 34/35 - 4 shirts	46 - 1 vest
12 - 7 dresses	L 32/33 - 2 shirts	48 - 1 vest
14 - 2 dresses	L 34/35 - 3 shirts	50RX - 1 vest
16 - 3 dresses	XL 32/33 - 2 shirts	
18 - 4 dresses	XL 34/35 - 1 shirt	
20 - 3 dresses	2XL 34/35- 1 shirt	
22 - 5 dresses		
24 - 1 dress		<u>BLACK BOW TIES</u>
26 - 1 dress		33
27 - 1 dress		

Epson Proj.	Sharp Proj	Printers	dukane proj	Promethean ActivVote sets x3	Promethean Proj.	5190 CB		3x Tripp-Lite 2200 UPS
NDEF090599L	712914225	141078012039262583			WUST-P15160902	6dmx8I2		1x Tripp-Lite 1500 UPS
R4EK2801169		PHBVF08208	F6JU01048			d7mx8I2		1x APC 2200 UPS
PUBF1Z0525L		U62901G2F200644		2 Belkin charging stations	iMac	29lh8I2		
		CNBGG32785			XA8475N7EUL	bfxh8I2		Various 19" Monitors
		JPRGL41602				39mx8I2		
		USBGB18089				flbh8I2		
		USBB314423				7slx8I2		
		VNB3M95388				32hh8I2		
		VNB8J60GXZ				10hh8I2		
						5ngh8I2		
						7ggh8I2		
						cxbh8I2		
						4rlx8I2		
						98lh8I2		
						j5mx8I2		
						g3ch8I2		
						hbzj2p2		
						drkh8I2		
						51rg2p2		
						dslx8I2		
						9rbh8I2		
						46ch8I2		
						96lh8I2		
						fgfh1p2		
						hzbh8I2		
						8pgh8I2		
						6nkh8I2		
						46mx8I2		
						cxkh8I2		
						glbh8I2		
						j1lh8I2		
						93mx8I2		
						h6mx8I2		
						6llx8I2		
						8bgh8I2		
						75ch8I2		
						dvbh8I2		
						9rkh8I2		
						g7ch8I2		
						7fgh8I2		
						3rlx8I2		
						68ch8I2		
						98bh8I2		
						2hgh8I2		
						hwgh8I2		
						jtgh8I2		
						27mx8I2		
						cfbh8I2		
						jkxh8I2		
						9bmx8I2		
						91mx8I2		
						5fbh8I2		
						8cfh1p2		
						hmbh8I2		
						cqgh8I2		
						88bh8I2		
						3skh8I2		
						f2ch8I2		
						45mx8I2		
						8lkx8I2		
						5igh8I2		
						gvkh8I2		
						d9kh8I2		
						b0lh8I2		
						8xix8I2		
						h0lh8I2		
						jrjx8I2		
						2hkh8I2		
						8gkh8I2		
						2ygh8I2		
						5mgh8I2		
						3kgh8I2		
						f1lh8I2		
						93ch8I2		
						7tgh8I2		
						8hbh8I2		
						czkh8I2		
						665m0p2		

**Bartlesville Public Schools
Encumbrance Register**

Year 2023-2024 Fund 03

03-2021 BOND - PROJECTS - BEA LEASE PURCHASE

PO No	Date	Vendor	Description	Amount
1	07/01/2023	DAN J KELEHER JR PLLC	ARCH/SURV/ENG/000/DIST Blanket PO for Architectural/Engineering/Surveying services for construction projects in district	23,900.00
2	07/01/2023	MANHATTAN CONSTRUCTION COMPANY	CONSTRUCTION/258/VO AG Blanket PO for Construction of Vo-Ag facility started in 2022-23 with PO 032023-5	4,766,640.02

Report Total: \$4,790,540.02

**Bartlesville Public Schools
Encumbrance Register**

Year 2023-2024 Fund 05

05-2023 BOND - BEA LEASE PURCHASE

PO No	Date	Vendor	Description	Amount
1	07/01/2023	DAN J KELEHER JR PLLC	ARCH/ENG/SURV/261/WAYSIDE Blanket PO for Architectural/Engineering/Surveying for Wayside construction project	206,400.00
2	07/01/2023	MANHATTAN CONSTRUCTION COMPANY	CONSTRUCTION/261/WAYSIDE Blanket PO for Construction and renovation of Wayside replaces PO 052023-2	8,563,687.99

Report Total: \$8,770,087.99



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 19, 2023, 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 previously held elections on August 13, 2019 (the “2019 Election”), August 10, 2021 (the “2021 Election”), and February 14, 2023 (the “2023 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 and/or the 2023 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 and/or the 2023 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 and/or the 2023 Election authorization.

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

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

D. *Term of Engagement.* This Agreement shall remain in full force and effect through and including June 30, 2024, 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:

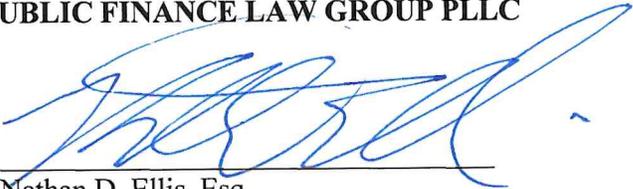
Independent School District No. 30 of Washington County, Oklahoma
1100 SW Jennings Ave.
Bartlesville, OK 74003
Attention: Superintendent

[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 19, 2023

(SEAL)

ATTEST:

By:

Clerk, Board of Education

May 25, 2023

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. Coordinate closing of the new Issue with Client and other parties.
13. Review Client's Estimate of Needs to be submitted to County.
14. Evaluate potential refunding opportunities on outstanding Issues.

B. Continuing Disclosure Assistance

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

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

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

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

II. Compensation and Reimbursements

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

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

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, 2024, and may be renewed for successive fiscal years beginning July 1 and ending June 30 upon mutual consent of both parties.

- B. Termination of Agreement and Services. This Agreement and all services to be rendered hereunder may be terminated at any time by written notice from either party, with or without cause, with at least thirty (30) days' notice. In that event, all finished and unfinished documents prepared for the Client, shall, at the option of Client, become its property and shall be delivered

to it or any party it may designate, provided that MFSOK shall have no liability whatsoever for any subsequent use of such documents.

IV. Successors and Assigns

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

V. Municipal Advisor Registration and Acknowledgement

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

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, 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 19, 2023, at a meeting duly called and held in full compliance with the Oklahoma Open Meeting Act.

MUNICIPAL FINANCE SERVICES, INC.

By: _____
Jon G. Wolff, 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 2023-24 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*
- *Edmond Public Schools*
- *Norman Public Schools*
- *Bixby Public Schools*
- *Yukon Public Schools*
- *Coweta Public Schools*
- *Collinsville Public Schools*
- *Stillwater 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 school insurance market has dealt with significant challenges the past several years and we are dealing with the culmination of many of those challenges as we work through the current renewal process. The insurance environment in 2023 is completely dominated by issues with the property market both in Oklahoma and across the majority of the country. There are several factors at play that are culminating into the hardest property market on record since the 1980s.

The major factors are skyrocketing property losses caused mostly by natural disasters, historic inflation, supply chain constraints and a rapidly depleting reinsurance capacity. 2022 was the eighth consecutive year of at least 10 catastrophic events resulting in at least \$1 billion in property damage. From 2020 to 2022, the U.S. insurance market sustained over \$275 billion in losses, representing the highest three year total ever for U.S. insurance companies. The insurance program for the majority of Oklahoma schools (OSIG) is passing on an average of 25% rate increases for this renewal period due to a six year loss ratio of 262%.

Maybe the biggest factor contributing to the property market issues is the reduction of reinsurance capacity. We have seen a reduction of \$40 billion in dedicated reinsurance capacity in just this past year. This in essence lowers the available capital available for insurance carriers and property programs to transfer their “risk or exposure to reinsurers. When this happens this causes the price for that limited reinsurance to increase especially for risks with large amount of centrally aggregated values or for risks in high hazard areas.

We did see a decrease in rates on the liability lines despite carriers still dealing with social inflation, runaway jury verdicts and an overall challenging litigation environment.

We have looked at any and all creative solutions and deductible options for consideration to help offset the increase in premium and aggressively shopped all of the ancillary lines looking for areas of cost savings without jeopardizing any coverage terms or limits.

Proposal Highlights

- There are no changes in terms or coverages on the property or liability lines
- Coverage for Deadly Weapons Event has been added

Exposure & Claims Summary

	Current Exposure	Renewal Exposure	Percent Change
Property	\$318,842,451	\$343,301,427	7.67%
Auto	80 Units	82 Units	0.25%

OSIG Claims Policy Claims: 18/19 – 22/23

# OF CLAIMS	PREMIUMS PAID TO OSIG	INCURRED CLAIMS	LOSS RATIO
33	\$2,705,259	\$87,240	3.22%

- The OSIG program has a six year loss ratio of 262%
- Reinsurance premium the past 6 years have totaled \$85M. The losses sustained by the reinsurers in the program those years have totaled \$223M
- OSIG recently sustained over \$127 million in losses in a 1 year period (2019-2020).

Peer Property Comparison (2023)

	Bartlesville	South Tulsa Area	SE Tulsa Area	Central OK Area	West OKC Area
Property Values	\$343,301,427	\$321,540,220	\$713,297,439	\$356,991,139	\$643,796,638
Rate (in cents)	19.21	26.01	34.47	37.38	36.44
PROPERTY PREMIUM	\$659,399	\$836,386	\$2,458,737	\$1,336,268	\$2,345,780

Premium Summary

COVERAGE	2022 - 2023 Premium	2023 - 2024 RENEWAL
Property	\$480,571	\$659,399
All Other Peril Deductible	\$400,000	\$400,000
Wind & Hail Deductible	\$400,000	\$400,000
Crime	Included	Included
Boiler & Machinery	\$2,943	\$2,891
General Liability	\$47,089	\$32,141
SBLL	\$47,087	\$32,138
Cyber Liability	Included	Included
Commercial Auto	\$69,314	\$51,872
TOTAL ANNUAL	\$647,004	\$778,441
Percentage Increase		20.31%
Total Cost Increase		\$131,437

** Increase in total values of 7.67%*

** Pure rate increase of 12.64%*

** Bartlesville has one of the lowest overall rate increases by a significant margin in the entire OSIG program*

** Due to the low property rate and credits applied within the program, there are no additional savings available even with an increase to deductibles*

HISTORICAL PREMIUMS		
POLICY YEAR	PREMIUM	TOTAL VALUES
2021-2022	\$598,960	\$325,056,257
2020-2021	\$489,523	\$270,927,584
2019-2020	\$481,498	\$267,703,746
2018-2019	\$488,900	\$262,252,595
2017-2018	\$468,396	\$252,030,283
2016-2017	\$517,669	\$263,513,046
2015-2016	\$528,584	\$256,125,987

Workers Compensation Premium Summary

	Current Exposure	Renewal Exposure	Percent Change
Workers Comp	\$28,928,839	\$31,263,464	8.07%

CLASS CODES	2022 -2023 PAYROLLS	2023 - 2024 PAYROLLS
8868: Teachers Professional	\$28,272,819	\$30,323,753
7380: Drivers	\$656,020	\$939,711
9101: School All Other	IF ANY	IF ANY

POLICY YEAR	NUMBER OF CLAIMS	TOTAL CLAIMS COSTS
2022	23	\$83,442

Workers Compensation Premium Options

Coverage	Zenith (Renewal)	LUBA	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	\$101,704	\$103,323	\$102,591	\$103,451

2022 Expiring Workers Compensation Premium: \$91,040

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	3000 Wayside Dr	Bartlesville, OK
7	408 E. 9th St	Bartlesville, OK
8	4620 E. Frank Phillip	Bartlesville, OK
9	5100 David Lane	Bartlesville, OK
10	512 S. Madison Blvd	Bartlesville, OK
11	5900 SE Baylor Dr	Bartlesville, OK
12	801 E. 13th St	Bartlesville, OK
13	805 E. 13 th St.	Bartlesville, OK

Commercial Property

Carrier: OSIG
Policy Term: 7/1/2023 - 7/1/2024

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:	\$343,301,427 Blanket Buildings & Contents Limit
Auto Values	\$4,728,900
Margin Clause	125% Of Stated Values
Earthquake	\$10,000,000
Flood	\$25,000,000
Loss Cost Adjustment:	Replacement Cost (15 year ACV Provision & Cosmetic Damage Exclusion)
Co-Insurance Provision:	Agreed Amount
All Other Peril Deductible:	\$400,000
Wind & Hail Deductible:	\$400,000
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	\$190,000
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	\$4,315,527	\$8883,156
1500 S. Rogers Ave	Fences	\$11,399	\$0
1500 S. Rogers Ave	Jane Phillips Elementary School	\$12,414,628	\$1,907,615
1500 S. Rogers Ave	Playground Equipment	\$49,202	\$0
1500 S. Rogers Ave	Retaining Wall	\$2,466	\$0
1700 Hillcrest Drive	4' Fence - Track Perimeter	\$6,162	\$0
1700 Hillcrest Drive	Baseball Practice Backstop	\$14,787	\$0
1700 Hillcrest Drive	Baseball Practice Fence	\$11,954	\$0
1700 Hillcrest Drive	Blue Stadium Seating (3)	\$94,889	\$0
1700 Hillcrest Drive	Custer Concession Stand Restrooms	\$97,367	\$29,061
1700 Hillcrest Drive	East Bleachers/North Bleachers	\$61,617	\$0
1700 Hillcrest Drive	FB Astro Turf	\$274,442	\$0
1700 Hillcrest Drive	Fence for lighting system	\$1,726	\$0
1700 Hillcrest Drive	Field House w/Locker Room Addn	\$15,523,819	\$2,154,899
1700 Hillcrest Drive	Fine Arts	\$15,935,780	\$2,590,590
1700 Hillcrest Drive	Football Press Box	\$1,617,564	\$167,157
1700 Hillcrest Drive	Goal Post	\$6,162	\$0
1700 Hillcrest Drive	High School 11th & 12th Grades	\$39,165,077	\$5,930,095
1700 Hillcrest Drive	High School 9th & 10th Grade Center & Cafeteria	\$18,791,488	\$3,739,078
1700 Hillcrest Drive	New HS Science Wing	\$2,916,990	\$663,095
1700 Hillcrest Drive	Indoor Sports Practice Facility	\$3,001,016	\$353,263
1700 Hillcrest Drive	Indoor Sports Practice Facility-addition	\$1,189,774	\$118,978
1700 Hillcrest Drive	Marquee Sign	\$61,617	\$0
1700 Hillcrest Drive	Monument Sign	\$61,617	\$0
1700 Hillcrest Drive	New FB Stadium hand rails	\$46,827	\$0
1700 Hillcrest Drive	New Field House Lighting	\$98,584	\$0
1700 Hillcrest Drive	Piperail East Parking Lot	\$22,183	\$0
1700 Hillcrest Drive	Science Wing	\$4,070,053	\$588,771
1700 Hillcrest Drive	Scoreboard	\$221,815	\$0
1700 Hillcrest Drive	Softball Practice Backstop	\$9,243	\$0
1700 Hillcrest Drive	Softball practice Fence	\$7,394	\$0
1700 Hillcrest Drive	FB Stadium (locker room, halls, classes)	\$15,996,978	\$3,692,917
1700 Hillcrest Drive	Stadium Concession/Restrooms	\$379,048	\$57,661

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 Canopy's 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	Maintenance 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	Maintenance 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: 7/1/2023 - 7/1/2024

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: 7/1/2023 - 7/1/2024

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: 7/1/2023 - 7/1/2024

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
Breach Response Cost	\$500,000
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: 7/1/2023 - 7/1/2024

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.

* Full Vehicle Schedule on file and available (82 total units)

Deadly Weapon Event Insurance

Carrier: OSIG
A.M. Best Rating:
Policy Term: 7/1/2023 – 7/1/2024

This form provides coverage for any event involving an assailant where a weapon has been used or brandished on any of your locations.

Policy has a \$2,500,000 Annual Aggregate

Insuring Agreement	Coverage	Limit	Deductible
Legal Liability	Claims arising out of your legal obligation to pay for certain damages and claims expenses	\$500,000	\$10,000 per event
Physical Damage	Demo, clearance & memorialization expenses	\$250,000	\$10,000 per event
Crisis Management	Coverage for public relations specialists, consultants, additional security and investigators	\$500,000	\$10,000 per event
Extra Expense	Loss of income due to a deadly weapon event	\$500,000	\$10,000 per event
Counseling Expense	Counseling Expenses	\$250,000	\$10,000 per event
Medical Expenses	Per Medical Expense	\$25,000	\$10,000 per event
Funeral Expenses	Per Person Funeral Expense	\$15,000	\$10,000 per event
Death Benefit	Per person accidental death coverage	\$50,000	\$10,000 per event

Claim Made Form: Retro 8/1/2022

Workers Compensation

Carrier: Zenith Insurance Company
A.M. Best Rating: A Excellent
Policy Term: 7/1/2023 - 7/1/2024

- 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	2022 Expiring Payroll	Estimated 2023 Payroll
OK	7380	Drivers	\$656,020	\$939,711
OK	8868	School Professional & Clerical	\$28,272,819	\$30,323,753
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.

AGREEMENT

THIS AGREEMENT is made this 19th day of June, 2023 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, 2023. 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.
- 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, Marci Beckley, Aaron Kuntz, Damon Herald, Matt Hancock, Aaron Kestner, Joseph Eidson, Cheron Southwick, Tammie Krause, Tiffany Holmes, Kevin Brown, Chanda Myers, Shawn Imhoff, Eliot Smith, Jessica Birk, 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 2023 - 2024 school year only and will expire by its terms on June 30, 2024 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 19th day of June, 2023.

**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

	BARTLESVILLE BOARD OF EDUCATION	Purchasing and Distribution	CD
	Adopted: August 21, 1989 Revision Date(s): 2/6/92, 3/11/02, 8/19/02, 9/15/03, 7/19/2010, 6/19/23		Page 1 of 1

PURCHASING AND DISTRIBUTION

It is the policy of the Bartlesville Board of Education that purchasing and distribution shall be under the supervision of the superintendent or the superintendent's designee. Only the superintendent or the superintendent's designee shall make purchases without written authorization.

The designated purchasing officer is encouraged to purchase in such quantity for one full school term and to effectively utilize and conserve funds. Requisitions for supplies must be processed through the appropriate channels as designated by the superintendent. Purchases shall be made from local firms when economically feasible.

Expenditures shall be made in accordance with a written contract or purchase order. No expense greater than \$5,000.00 shall be made without requiring multiple recorded quotes, if possible.

E-Rate Procurement Policy:

In selecting service providers for all eligible good and/or services for which Universal Service Fund ("E-Rate) support will be requested, the Administration shall:

1. Make a request for competitive bids for all eligible goods and/or services for which Universal Service Fund support will be requested and comply with applicable state and local procurement processes included in its documented policies and procedures.
2. Follow all current regulations and FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.
3. Consider all bids submitted and select the most cost-effective service offering, with price being the primary factor considered but not the only factor considered. Note, price will not be the only consideration in awarding winning bids.
4. Keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process and not including service provider contact information on the FCC Forms 470.

REFERENCE: OKLA. STAT. tit. 21, § 355

OKLA. STAT. tit. 62, § 371

OKLA. STAT. tit. 70, § 5-123

OKLA. STAT. tit. 70, § 5-124

OKLA. STAT. tit. 70, § 5-129

OKLA. STAT. tit. 70, § 5-135

	BARTLESVILLE BOARD OF EDUCATION	Purchasing and Distribution	CD-R Page 1 of 3
Adopted: December 12, 19195 Revision Date(s): 1/16/97, 1/20/97, 1/7/99, 8/19/02, 11/3/03, 11/17/14, 9/21/15, 11/16/15, 6/19/23			

PURCHASING AND DISTRIBUTION (Regulation)

In accordance with the policy of the board of education, the following regulations shall govern purchasing:

1. The operating budget, approved by the board, is based upon appropriations that are entered in the encumbrance clerk's appropriation ledger (computer software).
2. No purchase shall be made prior to the issuance of a purchase order approving the purchase. All purchase requisitions and orders shall be coded using the Oklahoma Cost Accounting System (OCAS) for Oklahoma Public Schools.
3. The Chief Financial Officer or Superintendent will maintain a list of budget administrators that are authorized to approve purchase requisitions and budget administrators and secretaries that are authorized to approve payment. The list will be provided to Accounts Payable.
4. Sites and/or departments needing goods or services will complete a "purchase requisition" form on-line. The purchase requisition form must be approved by the budget administrator(s) and sent to the encumbrance clerk. The Executive Director of Financial Services or Superintendent will approve or disapprove all requisitions. The Superintendent shall approve all requisitions \$2,500 or greater. The purchase requisition must be for the purpose of the appropriation charged.
5. Superintendent is authorized to expend up to \$10,000 per purchase without prior board approval so long as the expenditure when added to all other expenses does not exceed the district's annual appropriation from the county excise board.
6. Prior to the issuance of a purchase order, the encumbrance clerk must first determine that the encumbrance will not exceed the balance of the appropriation to be charged. If the encumbrance would exceed appropriations, the purchase request is sent back to the originating site/department with an explanation. If the encumbrance is within the appropriate amount, a purchase order number is issued.
7. Encumbrances are submitted to the board of education in the order of their issuance at the regularly scheduled board meetings, with a cut-off date being three (3) working days prior to the meeting date. Approved encumbrances shall be listed in the minutes by the minutes clerk. If disapproved by the board, the encumbrance is voided immediately. A voided purchase order number is not to be used again.
8. The assigned employee in charge of the purchase shall receive or certify receipt of merchandise by signing the receiving copy of the purchase order or partial payment form and then forwarding it (including packing slips, if available) to the encumbrance clerk/accounts payable clerk. The signed receiving copy of the purchase order or partial payment form shall serve as authorization for payment to be made. The encumbrance clerk, however, shall not pay any bill unless it is, or is properly supported by, an itemized invoice clearly describing each item purchased, the quantity of each item, its unit price and its total cost. The invoice, requisition, packing slips (if

	BARTLESVILLE BOARD OF EDUCATION	Purchasing and Distribution	CD-R Page 2 of 3
Adopted: December 12, 19195 Revision Date(s): 1/16/97, 1/20/97, 1/7/99, 8/19/02, 11/3/03, 11/17/14, 9/21/15, 11/16/15, 6/19/23			

available) and the receiving copy of the purchase order will be attached to the office copy of the purchase order and filed in the Accounts Payable Office.

9. After ascertaining that proper accounting of the purchase has been made and that the files contain sufficient information to justify the expenditure of public funds, the encumbrance clerk/AP Clerk shall pay the approved bill by issuing a warrant/check against the designated fund.

Change Orders

When properly encumbering funds for goods or services, estimated costs are frequently used because of the uncertainty of shipping and other miscellaneous costs involved. If an item’s actual cost differs from the encumbered amount, a change order is completed. If the cost of the item is less than what was encumbered, the computer will adjust the amount to pay and the remaining balance will be “unencumbered” from that purchase and go back into appropriations. If the cost of the item is more than what was encumbered (thus, more funds have to be obligated toward this purchase), the encumbrance clerk will determine if the amount of the overage would exceed remaining appropriations. If the overage would exceed appropriations, the purchase order will be put on a “hold” status until the budget manager is contacted to see if a reallocation is desired to afford the expenditure.

The actual cost of the item cannot exceed the encumbered amount by more than 25% of the amount encumbered, not to exceed \$10,000. If an item’s cost is over the 25% allowance or exceeds \$10,000, the change order must be approved by the school board before the item can be paid.

Emergency Purchases

Only the superintendent can approve an expenditure as an emergency. An emergency is defined as “a sudden, urgent, usually unforeseen occurrence or occasion requiring immediate attention.” For the purpose of a school district, an emergency would be considered any act that needs to be taken to guarantee the safety and well-being of our students and employees. Examples may include a heating system failure in a building, or a bus engine malfunction while transporting students. If an emergency situation should occur, an employee is allowed to take the necessary steps to remedy the situation. The employee should spend only the amount needed to ensure safety. When this request is given to the business office, it should be noted that it was an emergency situation. The item will then be sent to the superintendent for approval. Only the superintendent can approve an expenditure as an emergency. The item will be approved by the board of education at the next regular board meeting and will be paid as usual.

Blanket Purchase Orders

The school district may issue a blanket purchase order for recurring purchases of goods or services if a maximum authorized amount for all purchases pursuant to a blanket purchase order is specified in the order and approved by the purchasing officer or the board of education. Blanket purchase orders shall be prepared, filed and encumbered in the same manner provided for purchase orders. The maximum authorized amount of a blanket

	BARTLESVILLE BOARD OF EDUCATION	Purchasing and Distribution	CD-R
Adopted: December 12, 19195 Revision Date(s): 1/16/97, 1/20/97, 1/7/99, 8/19/02, 11/3/03, 11/17/14, 9/21/15, 11/16/15, 6/19/23			Page 3 of 3

purchase order may be increased to cover unforeseen expenses. The actual cost of the item cannot exceed the encumbered amount by more than 25% of the amount encumbered. not to exceed \$10.000. If an item's cost is over the 25% allowance or exceeds \$10.000, the change order must be approved by the school board before the item can be paid. **A written explanation of said increase shall be attached to the blanket purchase order prior to payment.**

Federal Funds

Federal funds deposited in the state treasury pursuant to a federal grant-in-aid program may be expressed for the specific purpose for which they are held in trust, without regard to state constitutional limitations restricting the use of state funds. Uniform Grants Guidance and federal regulations will be followed when spending federal funds..

Reference 2 CFR §200.110(a)
 REFERENCE: OKLA . STAT. tit. 70, § 5-135
 OKLA. STAT. tit. 62, § 310.8

	BARTLESVILLE BOARD OF EDUCATION	Bids and Quotations	CDA
	Adopted: February 6, 1992 Revision Date(s): 3/11/02, 8/19/02, 9/15/03, 12/17/07, 6/19/23		Page 1 of 1

BIDS AND QUOTATIONS

No expenditure shall be made except in accordance with the provisions of a written contract or purchase order. Single-item expenditures greater than \$5,000 and less than \$100,000 will require multiple recorded quotes, if possible. No contract involving an expenditure of more than \$100,000 for the purpose of erecting a building or making any improvements on school buildings shall be made except upon sealed proposals and to the lowest or best responsible bidder. This does not prohibit the district from erecting a building or making improvements on a force account basis. The term "force account" means the purchase of necessary materials, and the employment of necessary workmen, by the school district itself, rather than entering into a contract with a building or other contractor to construct the building or other improvement. No contract involving sums in excess of \$100,000 shall be split into partial contracts involving sums below \$100,000 for the purpose of avoiding the requirements of the Public Competitive Bidding Act.

For the purposes of this policy, the term "improvements on school buildings" shall not include any of the following:

1. Portable, or otherwise moveable, buildings and structures;
2. Prefabricated metal buildings and structures, along with necessary utility services for such buildings or structures;
3. Other structures that can be disassembled after installation and removed without permanent damage to existing property.

Contracts in excess of \$100,000 shall be let for bids. The board shall reserve the right to reject any or all bids. Such contracts shall not be awarded unless approved by a majority vote of the board of education.

The board of education shall approve the total amount of any project to be conducted on a force account basis if the project is estimated to exceed \$100,000 total cost.

REFERENCE: 61 O.S. §102, §103, §107, §131
 62 O.S. §430.1
 70 O.S. §5-123

Regulation CD-R
 Regulation CD-R1

	BARTLESVILLE BOARD OF EDUCATION	Expense Reimbursement	DED
Adopted: August 21, 1989 Revision Date(s): 10/3/96, 11/19/01, 8/19/02, 2/16/04, 9/20/04, 12/19/05, 1/1/06, 5/21/07, 6/19/23			Page 1 of 3

EXPENSE REIMBURSEMENT

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 official's 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

	BARTLESVILLE BOARD OF EDUCATION	Expense Reimbursement	DED
Adopted: August 21, 1989 Revision Date(s): 10/3/96, 11/19/01, 8/19/02, 2/16/04, 9/20/04, 12/19/05, 1/1/06, 5/21/07, 6/19/23			Page 2 of 3

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 expenses 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. A receipt is required for reimbursement for transportation by railway, bus, Uber, baggage fees, etc. 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.

	BARTLESVILLE BOARD OF EDUCATION	Expense Reimbursement	DED
Adopted: August 21, 1989 Revision Date(s): 10/3/96, 11/19/01, 8/19/02, 2/16/04, 9/20/04, 12/19/05, 1/1/06, 5/21/07, 6/19/23			Page 3 of 3

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.

REFERENCE: 70 O.S. §5-117 as amended by HB 2294 of the 2004 Legislative Session

	BARTLESVILLE BOARD OF EDUCATION	Medication: Administering to Students	FEC
	Adopted: Month July 24, 1989 Revision Date(s): 2/15/93, 8/19/02, 8/18/03, 8/18/08, 6/19/23		Page 1 of 4

MEDICATION: ADMINISTERING TO STUDENTS

The Bartlesville Board of Education recognizes that students will on occasion need to take medicines at school. Medications may be administered at school only under certain circumstances. The term “medicine” as used in this policy means “non-prescription medicine” and “filled prescription medicine.”

Definitions

“Non-prescription medicine” is that medicine that may be purchased over-the-counter without direction from a physician. Non-prescription medicine must be in the original container and have affixed the name of the medicine, dosage, guidelines and directions for administration. A student’s name must be written on the container. Non- prescription medications may be dispensed and administered only in compliance with the written directions on the label of the medication or as otherwise authorized in writing by the student’s physician.

“Filled prescription medicine” is a medication contained in a prescription container with a label which states the name and address of the pharmacy, date of filling, name of patient, name of person who prescribes the medication, prescription number, name of medication, dose per unit and directions for the administration of the medicine. If these details are not listed on a pharmacy container, or a sample is provided by a doctor, or a prescription changes, a doctor’s written instructions are required.

Personnel Authorized to Administer Medications

The principal, school nurse, contracted nurse, or designated school employee will administer/oversee and record any filled prescription or non-prescription medication given to a student. All medicines will be properly stored in a designated location. Emergency rescue medications and supplies must be secured but readily accessible to designated staff. These medicines will not be readily accessible to anyone other than school employees authorized to administer medication.

Medication Authorization Form

If it becomes necessary to administer a filled prescription medicine or non-prescription medicine to a student at school, a parent/guardian must sign a Medication Authorization Form provided by school personnel.

Record of Medications Administered to Students

If a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

Filled prescription medication must be in a container that indicates the following:

	BARTLESVILLE BOARD OF EDUCATION	Medication: Administering to Students	FEC
	Adopted: Month July 24, 1989 Revision Date(s): 2/15/93, 8/19/02, 8/18/03, 8/18/08, 6/19/23		Page 2 of 4

- A. Student's name,
- B. Name and strength of medication,
- C. Dosage and directions for administration,
- D. Name of physician or dentist,
- E. Date and name of pharmacy, and
- F. Whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication should be delivered to the school office by the parent or guardian of the student in person, unless the medication must be retained by the student for immediate administration. The medication must be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. Purpose of the medication,
- B. Time to be administered,
- C. Whether the medication must be retained by student for self-administration,
- D. Termination date for administering the medication, and
- E. Other appropriate information requested by the principal or the principal's designee.

Non-prescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

Self-Administered, Student-Carried

Self-administration of inhaled asthma medication by a student for treatment of asthma, an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization.

Definitions

1. "Inhaled Asthma Medication" means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
2. "Self-Administered" means a student's use of medication pursuant to prescription or written direction from a physician.
3. "Student-Carried" means a student will be permitted to possess and use a prescribed medication at all times according to policy guidelines.

Guidelines

1. The parent/guardian will be required to sign the parent/guardian section of the Medication Authorization form.
2. The student's physician will be required to sign the physician section of the Medication Authorization form.
3. The parent/guardian will be required to provide an emergency supply of the student's authorized medication.

Bartlesville Public Schools will incur no liability for any of the following:

1. Injury arising from the self-administration of student-carried medication.

	BARTLESVILLE BOARD OF EDUCATION	Medication: Administering to Students	FEC
	Adopted: Month July 24, 1989 Revision Date(s): 2/15/93, 8/19/02, 8/18/03, 8/18/08, 6/19/23		Page 3 of 4

2. Misuse of a self-administered, student-carried medication
3. Injury/misuse arising from an independent act of a third part involving self-administered or student-carried medication.

Procedures for Self-Administration of Emergency Medication

Self-administration of inhaled asthma medication for treatment of asthma, self-administration of anaphylaxis medication for treatment of anaphylaxis, and self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written authorization of the parental or guardian. The parent or guardian of the student is required to provide the school with a written statement from the physician treating the student that the student has asthma and/or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

- A. The parent or guardian of the student is required to provide to the school an emergency supply of the student's medication to be administered pursuant to the provisions as authorized by State Law.
- B. The school district is required to inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- C. Permission for the self-administration of asthma, anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, or anaphylaxis medication, or replacement pancreatic enzyme medication at all times.
- E. All forms, statements and permission to self-administer is effective for the school year for which it is granted and shall be renewed each subsequent school year
- E. Definitions:
 1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
 2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

Sunscreen

Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to

	BARTLESVILLE BOARD OF EDUCATION	Medication: Administering to Students	FEC
	Adopted: Month July 24, 1989 Revision Date(s): 2/15/93, 8/19/02, 8/18/03, 8/18/08, 6/19/23		Page 4 of 4

other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.

School District Prescribed Epinephrine Injectors and Inhalers

School District Prescribed Epinephrine Injectors. The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a healthcare professional or trained in correlation with the State Department of Health's Diabetes Management Annual School Training Program may administer, with parent or guardian permission but without a health care provider order, an Epinephrine injection to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. Only those students who have a waiver of liability executed by a parent or guardian on file with the school district may be administered an Epinephrine injection. A school employee will contact 911 as soon as possible if it is believed that a student is having an anaphylactic reaction.

School District Prescribed Inhalers. The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional may administer an inhaler to a student whom the school nurse or trained employee in good faith believes is having respiratory distress. A school employee designated by the superintendent will notify the parent or guardian of a student after the administration of an inhaler.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription to the parent or guardian only
- E. Destroy unused and unclaimed medicine at the end of the school year.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

The school district retains the discretion to reject requests for administration of medicine.

REFERENCE: 10 O.S. §170.1
 59 O.S. §353.1
 70 O.S. §1-116

	BARTLESVILLE BOARD OF EDUCATION	Emergency Stock Inhaler	FECB
	Adopted: June 19, 2023 Revision Date(s):		Page 1 of 1

Emergency Stock Inhaler

The Bartlesville Public Schools Board of Education recognizes asthma is a chronic, life threatening condition. Over 7 million children in the United States have asthma. Asthma is the third leading cause of hospitalization of children and is responsible for 10.5 million missed school days every year. Students with a diagnosis of asthma who are prescribed a bronchodilator (fast-acting inhaler) are strongly encouraged to self-carry and self-administer their medication, if appropriate. Students who are unable to self-carry and self-administer their medication should bring their inhaler to school and follow Policy FEC, Medication: Administering to Students, and have a completed FEC-E, Medication Authorization Form, on file.

70 O.S. 1-116.3 regarding stock asthma rescue medication policies authorizes Bartlesville Public School District and any Oklahoma school district to obtain and administer asthma medication. By this policy, the board of education allows trained personnel to administer or instruct students how to administer the school stock inhaler in the event the student is experiencing "respiratory distress." A stock inhaler means a bronchodilator with albuterol, or another bronchodilator that is approved by the FDA for treatment of respiratory distress and is written by a physician, physician assistant, advance practice nurse, or other medical professional with prescribing authority in Oklahoma.

The school nurse or school employee trained by a healthcare professional may administer an inhaler to a student whom the school nurse or trained school employee in good faith believes is having "respiratory distress." All nurses and/or other authorized school staff must undergo training yearly to administer stock asthma rescue medication. Training must include identification of symptoms, emergency response procedure, and how to administer the medication in accordance with law.

Only Bartlesville Public School students and staff can receive an administration of any stock emergency asthma rescue medication.

The stock medication (Bronchodilator) shall be stored in a secure accessible location, such as in the school clinic or school office area for quick access.

Administration of the stock asthma rescue inhaler medication can be administered by the nurse or school staff who has had the appropriate training. The medication can only be administered in school and/or any school sponsored trip and activities, as well as before or after normal activities or on a school bus.

Bartlesville Public Schools, its employees, agents, and the prescribing physician shall incur no liability as a result of any injury arising from administering, not administering, or stocking an inhaler.

REFERENCE: 70 O.S. 1-116.3

BARTLESVILLE PUBLIC
SCHOOLS



2023 - 2024

School Activity Funds
Regulations Manual

BARTLESVILLE BOARD
OF
EDUCATION

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

TABLE OF CONTENTS

	PAGE
GENERAL REGULATIONS	
Foreword	4
Introduction	5
Activities Requiring a Charge for Admission	5
Purpose	6
Authority	6
Responsibilities of Principal	6
Responsibilities of Sponsors	7
Report of Funds	7
Audit	7
Accounting Systems	8
Investment Income	8
Receipts	8
Ticket Sales	9
Deposits	9
Insufficient Checks	9
Transfers	9
Purchases/Payments	10
Public Purpose Expenditures	10
Online Purchases	11
Disbursements	11
Requests to Accept Gifts or Donations for School	12
Year End/Close Out	12
ADMINISTRATIVE ACCOUNTS	
Warehouse/Transportation	14
Education Service Center	14
Curriculum	19
Special Services	19
Professional Development Center	20
Operation Eagle	21
ELEMENTARY ACCOUNTS	
General Administrative & General Refund Account	25
Hoover Elementary School	26
Ranch Heights Elementary School	26
MIDDLE SCHOOL ACCOUNTS	
Central Middle School	28
Madison Middle School	33
HIGH SCHOOL ACCOUNTS	
High School	39
Alternative High School	50
Athletics Department	52

FORMS

Request for Fundraising	58
Ticket Reconciliation	59
Student Cash Roster	60
Sponsor's Cash Sheet	61
Activity Fund Purchase Request	62
Request for Advance for Travel Expenses	63
Receipt of Advance for Travel Expenses	64
Accountability for Advance for Travel Expenses	65
Statement of Non-Kickback	66
Request for Partial Payment on Blanket Purchase Orders	67
Activity Fund Transfer	68
Special Request to Accept Gifts or Donations	69
Phone Quote	70

APPENDIX

Administrative Operation Guidelines	72
Sanctioning of Organizations and Associations	74



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 Sytem 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 and Plant Services, 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**ACCOUNT NAME**

BPS Foundation Grants (835)

SITE: 050**SOURCE OF REVENUE**

1. Donations from BPS Foundation

APPROVED EXPENDITURES

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

DATES OF FUNDRAISERS

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. Solicitation of
Community Funds

1. Birth Certificate Fees
2. Clothing, Shoes
3. Concurrent Classes Fees
4. Driver s Education Fees
5. Driver s License Permit Fees
6. Dues/Fees
7. FFAackets
8. Graduation & Senior Class Related Expenses
9. Holiday Gifts for Students ot Eligible for
Angel Trees due to Age Limitation
10. Identification Card Fees
11. Paper Goods
12. Refreshments
13. School Supplies
14. Senior Photo Package
15. Student Activities
16. Toiletry and Hygiene Items for Locker Room
17. 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
--	---	--

PROFESSIONAL DEVELOPMENT CENTER**SITE: 057/059**

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>DATES OF FUNDRAISERS</u>
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**

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>DATES OF FUNDRAISERS</u>
Staff Development In-Service Workshop (922) Site: 057 (Adult Ed)	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
Bville omen s et ork Library (830)	1. Donations	1. Books 2. Dues/Fees/Subscriptions 3. Supplies 4. Videos	1. Ongoing 2. Ongoing 3. Ongoing 4. 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
--------------------	---	--	--------------------------

Bville Education Promise (923)	1. Donations/Grants	1. Books 2. Classroom Supplies 3. Dues/Fees/Subscriptions 4. Equipment 5. Field Trip Expenses 6. Furniture 7. Payroll Reimbursements 8. Presenter Fees 9. Professional Development 10. Refreshments, Kitchen Supplies 11. Registrations 12. Supplies 13. Travel Expense 14. Tshirts/Uniforms 15. Tutoring/Camp Supplies 16. Videos	1. 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)

1. Arts/Craft Sales
2. Donations/Grants
3. Fundraiser Sales

1. Arts/Craft Supplies
2. Cleaning Supplies for Art Projects
3. Fundraiser Expenses
4. Refreshments

1. As Needed
-

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

SITE: 505

SOURCE OF REVENUE

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

Bville Education Promise (923)

1. Donations/Grants

1. Books
2. Classroom Supplies
3. Dues/Fees/Subscriptions
4. Equipment
5. Field Trip Expenses
6. Furniture
7. Payroll Reimbursements
8. Presenter Fees
9. Professional Development
10. Refreshments, Kitchen
Supplies
11. Registrations
12. Supplies
13. Travel Expense
14. Tshirts/Uniforms
15. Tutoring/Camp Supplies
16. Videos

1. Ongoing

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

**CENTRAL
ACCOUNT NAME**

SOURCE OF REVENUE

SITE: 505

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

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

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. Film/Development
2. Fundraiser Expenses
3. Monthly Newspaper Expenses
4. Printing
5. Publication Expenses
6. Refreshments (i.e. yearbook signing party)
7. Refunds/Reimbursements
8. Yearbook Cost
9. 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

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 | 1. Community Projects |
| 2. Campbell's Soup Labels | 2. Donations |
| 3. Collection of Fee/Dues | 3. Dues/Contest Fees |
| 4. Donations/Grants | 4. Equipment |
| 5. Food/Drink/Candy Sales | 5. Parties |
| 6. Recycle Paper/Cell Phones/Cartridge | 6. Refreshments |
| 7. Student Store | 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 | 1. Band Materials/Instruments |
| 2. Candy Sales | 2. Band Supplies |
| 3. Contest Fees | 3. Band T-Shirts |
| 4. Donations/Grants | 4. Camp Scholarships |
| 5. Parades | 5. Clinicians |
| 6. Student Sales of Items in Brochures | 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 | 1. Community Projects |
| 2. Car Washes | 2. Contest Fees |
| 3. Contests | 3. Donations |
| 4. Dances | 4. Family Benevolence |
| 5. Donations/Grants | 5. Food Items |
| 6. Dues | 6. Parties |
| 7. Faculty/Student Events | 7. Postage |
| 8. Food/Drink/Candy Sales | 8. Recognition |
| 9. Fundraising Sales | 9. Refunds |
| 10. Garage Sales | 10. Reimbursements |
| 11. Movie Night | 11. School Gifts |
| 12. Ribbon Sales | 12. Shirts |
| 13. T-shirt Sales | 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
-

CENTRAL
ACCOUNT NAME

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Bville Education Promise (923)

1. Donations/Grants

1. Books
2. Classroom Supplies
3. Dues/Fees/Subscriptions
4. Equipment
5. Field Trip Expenses
6. Furniture
7. Payroll Reimbursements
8. Presenter Fees
9. Professional Development
10. Refreshments, Kitchen
Supplies
11. Registrations
12. Supplies
13. Travel Expense
14. Tshirts/Uniforms
15. Tutoring/Camp Supplies
16. Videos

1. Ongoing

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

MADISON
ACCOUNT NAME

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

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
-

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

MADISON
ACCOUNT NAME

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

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

BHS Sport 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

BHS Aviation (809)

1. Club Dues
2. Concession Sales
3. Dinners
4. Donations/Grants
5. Fees
6. Fundraisers
7. Merchandise Sales

1. Classroom Equipment
2. College Visits
3. Fees
4. Field Trips
5. Lodging
6. Meals
7. School Supplies
8. Student Gifts
9. Subsistute Reimb
10. Transportation
11. TShirts

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

Spanish 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

Bville Education Promise (923)

1. Donations/Grants

1. Books
2. Classroom Supplies
3. Dues/Fees/Subscriptions
4. Equipment
5. Field Trip Expenses
6. Furniture
7. Payroll Reimbursements
8. Presenter Fees
9. Professional Development
10. Refreshments, Kitchen Supplies
11. Registrations
12. Supplies
13. Travel Expense
14. Tshirts/Uniforms
15. Tutoring/Camp Supplies
16. Videos

1. 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**

SITE: 705

SOURCE OF REVENUE

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

Academic Team (993)

1. Corporate Sponsorships
2. Donated Item Sales
3. Donations/Grants
4. Dues
5. Food Sales
6. Trivia Contests
7. T-Shirt Sales

1. Dues/Fees
2. Equipment for Team
3. Food
4. Refreshments/Meals
5. Refunds
6. Reimbursements
7. Study Questions
8. Supplies
9. Tournament Fees
10. Travel/Lodging
11. T-Shirts

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

ALTERNATIVE HIGH SCHOOL
ACCOUNT NAME

SITE: 705

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: _____

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 2022-2023

Beginning Cash Balance, July 1, 2022 \$ _____

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, _____, 2023 \$ _____

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 2022-2023 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: _____

2023-2024

Classified Employee
Agreement Manual



Educating and Enriching Lives

Bartlesville Public School
District

TABLE OF CONTENTS

PROCEDURAL AGREEMENT	3
EMPLOYMENT PROVISIONS	6
SEXUAL HARASSMENT	8
FAIR LABOR STANDARDS ACT	9
GRIEVANCE PROCEDURES.....	10
EMPLOYEE APPRAISAL	11
PERSONNEL SUSPENSION, DEMOTION, TERMINATION, OR NONREEMPLOYMENT	12
CLASSIFICATION PLAN	17
DRUG AND ALCOHOL USE TESTING FOR BUS DRIVERS (DCA1)	18
DRUG AND ALCOHOL USE TESTING FOR EMPLOYEES & APPLICANTS OTHER THAN BUS DRIVERS (POLICY DCA2).....	31
EMPLOYEES INFECTED WITH LIFE THREATENING COMMUNICABLE DISEASES	36
LEAVE PROVISIONS	36
FRINGE BENEFITS	41
PAYROLL PRACTICES	43
SALARY SCHEDULE REGULATIONS	46
SALARY ADMINISTRATION/PREMIUM PAY	46
SALARY SCHEDULE	50
JOB TITLES	51
DURATION AND CERTIFICATION AGREEMENT	53
EVALUATION FORM.....	54
ADMONISHMENT/PLAN FOR IMPROVEMENT FORM.....	55
WORK SCHEDULE	56

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

Behavior Specialist
Executive Assistant to the Superintendent
Family Support Coordinator
Graduation Coach
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

<i>For School District Use Only:</i>		
	<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 50 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 2023 – 2024 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 2023 - 2024 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 2023-2024 School Year are as follows:

Independence Day	July 4
Labor Day	September 4
Thanksgiving	November 22, 23, and 24
Christmas	December 22 and 25
New Year's Day	January 1
*Good Friday	March 29
Memorial Day	May 27
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
2023-24**

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	12.15	12.45	12.77	13.10	13.45	14.42	15.98	17.00	18.09	20.42
1	12.33	12.63	12.95	13.28	13.63	14.60	16.16	17.18	18.27	20.60
2	12.51	12.81	13.13	13.46	13.81	14.78	16.34	17.36	18.45	20.78
3	12.69	12.99	13.31	13.64	13.99	14.96	16.52	17.54	18.63	20.96
4	12.87	13.17	13.49	13.82	14.17	15.14	16.70	17.72	18.81	21.14
5	13.05	13.35	13.67	14.00	14.35	15.32	16.88	17.90	18.99	21.32
6	13.23	13.53	13.85	14.18	14.53	15.50	17.06	18.08	19.17	21.50
7	13.41	13.71	14.03	14.36	14.71	15.68	17.24	18.26	19.35	21.68
8	13.59	13.89	14.21	14.54	14.89	15.86	17.42	18.44	19.53	21.86
9	13.77	14.07	14.39	14.72	15.07	16.04	17.60	18.62	19.71	22.04
10	13.95	14.25	14.57	14.90	15.25	16.22	17.78	18.80	19.89	22.22
11	14.13	14.43	14.75	15.08	15.43	16.40	17.96	18.98	20.07	22.40
12	14.31	14.61	14.93	15.26	15.61	16.58	18.14	19.16	20.25	22.58
13	14.49	14.79	15.11	15.44	15.79	16.76	18.32	19.34	20.43	22.76
14	14.67	14.97	15.29	15.62	15.97	16.94	18.50	19.52	20.61	22.94
15	14.85	15.15	15.47	15.80	16.15	17.12	18.68	19.70	20.79	23.12
16	15.03	15.33	15.65	15.98	16.33	17.30	18.86	19.88	20.97	23.30
17	15.21	15.51	15.83	16.16	16.51	17.48	19.04	20.06	21.15	23.48
18	15.39	15.69	16.01	16.34	16.69	17.66	19.22	20.24	21.33	23.66
19	15.57	15.87	16.19	16.52	16.87	17.84	19.40	20.42	21.51	23.84
20	15.75	16.05	16.37	16.70	17.05	18.02	19.58	20.60	21.69	24.02
21	15.93	16.23	16.55	16.88	17.23	18.20	19.76	20.78	21.87	24.20
22	16.11	16.41	16.73	17.06	17.41	18.38	19.94	20.96	22.05	24.38
23	16.29	16.59	16.91	17.24	17.59	18.56	20.12	21.14	22.23	24.56
24	16.47	16.77	17.09	17.42	17.77	18.74	20.30	21.32	22.41	24.74
25	16.65	16.95	17.27	17.60	17.95	18.92	20.48	21.50	22.59	24.92
26	16.83	17.13	17.45	17.78	18.13	19.10	20.66	21.68	22.77	25.10
27	17.01	17.31	17.63	17.96	18.31	19.28	20.84	21.86	22.95	25.28

Career Increments:

5 to 9 years	\$0.25
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	8/9/23	5/16/24	9 ½	5 - 7	179
Accounts Payable Clerk	12 Mos.	V	7/1/23	6/30/24	12	8	260
AIMS Teacher Assistant	Elem. T.A.	P	8/8/23	5/16/24	9 ½	7	179
Athletics & Activities Secretary	12 Mos.	S	7/1/23	6/30/24	12	8	260
ATLAS Teacher Assistant	Elem. T.A. + 5 Days	P	8/8/23	5/16/24	9 ½	7.5	184
Attendance Secretary/Registrar - Elementary	10 Mos. No Vac.	R	7/17/23	6/6/24	10	8	218
	11 Mos. W/ Vac.	R	7/5/23	6/4/24	11	8	240
Attendance Secretary - Secondary	10 Mos. No Vac.	R	7/17/23	6/6/24	10	8	218
Behavior Specialist	Teacher	Cert Sal Table	8/7/23	5/17/24	10	7.25	181
Bus Dispatcher	Bus Driver	P	8/7/23	5/16/24	9 ½	8	181
Bus Driver	Bus Driver	U	8/7/23	5/16/24	9 ½	3 - 8	181
Bus Driver/Trainer	Bus Driver	U	8/7/23	5/16/24	9 ½	8	181
Bus Monitor	Bus Driver	M	8/7/23	5/16/24	9 ½	6-7-8	181
Certified Occupational Therapy Assistant (+ step for returning employees)	4+ Hrs.	\$52/hr.	8/9/23	5/16/24	9 ½	8	179
Certified Payroll Coordinator	12 Mos.	V	7/1/23	6/30/24	12	8	260
Classified Payroll Coordinator	12 Mos.	V	7/1/23	6/30/24	12	8	260
CN Food Service & Office Manager	12 Mos.	U	7/1/23	6/30/24	12	8	260
CN Inventory & Compliance Coordinator	12 Mos.	T	7/1/23	6/30/24	12	8	260
Counselor Secretary – High School	10 Mos. No Vac.	R	7/17/23	6/6/24	10	8	218
Curriculum Assistant/Textbook Coordinator	12 Mos.	T	7/1/23	6/30/24	12	8	260
ELL Translator	Elem./Second. T.A.	R	8/8/23	5/16/24	9 ½	7-7.5	179 or 180
Encumbrance Clerk	12 Mos.	V	7/1/23	6/30/24	12	8	260
ESC Receptionist/Substitute Coordinator	12 Mos.	T	7/1/23	6/30/24	12	8	260
Executive Assistant to Superintendent/Board Minutes	12 Mos.	V	7/1/23	6/30/24	12	8	260
Family Support Assistant	Secondary T.A.	R	8/8/23	5/16/24	9 ½	4-8	180
Family Support Coordinator	12 Mos.	V	7/1/23	6/30/24	12	8	260
	10 Mos. No Vac.	V	7/17/23	6/6/24	10	8	218
	10 Mos. W/ Vac.	V	7/19/23	5/17/24	10	8	218
Financial Secretary - Elementary	10 Mos. No Vac.	R	7/17/23	6/6/24	10	8	218
	11 Mos. W/ Vac.	R	7/5/23	6/4/24	11	8	240
Financial Secretary – High School	12 Mos.	R	7/1/23	6/30/24	12	8	260
Financial Secretary – Middle School	11 Mos. No Vac.	R	7/5/23	6/26/24	11	8	240
Fine Arts Facility Manager	12 Mos.	V	7/1/23	6/30/24	12	8	260
Graduation Coach	Teacher	Cert Sal Table	8/7/23	5/17/24	10	7.25	181
Indian Education Secretary (grant)	4+ Hours	R	8/9/23	5/16/24	9 ½	8	179
Information Technology	12 Mos.	V	7/1/23	6/30/24	12	8	260
Interpreter - Non Certified	4+ Hours	\$14/hr	8/9/23	5/16/24	9 ½	7	179
Interpreter Level I (+ step for returning employees)	4+ Hours	\$18/hr	8/9/23	5/16/24	9 ½	7	179

Interpreter Level II (+ step for returning employees)	4+ Hours	\$22/hr	8/9/23	5/16/24	9 ½	7	179
Interpreter Level III (+ step for returning employees)	4+ Hours	\$25/hr	8/9/23	5/16/24	9 ½	7	179
Interpreter Level IV (+ step for returning employees)	4+ Hours	\$32/hr	8/9/23	5/16/24	9 ½	7	179
Interpreter Level V (+ step for returning employees)	4+ Hours	\$35/hr	8/9/23	5/16/24	9 ½	7	179
Library Assistant – Elementary	Elem. Lib. Asst.	M	8/7/23	5/16/24	9 ½	4 - 7	180
Library Assistant – Secondary	Second. Lib. Asst.	M	8/7/23	5/16/24	9 ½	8	181
LPN	4+ Hours	V	8/9/23	5/16/24	9 ½	6 - 7	179
Mechanic	12 Mos.	V	7/1/23	6/30/24	12	8	260
Operation Eagle Tutor	4+ Hours	M	8/9/23	5/16/24	9 ½	4	179
PASS/Back on Track Director	4+ Hours	P	8/9/23	5/16/24	9 ½	7 - 8	179
Percussion Instructor	4+ Hours	V	8/9/23	5/16/24	9 ½	5	179
Performing Fine Arts Secretary	10 Mos. No Vac.	R	7/17/23	6/6/24	10	8	218
Physical Therapist	Teacher	\$75/hr	8/7/23	5/16/24	10	6-8	181
Playground Assistant	Less than 4 Hours	M	8/9/23	5/16/24	9 ½	2 – 2.25	172
Principal Secretary - Secondary	12 Mos.	S	7/1/23	6/30/24	12	8	260
Printer/Building Manager – ESC	12 Mos.	R	7/1/23	6/30/24	12	8	260
Psychological Services Secretary	4+ Hours + 5 Days	N	8/9/23	5/16/24	9 ½	5	184
Registrar – High School	12 Mos.	R	7/1/23	6/30/24	12	8	260
Registrar – Middle School	11 Mos. No Vac.	R	7/5/23	6/26/24	11	8	240
Safety Assistant	4+ Hours	R	8/9/23	5/16/24	9 ½	4-8	177
Special Ed. Assistant Level 1	Elem./Second. T.A.	M	8/8/23	5/16/24	9 ½	7	179 or 180
Special Ed. Assistant Level 2	Elem./Second. T.A.	N	8/8/23	5/16/24	9 ½	7	179 or 180
Special Ed. Assistant Level 3	Elem./Second. T.A.	P	8/8/23	5/16/24	9 ½	7	179 or 180
Special Services/Federal Programs Assistant	12 Mos.	V	7/1/23	6/30/24	12	8	260
Strength and Conditioning Coordinator	12 Mos.	V	7/1/23	6/30/24	12	8	260
Student Systems Coordinator	12 Mos.	U	7/1/23	6/30/24	12	8	260
Teacher Assistant	Elem./Second. T.A.	M	8/8/23	5/16/24	9 ½	7	179 or 180
Transportation Secretary	12 Mos.	R	7/1/23	6/30/24	12	8	260
Treasurer/Activity Fund Custodian	12 Mos.	V	7/1/23	6/30/24	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
2023-2024 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 9, 2023	May 16, 2024
1101	Elementary Teacher Asst**	August 8, 2023	May 16, 2024
1105	Secondary Teacher Asst*	August 8, 2023	May 16, 2024
1108	Elementary Library Asst**	August 7, 2023	May 16, 2024
600	Secondary Library Asst*	August 7, 2023	May 16, 2024
2000	Less Than 4 Hours*	August 9, 2023	May 16, 2024
2100/2200	Bus Drivers*	August 7, 2023	May 16, 2024

* Do not work fall 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:

September 1	District Collaboration/Virtual Learning
September 4	Labor Day Holiday
October 11	District Collaboration/Virtual Learning
October 12 – 13	Fall Break
November 20 - 24	Thanksgiving Break (3 Holidays)
December 1	District Collaboration/Virtual Learning
December 20 – January 2	Winter Break (3 Holidays)
January 15	Martin Luther King Day
February 19	President's Day
March 18 – 22	Spring Break
March 29	Non-School Day

10 Month Employees (218 days with vacation started before 7-1-08)

July 19, 2023	Report to work
May 17, 2024	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 4	Labor Day Holiday
November 22 - 24	Thanksgiving Holiday
December 22 - 25	Christmas Holiday
January 1	New Year's Day Holiday
**March 29	Good Friday Holiday

10 Month Employees (218 days with no vacation started after 7-1-08)

July 17, 2023	Report to work
June 6, 2024	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 4	Labor Day Holiday
October 12 – 13	Fall Break
November 20 - 24	Thanksgiving Break (3 Holidays)
December 20 – January 2	Winter Break (3 Holidays)
March 18 – 22	Spring Break
**March 29	Good Friday Holiday
May 27	Memorial Day Holiday

11 Month Employees (240 days with vacation started before 7-1-08)

July 5, 2023	Report to work
June 4, 2024	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 4	Labor Day Holiday
November 22 - 24	Thanksgiving Holiday
December 22 - 25	Christmas Holiday
January 1	New Year’s Day Holiday
**March 29	Good Friday Holiday
May 27	Memorial Day Holiday

11 Month Employees (240 days no vacation started after 7-1-08)

July 5, 2023	Report to work
June 26, 2024	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 4	Labor Day Holiday
October 12 – 13	Fall Break
November 20 - 24	Thanksgiving Break (3 Holidays)
December 20 – January 2	Winter Break (3 Holidays)
March 18 – 22	Spring Break
**March 29	Good Friday Holiday
May 27	Memorial Day Holiday



**Bartlesville Public Schools
Wayside Elementary School**

**Guaranteed Maximum Price #02-
Work Authorization**



Bartlesville Public Schools

▶ **Wayside Elementary School**

Prepared for:

Bartlesville Public Schools
1100 SW Jennings Ave.
Bartlesville, OK 74003

Prepared by:

Manhattan Construction Company
5601 South 122nd East. Ave.
Tulsa, OK 74146

Manhattan Preconstruction Team:

Steve Ortwein, Preconstruction Manager
sortwein@manhattanconstruction.com
918.878.3392

Adam Stogner, Project Director

astogner@manhattanconstruction.com
918.878.3391

Contents

Section 1: Guaranteed Maximum Price

Section 2: Assumptions and Clarifications

Section 3: Contract Documents

Section 4: Project Schedule

Section 5: Award Recommendation Letter



Project Name: Wayside Elementary
Project No: 8341

Bid Date:

6/5/2023

GMP-01 + GMP-02

to hide Blank Spec	Resp	Spec Section	Description	GMP 01	Total Bid GMP 02	GMP 01 + GMP 02	Vendor Name
SHOW		01 00 00	Staff /GR / GC	\$ 1,315,517		\$ 1,315,517	GMP-01
SHOW		01 41 26	Permits / Fees	\$ 10,000		\$ 10,000	GMP-01
SHOW	SO	03 30 00	<u>SP 03.01 Concrete</u>	\$ 1,029,000		\$ 1,029,000	GMP-01
SHOW	SO	04 00 00	<u>SP 04.01 Masonry</u>	\$ 694,500		\$ 694,500	GMP-01
SHOW	SO	05 12 00	<u>SP 05.01 Structural & Misc Steel</u>	\$ 544,400		\$ 544,400	GMP-01
SHOW	SO	06 20 00	<u>SP 06.01 Millwork</u>		\$ 108,543	\$ 108,543	Fadco, Inc.
SHOW	SO	07 10 00	<u>SP 07.01 Waterproofing and Joint Sealants</u>	\$ 118,662		\$ 118,662	GMP-01
SHOW	SO	07 50 00	<u>SP 07.02 Roofing and Metal Panel</u>		\$ 323,332	\$ 323,332	Byers Company
SHOW	SO	08 11 00	<u>SP 08.01 Doors, Frames & Hardware</u>		\$ 354,484	\$ 354,484	Czarnecki Construction
SHOW	SO	08 36 00	<u>SP 08.03 FEMA Shutters</u>		W/SP08.01	W/SP08.01	
SHOW	SO	08 81 00	<u>SP 08.02 Glass & Glazing</u>		\$ 165,487	\$ 165,487	Coulter and Company
SHOW	SO	09 29 00	<u>SP 09.01 Drywall & Ceilings</u>		\$ 447,704	\$ 447,704	Green Country Interiors, Inc.
SHOW	SO	09 65 00	<u>SP 09.02 Flooring</u>		\$ 135,600	\$ 135,600	Bryans Flooring
SHOW	SO	09 91 00	<u>SP 09.04 Painting</u>		\$ 78,235	\$ 78,235	Vale Painting Company, Inc.
SHOW	SO	09 96 00	<u>SP 09.05 Epoxy Coatings</u>		\$ 96,459	\$ 96,459	Bryans Flooring
SHOW	SO	10 28 00	<u>SP 10.02 Toilet & Bath Accessories</u>		\$ 31,558	\$ 31,558	Fadco
SHOW	SO	12 21 00	<u>SP 12.01 Window Treatments</u>		Allowance Below	Allowance Below	
SHOW	SO	21 00 00	<u>SP 21.01 Fire Suppression</u>		Allowance Below	Allowance Below	
SHOW	SO	22 00 00	<u>SP 22.01 Plumbing</u>		Allowance Below	Allowance Below	
SHOW	SO	23 00 00	<u>SP 23.01 HVAC</u>		\$ 437,091	\$ 437,091	Timmons Sheet Metal
SHOW	SO	26 00 00	<u>SP 26.01 Electrical</u>		\$ 711,207	\$ 711,207	Holtz Electric
SHOW	SO	31 00 00	<u>SP 31.01 Earthwork, Demo and Storm</u>	\$ 831,900		\$ 831,900	GMP-01
SHOW	SO	32 31 00	<u>SP 32.03 Fencing & Gates</u>		\$ 38,640	\$ 38,640	Oakley Fence
SHOW	SO	33 10 00	<u>SP 33.01 Utilities</u>	\$ 200,000		\$ 200,000	GMP-01
		GMP 01	Allowance 01 - Misc Steel Angle Allowance/Roof Handrail	\$ 20,000	\$ -	\$ 20,000	
		GMP 01	Allowance 02 - Crane Pad	\$ 5,000		\$ 5,000	
		GMP 01	Allowance 03 - Temp Shoring/Bracing	\$ 5,000		\$ 5,000	
		GMP 01	Allowance 04 - Maintenance of SWPPP	\$ 12,000		\$ 12,000	
		GMP 01	Allowance 05 - Repairs to unmarked Irrigation	\$ 2,500		\$ 2,500	
		GMP 01	Allowance 06 - Repairs to damages	\$ 7,500		\$ 7,500	
		GMP 01	Allowance 07 - Agg base Construction Lay-down	\$ 15,000		\$ 15,000	
		GMP 01	Allowance 08 - Temp Protection of Existing	\$ 20,000		\$ 20,000	
		GMP 01	Allowance 009 - Rerouting of roof drains	\$ 5,000		\$ 5,000	
		GMP 01	Allowance 010 - Electrical Make Safe Allowance	\$ 20,000		\$ 20,000	
		GMP 01	Allowance 011 - Plumbing Make Safe Allowance	\$ 5,000		\$ 5,000	
		GMP 01	Allowance 012 - General Demo Allowance	\$ 10,000		\$ 10,000	
		GMP 01	Allowance 013 - Transformer Relocation	\$ 48,000		\$ 48,000	
		GMP 01	Allowance 014 - Rock Excavation	\$ 125,000	\$ 65,000	\$ 190,000	
		GMP 01	Allowance 015 - Construction @ OverX	\$ 50,000		\$ 50,000	
		GMP 01	Allowance 016 - Temp Sidewalks and Crosswalk	\$ 20,000		\$ 20,000	
		GMP 01	Allowance 017 - Playground Equip (assembly)	\$ 5,000		\$ 5,000	
		GMP 01	Allowance 018 - Civil & Arch Civil Discrepancy	\$ 17,500		\$ 17,500	
		GMP 01	Allowance 019 - Fencing	\$ 20,000		\$ 20,000	
		GMP 01	Allowance 020 - Concrete Scope Hold	\$ 151,000		\$ 151,000	
		GMP 01	Allowance 021 - Construction Testing	\$ 30,000		\$ 30,000	
		GMP 02	Allowance 022 - Connect downspouts to subsurface drainage		\$ 4,000	\$ 4,000	
		GMP 02	Allowance 023 - DELETED		\$ -	\$ -	
		GMP 02	Allowance 024 - Landscape, topsoil, sod & irrigation		\$ 48,000	\$ 48,000	
		GMP 02	Allowance 025 - Signage		\$ 10,000	\$ 10,000	
		GMP 02	Allowance 026 - Flooring Moisture Mitigation		\$ 52,000	\$ 52,000	
		GMP 02	Allowance 027 - DELETED		\$ -	\$ -	
		GMP 02	Allowance 028 - Temp Construction		\$ 20,000	\$ 20,000	
		GMP 02	Allowance 029 - Ele/Mech Roof Penetrations		\$ 20,000	\$ 20,000	
		GMP 02	Allowance 030 - Access Control System		\$ 20,000	\$ 20,000	
		GMP 02	Allowance 031 - Clock System		\$ 3,500	\$ 3,500	
		GMP 02	Allowance 032 - All Fiber & Wireless Access Control Points		\$ 20,000	\$ 20,000	
		GMP 02	Allowance 033 - Kiln Relocation/set/vent		\$ 2,500	\$ 2,500	
		GMP 02	Allowance 034 - Existing Fire Alarm System Capacity		\$ 5,000	\$ 5,000	
		GMP 02	Allowance 035 - Plumbing Allowance		\$ 350,000	\$ 350,000	
		GMP 02	Allowance 036 - Fire Sprinkler Allowance		\$ 92,000	\$ 92,000	
		GMP 02	Allowance 037 - Window Treatments		\$ 5,500	\$ 5,500	
		GMP 02	Allowance 038 - Roofing Scope Hold		\$ 72,523	\$ 72,523	
	2.50%		Escalation		\$ 97,851.65	\$ 97,852	
	2.50%		Contingency	\$ 280,920	\$ 97,851.65	\$ 378,772	
		RATE	SUBTOTALS	\$ 5,618,399	\$ 3,914,066	\$ 9,532,465	
	0.00500		Preconstruction .05%	\$29,588	\$20,612	\$50,200	
	0.01500		General Liability 1.50%	\$88,763	\$61,835	\$150,598	
0.010	0.0014		Builder's Risk .01/100/Mo	\$8,447	\$5,771	\$14,218	
			TOTAL COST	\$ 5,745,197	\$ 4,002,285	\$ 9,747,482	
	3.00%		Fee	172,356	120,069	292,425	
0.0%	0.0%		GC Bond		0		
			TOTALS	5,917,553	4,122,353	10,039,906	

SP 06.01 Millwork

Wayside Elementary						Fadco, Inc.		EGR Construction, Inc.	
8341									
06 20 00									
SP 06.01 Millwork									
Anticipated # Bidders		0				C		C (405) 312-9902	
Scoped Sub Numbers		2				T (918) 832-1641		T (405) 943-0900	
Prepared By		First Last				Bob Vincent		Eddie Martz	
Low Bidders		MCC # \$50,705				E		E	
1. Fadco, Inc.		\$	108,543	114%	MCC to 1	\$	-	bvincent@fadco.com	
2. EGR Construction, Inc.		\$	110,214	2%	1 to 2	\$	-	eddie@egronline.com	
3.		\$	-	-100%	2 to 3	\$	-		
				-100%	1 to 3				
MANHATTAN SPECIFIC QUESTIONS									
2012 MGP Manhattan General Provisions Signed/On File									
Is there a rider to the MGP?						Y		Y	
PREQUAL - Approved by MCC Risk Management for Proposed Amount									
Per Plans Dated						4/5/2023	Y		Y
Per Specifications Dated						4/5/2023	Y		Y
Addenda						1,2,3 & 4			
Geotech Report Dated						1/20/2023			
Confirm Pricing is good for						45 Days	Y		Y
Small Business Concern									
Clarifications 1-9						Y		Y	
SPECIFICATIONS									
ESTIMATE DETAIL/QUESTIONS									
		MCC Quantites		MCC Unit \$	MCC Cost				
		20282	SQFT	\$ 2.50	\$ 50,705				
Included Per contract documents				\$ -	\$ -	Y		Y	
				\$ -	\$ -				
				\$ -	\$ -				
SUBCONTRACTOR VENDOR QUOTE:		\$	50,705				\$108,543		\$110,214
SUB ADJUSTMENTS (+):							\$ -		\$ -
PLUGS BASED ON OTHER SUB NUMBERS (S):							\$ -		\$ -
MANHATTAN PLUGS (P):							\$ -		\$ -
SUBTOTAL:		\$	50,705				\$ 108,543		\$ 110,214
SDI / BOND:				0.00%			INCLUDED	0.00%	INCLUDED
TAX:				0.00%			EXCLUDED	0.00%	EXCLUDED
SUBTOTAL:									
COMPLETE GRAND TOTAL:		\$	50,705			Y	\$ 108,543	y	\$ 110,214
# OF BIDS:		2				Fadco, Inc.		EGR Construction, Inc.	

SP 07.02 Roofing and Metal Panel

Wayside Elementary						Byers Company		Chamberlin Oklahoma, LLC		
8341										
07 50 00										
SP 07.02 Roofing and Metal Panel										
Anticipated # Bidders 0						C	(918) 630-2388	C	(405) 204-5321	
Scoped Sub Numbers 2						T	(918) 216-9409	T	(405) 680-0506	
Prepared By First Last						Bo Byers		Craig Ayers		
Low Bidders MCC #		\$354,935				E		E		
1. Byers Company		\$	323,332	-9%	MCC to 1	\$	-			
2. Chamberlin Oklahoma, LLC		\$	609,217	88%	1 to 2	\$	-			
3.		\$	-	-100%	2 to 3	\$	-			
				-100%	1 to 3					
MANHATTAN SPECIFIC QUESTIONS										
2012 MGP Manhattan General Provisions Signed/On File							YES		YES	
Is there a rider to the MGP?							YES		YES	
PREQUAL - Approved by MCC Risk Management for Proposed Amount										
Per Plans Dated						4/5/2023	YES		YES	
Per Specifications Dated						4/5/2023	YES		YES	
Addenda						1,2,3 & 4	YES		YES	
Geotech Report Dated						1/20/2023				
Confirm Pricing is good for						45 Days	YES		YES	
Small Business Concern										
Clarifications 1-9							YES		YES	
SPECIFICATIONS										
ESTIMATE DETAIL/QUESTIONS										
		MCC Quantites		MCC Unit \$	MCC Cost					
Approx Roof Area		20282	SQFT	\$ 17.50	\$ 354,935					
Concrete Roof		26,511	SQFT	\$ -	\$ -		YES		YES	
Metal Deck		11,800	SQFT	\$ -	\$ -		YES		YES	
Soffit w/waste		9700	SQFT	\$ -	\$ -		YES		YES	
Walls w/waste		170	SQFT	\$ -	\$ -		YES		YES	
Concrete Deck - 2 Layers 2" Fully Adhered with Coverboard		200	SQFT	\$ -	\$ -		YES		YES	
*** 1/2 Coverboard				\$ -	\$ -	+	NO		YES	
Metal Deck - 2 Layers 2" (Mech Fastened) Fully Adhered with Coverboard				\$ -	\$ -		YES		YES	
Demolition of existing				\$ -	\$ -		NO		YES	
Tapered for crickets only				\$ -	\$ -		YES		YES	
Assumed the structure is sloped				\$ -	\$ -		YES		YES	
John Mansville - Basis of Design				\$ -	\$ -		NO - Malarkey		YES	
Assumed 2 layers of 2" insulation				\$ -	\$ -		NO		YES	
TPO				\$ -	\$ -		JAF		NO	
Assumed 2 layers of 1.5" insulation				\$ -	\$ -		DOESN'T MEET SPEC		NO	
				\$ -	\$ -					
SUBCONTRACTOR VENDOR QUOTE:						\$ 354,935	\$323,332		\$609,217	
SUB ADJUSTMENTS (+):							\$ -		\$ -	
PLUGS BASED ON OTHER SUB NUMBERS (S):							\$ -		\$ -	
MANHATTAN PLUGS (P):							\$ -		\$ -	
SUBTOTAL:						\$ 354,935	\$ 323,332		\$ 609,217	
SDI / BOND:							0.00%	INCLUDED	0.00%	INCLUDED
TAX:							0.00%	EXCLUDED	0.00%	EXCLUDED
SUBTOTAL:										
COMPLETE GRAND TOTAL:						\$ 354,935	y \$ 323,332	y	\$ 609,217	
# OF BIDS:						2	Byers Company		Chamberlin Oklahoma, LLC	

SP 08.01 Doors, Frames & Hardware

Wayside Elementary						Czarniecki Construction	
8341							
08 11 00							
SP 08.01 Doors, Frames & Hardware							
Anticipated # Bidders	0					C	(316) 946-9991
Scoped Sub Numbers	1					T	
Prepared By	First Last					Tyler Lewis	
Low Bidders	MCC #	\$238,756		Scoped #s		E	
1.	Czarniecki Construction	\$	354,484	48%	MCC to 1	\$	-
2.		\$	-	-100%	1 to 2	\$	-
3.		\$	-	0%	2 to 3	\$	-
				-100%	1 to 3		
MANHATTAN SPECIFIC QUESTIONS							
2012 MGP Manhattan General Provisions Signed/On File							
Is there a rider to the MGP?						Y	YES
PREQUAL - Approved by MCC Risk Management for Proposed Amount							YES
Per Plans Dated				4/5/2023			YES
Per Specifications Dated				4/5/2023			YES
Addenda				1,2,3 & 4			YES
Geotech Report Dated				1/20/2023			
Confirm Pricing is good for				45 Days			YES
Small Business Concern							
Clarifications 1-9							YES
SPECIFICATIONS							
ESTIMATE DETAIL/QUESTIONS							
		MCC Quantites		MCC Unit \$	MCC Cost		
		20282	SQFT	\$ 8.00	\$ 162,256		
FEMA SHUTTERS		17	EA	\$ 4,500.00	\$ 76,500		INCLUDED
Per contract documents				\$ -	\$ -		YES
				\$ -	\$ -		
				\$ -	\$ -		
SUBCONTRACTOR VENDOR QUOTE:						\$	238,756
SUB ADJUSTMENTS (+):						\$	-
PLUGS BASED ON OTHER SUB NUMBERS (S):						\$	-
MANHATTAN PLUGS (P):						\$	-
SUBTOTAL:						\$	238,756
SDI / BOND:						1.50%	Included
TAX:						0.00%	Excluded
COMPLETE GRAND TOTAL:						\$	238,756
						y	\$ 354,484
# OF BIDS:						1	Czarniecki Construction

SP 08.02 Glass & Glazing

Wayside Elementary						Coulter and Company	
8341							
08 81 00							
SP 08.02 Glass & Glazing							
Anticipated # Bidders	0					C	
Scoped Sub Numbers	1					T	(918) 272-4494
Prepared By	First Last					Tommy Coulter	
Low Bidders	MCC #	\$91,269			Scoped #s		E
1. Coulter and Company		\$ 165,487	81%	MCC to 1	\$ -	bids@coulterglass.com	
2.		\$ -	-100%	1 to 2	\$ -		
3.		\$ -	0%	2 to 3	\$ -		
			-100%	1 to 3			
MANHATTAN SPECIFIC QUESTIONS							
2012 MGP Manhattan General Provisions Signed/On File							
Is there a rider to the MGP?						YES	
PREQUAL - Approved by MCC Risk Management for Proposed Amount							
Per Plans Dated				4/5/2023		YES	
Per Specifications Dated				4/5/2023		YES	
Addenda				1,2,3 & 4		YES	
Geotech Report Dated				1/20/2023			
Confirm Pricing is good for				45 Days		YES	
Small Business Concern							
Clarifications 1-9						YES	
SPECIFICATIONS							
ESTIMATE DETAIL/QUESTIONS							
		MCC Quantites		MCC Unit \$	MCC Cost		
		20282	SQFT	\$ 4.50	\$ 91,269		
Per contract documents				\$ -	\$ -		YES
				\$ -	\$ -		
				\$ -	\$ -		
SUBCONTRACTOR VENDOR QUOTE:					\$ 91,269	\$165,487	
SUB ADJUSTMENTS (+):						\$ -	
PLUGS BASED ON OTHER SUB NUMBERS (S):						\$ -	
MANHATTAN PLUGS (P):						\$ -	
SUBTOTAL:					\$ 91,269	\$ 165,487	
SDI / BOND:						0.00%	INCLUDED
TAX:						0.00%	EXCLUDED
SUBTOTAL:							
COMPLETE GRAND TOTAL:					\$ 91,269	Y	\$ 165,487
# OF BIDS:					1	Coulter and Company	

SP 09.01 Drywall & Ceilings

Wayside Elementary						Green Country Interiors, Inc.		
8341								
09 29 00								
SP 09.01 Drywall & Ceilings								
Anticipated # Bidders	0					C	(918) 629-7225	
Scoped Sub Numbers	1					T	(405) 286-9092	
Prepared By	First	Last					Jason Stone	
Low Bidders	MCC #	\$312,420	Scoped #s				E	
1.	Green Country Interiors, Inc.	\$ 447,704	43%	MCC to 1	\$ -		@greencountryinterio	
2.		\$ -	-100%	1 to 2	\$ -			
3.		\$ -	0%	2 to 3	\$ -			
			-100%	1 to 3				
MANHATTAN SPECIFIC QUESTIONS								
2012 MGP Manhattan General Provisions Signed/On File								
Is there a rider to the MGP?							YES	
PREQUAL - Approved by MCC Risk Management for Proposed Amount								
Per Plans Dated				4/5/2023			Yes	
Per Specifications Dated				4/5/2023			Yes	
Addenda				1,2,3 & 4			Yes	
Geotech Report Dated				1/20/2023				
Confirm Pricing is good for				45 Days			Yes	
Small Business Concern								
Clarifications 1-9							Yes	
SPECIFICATIONS								
ESTIMATE DETAIL/QUESTIONS								
		MCC Quantites		MCC Unit \$	MCC Cost			
				\$ -	\$ -			
		20828	GSQFT	\$ 15.00	\$ 312,420			
Per Contract Requirements				\$ -	\$ -	Yes		
				\$ -	\$ -			
SUBCONTRACTOR VENDOR QUOTE:					\$ 312,420		\$447,704	
SUB ADJUSTMENTS (+):						\$	-	
PLUGS BASED ON OTHER SUB NUMBERS (S):						\$	-	
MANHATTAN PLUGS (P):						\$	-	
SUBTOTAL:					\$ 312,420	\$	447,704	
SDI / BOND:						1.50%	Included	
TAX:						0.00%	Excluded	
SUBTOTAL:								
COMPLETE GRAND TOTAL:					\$ 312,420	y	\$ 447,704	
# OF BIDS:					1	Green Country Interiors, Inc.		

SP 09.02 Flooring

Wayside Elementary						Bryans Flooring		
8341								
09 65 00								
SP 09.02 Flooring								
Anticipated # Bidders	0					C	(405) 634-4136	
Scoped Sub Numbers	1					T		
Prepared By	First	Last					Kelby Reneau	
Low Bidders	MCC #	\$172,397	Scoped #s				E	
1. Bryans Flooring		\$ 135,600	-21%	MCC to 1	\$ -		lrby@bryansflooring.co	
2.		\$ -	-100%	1 to 2	\$ -			
3.		\$ -	0%	2 to 3	\$ -			
			-100%	1 to 3				
MANHATTAN SPECIFIC QUESTIONS								
2012 MGP Manhattan General Provisions Signed/On File								
Is there a rider to the MGP?								
PREQUAL - Approved by MCC Risk Management for Proposed Amount								
Per Plans Dated	4/5/2023						Yes	
Per Specifications Dated	4/5/2023						Yes	
Addenda	1,2,3 & 4						Yes	
Geotech Report Dated	1/20/2023							
Confirm Pricing is good for	45 Days						Yes	
Small Business Concern								
	Clarifications 1-9						Yes	
SPECIFICATIONS								
ESTIMATE DETAIL/QUESTIONS								
		MCC Quantites		MCC Unit \$	MCC Cost			
		20282	SQFT	\$ 8.50	\$ 172,397			
	Per contract documents			\$ -	\$ -	Yes		
				\$ -	\$ -			
				\$ -	\$ -			
				\$ -	\$ -			
SUBCONTRACTOR VENDOR QUOTE:				\$ 172,397	\$ 135,600			
SUB ADJUSTMENTS (+):					\$ -			
PLUGS BASED ON OTHER SUB NUMBERS (S):					\$ -			
MANHATTAN PLUGS (P):					\$ -			
SUBTOTAL:				\$ 172,397	\$ 135,600			
SDI / BOND:					0.00%	Included		
TAX:					0.00%	Excluded		
SUBTOTAL:								
COMPLETE GRAND TOTAL:				\$ 172,397	Y	\$ 135,600		
# OF BIDS:				1	Bryans Flooring			

SP 09.04 Painting

Wayside Elementary						Paint Innovators, Inc.		Vale Painting Company, Inc.				
8341						(918) 264-5636		(918) 832-1119				
09 91 00						Tyler Turner		Howard Summers				
SP 09.04 Painting						er@paintinnovators.co		painting@tulsacoxmail				
Anticipated # Bidders	0											
Scoped Sub Numbers	2											
Prepared By	First	Last										
Low Bidders	MCC #	\$50,705		Scoped #s								
1.	Vale Painting Company, Inc.	\$	78,235	54%	MCC to 1	\$	-					
2.	Paint Innovators, Inc.	\$	108,234	38%	1 to 2	\$	-					
3.		\$	-	-100%	2 to 3	\$	-					
				-100%	1 to 3							
MANHATTAN SPECIFIC QUESTIONS												
2012 MGP Manhattan General Provisions Signed/On File												
Is there a rider to the MGP?						YES		YES				
PREQUAL - Approved by MCC Risk Management for Proposed Amount												
Per Plans Dated				4/5/2023		YES		YES				
Per Specifications Dated				4/5/2023		YES		YES				
Addenda				1,2,3 & 4		YES		YES				
Geotech Report Dated				1/20/2023								
Confirm Pricing is good for				45 Days		YES		YES				
Small Business Concern												
Clarifications 1-9						YES		YES				
SPECIFICATIONS												
ESTIMATE DETAIL/QUESTIONS												
		MCC Quantites		MCC Unit \$	MCC Cost							
		20282	SQFT	\$ 2.50	\$ 50,705							
Per contract documents				\$ -	\$ -		YES		YES			
				\$ -	\$ -							
				\$ -	\$ -							
SUBCONTRACTOR VENDOR QUOTE:					\$	50,705	\$108,234		\$	78,235		
SUB ADJUSTMENTS (+):					\$	-	\$ -		\$	-		
PLUGS BASED ON OTHER SUB NUMBERS (S):					\$	-	\$ -		\$	-		
MANHATTAN PLUGS (P):					\$	-	\$ -		\$	-		
SUBTOTAL:					\$	50,705	\$ 108,234		\$	78,235		
SDI / BOND:					0.00%	INCLUDED		0.00%	INCLUDED			
TAX:					0.00%	EXCLUDED		0.00%	EXCLUDED			
SUBTOTAL:												
COMPLETE GRAND TOTAL:					\$	50,705	Y	\$	108,234	Y	\$	78,235
# OF BIDS:					2		Paint Innovators, Inc.		Vale Painting Company, Inc.			

SP 09.05 Epoxy Coatings

Wayside Elementary						Bryans Flooring		
8341								
09 96 00								
SP 09.05 Epoxy Coatings								
Anticipated # Bidders	0					C	(123)-456-7890	
Scoped Sub Numbers	1					T	(123)-456-7890	
Prepared By	First	Last					Contact Name	
Low Bidders	MCC #	\$152,115	Scoped #s				E	Email
1.	Bryans Flooring	\$ 96,459	-37%	MCC to 1	\$ -			
2.		\$ -	-100%	1 to 2	\$ -			
3.		\$ -	0%	2 to 3	\$ -			
			-100%	1 to 3				
MANHATTAN SPECIFIC QUESTIONS								
2012 MGP Manhattan General Provisions Signed/On File								
Is there a rider to the MGP?								
Yes								
PREQUAL - Approved by MCC Risk Management for Proposed Amount								
Per Plans Dated					4/5/2023	Yes		
Per Specifications Dated					4/5/2023	Yes		
Addenda					1,2,3 & 4	Yes		
Geotech Report Dated					1/20/2023			
Confirm Pricing is good for					45 Days	Yes		
Small Business Concern								
Clarifications 1-9								
Yes								
SPECIFICATIONS								
ESTIMATE DETAIL/QUESTIONS								
		MCC Quantites		MCC Unit \$	MCC Cost			
		20282	SQFT	\$ 7.50	\$ 152,115			
Per contract documents				\$ -	\$ -			
				\$ -	\$ -			
				\$ -	\$ -			
SUBCONTRACTOR VENDOR QUOTE:					\$ 152,115	\$	96,459	
SUB ADJUSTMENTS (+):						\$	-	
PLUGS BASED ON OTHER SUB NUMBERS (S):						\$	-	
MANHATTAN PLUGS (P):						\$	-	
SUBTOTAL:					\$ 152,115	\$	96,459	
SDI / BOND:						0.00%	Included	
TAX:						0.00%	Excluded	
SUBTOTAL:								
COMPLETE GRAND TOTAL:					\$ 152,115	Y	\$ 96,459	
# OF BIDS:					1	Bryans Flooring		

SP 23.01 HVAC

Wayside Elementary						Omni Mechanical Services, LLC		Vision Air Services LLC		Timmons Sheet Metal	
8341											
23 00 00											
SP 23.01 HVAC											
Anticipated # Bidders 0						C		C		C (123)-456-7890	
Scoped Sub Numbers 3						T (918) 250-5590		T (918) 862-0070		T (123)-456-7890	
Prepared By First Last						David Lam		Adam Fitzgerald		Contact Name	
Low Bidders MCC # \$476,627		Scoped #s				E		E		E	
1. Timmons Sheet Metal \$ 437,091 -8% MCC to 1 \$ -						lam@omnimechanica		fitzgerald@tulsa-hvac		Email	
2. Vision Air Services LLC \$ 469,181 7% 1 to 2 \$ -											
3. Omni Mechanical Services, LLC \$ 735,990 57% 2 to 3 \$ -											
		68% 1 to 3									
MANHATTAN SPECIFIC QUESTIONS											
2012 MGP Manhattan General Provisions Signed/On File											
Is there a rider to the MGP?						YES		YES		YES	
PREQUAL - Approved by MCC Risk Management for Proposed Amount											
Per Plans Dated 4/5/2023						YES		YES		YES	
Per Specifications Dated 4/5/2023						YES		YES		YES	
Addenda 1,2,3 & 4						YES		YES		YES	
Geotech Report Dated 1/20/2023											
Confirm Pricing is good for 45 Days						YES		YES		YES	
Small Business Concern											
Clarifications 1-9						YES		YES		YES	
SPECIFICATIONS											
ESTIMATE DETAIL/QUESTIONS											
		MCC Quantites		MCC Unit \$	MCC Cost						
		20282	SQFT	\$ 23.50	\$ 476,627						
Chiller Relocation				\$ -	\$ -		+	\$ 39,181	+	INCLUDED	
Per contract Documents				\$ -	\$ -			YES		YES	
				\$ -	\$ -						
				\$ -	\$ -						
SUBCONTRACTOR VENDOR QUOTE:						\$ 476,627	\$ 735,990	\$ 430,000	\$ 437,091		
SUB ADJUSTMENTS (+):						\$ -	\$ -	\$ 39,181	\$ -		
PLUGS BASED ON OTHER SUB NUMBERS (S):						\$ -	\$ -	\$ -	\$ -		
MANHATTAN PLUGS (P):						\$ -	\$ -	\$ -	\$ -		
SUBTOTAL:						\$ 476,627	\$ 735,990	\$ 469,181	\$ 437,091		
SDI / BOND:						0.00%	INCLUDED	0.00%	INCLUDED	0.00%	INCLUDED
TAX:						0.00%	EXCLUDED	0.00%	EXCLUDED	0.00%	EXCLUDED
SUBTOTAL:											
COMPLETE GRAND TOTAL:						\$ 476,627	y \$ 735,990	Y \$ 469,181	Y \$ 437,091		
# OF BIDS: 3						Omni Mechanical Services, LLC		Vision Air Services LLC		Timmons Sheet Metal	

SP 26.01 Electrical

Wayside Elementary					Colburn Electric		Holtz Electric	
8341								
26 00 00								
SP 26.01 Electrical								
Anticipated # Bidders	0				C		C (123)-456-7890	
Scoped Sub Numbers	2				T (918) 251-8765		T (123)-456-7890	
Prepared By	First	Last			Wendall Mounce		Todd Holtz	
Low Bidders	MCC #	\$457,359	Scoped #s		E	E		
1. Holtz Electric		\$ 711,207	56%	MCC to 1	\$ -	Email		
2. Colburn Electric		\$ 744,400	5%	1 to 2	\$ -	endall@colburnelect.co		
3.		\$ -	-100%	2 to 3	\$ -			
			-100%	1 to 3				

MANHATTAN SPECIFIC QUESTIONS			
2012 MGP Manhattan General Provisions Signed/On File			
Is there a rider to the MGP?			
		YES	YES
PREQUAL - Approved by MCC Risk Management for Proposed Amount			
Per Plans Dated	4/5/2023	YES	YES
Per Specifications Dated	4/5/2023	YES	YES
Addenda	1,2,3 & 4	YES	YES
Geotech Report Dated	1/20/2023		
Confirm Pricing is good for	45 Days	YES	YES
Small Business Concern			
Clarifications 1-9		YES	YES

SPECIFICATIONS			

ESTIMATE DETAIL/QUESTIONS			
	MCC Quantities	MCC Unit \$	MCC Cost
Electrical	20282 SQFT	\$ 19.50	\$ 395,499
Fire Alarm	20282 SQFT	\$ 1.25	\$ 25,353
LV	20282 SQFT	\$ 1.80	\$ 36,508
Clock Systems - No Spec / No Info		\$ -	\$ -
Fiber Optic - No Spec / No Info		\$ -	\$ -
No Wireless Access Points Identified		\$ -	\$ -
Access Control System is Unclear		\$ -	\$ -
		\$ -	\$ -

SUBCONTRACTOR VENDOR QUOTE:	\$ 457,359	\$ 744,400	\$ 711,207
SUB ADJUSTMENTS (+):		\$ -	\$ -
PLUGS BASED ON OTHER SUB NUMBERS (S):		\$ -	\$ -
MANHATTAN PLUGS (P):		\$ -	\$ -
SUBTOTAL:	\$ 457,359	\$ 744,400	\$ 711,207
SDI / BOND:		0.00% Included	0.00% Included
TAX:		0.00% Excluded	0.00% Excluded
SUBTOTAL:			
COMPLETE GRAND TOTAL:	\$ 457,359	Y \$ 744,400	Y \$ 711,207
# OF BIDS:	2	Colburn Electric	Holtz Electric

SP 32.03 Fencing & Gates

Wayside Elementary					Oakley Fence		Owasso Fence		
8341					C		C	(918) 804-6680	
32 31 00					T	(405) 564-3075	T	(918) 272-5555	
SP 32.03 Fencing & Gates					Doug Stover		Danny Wood		
Anticipated # Bidders	0					E	dougstover98@yahoo.com	E	danny@owassofence.co
Scoped Sub Numbers	2								
Prepared By	First	Last							
Low Bidders	MCC #	\$75,000							
1. Oakley Fence	\$	38,640	-48%	MCC to 1	\$				
2. Owasso Fence	\$	65,589	70%	1 to 2	\$				
3.	\$	-	-100%	2 to 3	\$				
			-100%	1 to 3					

MANHATTAN SPECIFIC QUESTIONS								
2012 MGP Manhattan General Provisions Signed/On File								
Is there a rider to the MGP?								
						YES		YES
PREQUAL - Approved by MCC Risk Management for Proposed Amount								
Per Plans Dated				4/5/2023		YES		YES
Per Specifications Dated				4/5/2023		YES		YES
Addenda				1,2,3 & 4		YES		YES
Geotech Report Dated				1/20/2023				
Confirm Pricing is good for				45 Days		YES		YES
Small Business Concern								
Clarifications 1-9						YES		YES

SPECIFICATIONS								
NONE								

ESTIMATE DETAIL/QUESTIONS								
			MCC Quantities	MCC Unit \$	MCC Cost			
		1	LSUM	\$ 75,000.00	\$ 75,000			
				\$ -	\$ -			
	Linear footage of Fence			\$ -	\$ -	733'		750'
	Gates - Gate hardware / Panic devices			\$ -	\$ -	YES		YES
	Coring & grout / base plates and anchors			\$ -	\$ -	Base Plate & Anchor		Coring & Grouting
	Hot dipped Galv. Knuckled			\$ -	\$ -	YES		YES
	1 - 4'x6' walk gate with panic hardware			\$ -	\$ -	YES		YES
	2- 4'x6' double drive gate			\$ -	\$ -	YES		YES
	Grounding and Bonding - NOT REQUIRED			\$ -	\$ -	Excluded		Excluded
	Slats - NOT REQUIRED			\$ -	\$ -	Excluded		Excluded
	11 Guage Wire			\$ -	\$ -	YES		YES
				\$ -	\$ -			

SUBCONTRACTOR VENDOR QUOTE:		\$ 75,000		\$38,640		\$ 65,589
SUB ADJUSTMENTS (+):				\$ -		\$ -
PLUGS BASED ON OTHER SUB NUMBERS (S):				\$ -		\$ -
MANHATTAN PLUGS (P):				\$ -		\$ -
SUBTOTAL:		\$ 75,000		\$ 38,640		\$ 65,589
SDI / BOND:			0.00%	INCLUDED	0.00%	INCLUDED
TAX:			0.00%	EXCLUDED	0.00%	EXCLUDED
SUBTOTAL:						
COMPLETE GRAND TOTAL:		\$ 75,000	Y	\$ 38,640	Y	\$ 65,589
# OF BIDS:		2		Oakley Fence		Owasso Fence

Clarifications & Assumptions

Project Name: Wayside Elementary School – **GMP 02** – Addition

Description: Addition and Renovation

Location: Bartlesville, OK 74003

Pre-construction Phase: Construction Documents

Date: June 9, 2023

Document Acknowledgement

1. Project Documents per Manhattan Documents Log attached as part of this GMP. (GMP-01)
2. Project Drawings – Construction Documents dated VARIOUS prepared by Keleher Architects. (GMP-01)
3. Civil Drawings – Construction Documents dated April 4, 2023 prepared by Cedar Creek Engineering. (GMP-01)
4. Landscape Drawings – None provided. (GMP-01)
5. Architectural Drawings – Construction Documents dated April 5, 2023 prepared by Keleher Architect. (GMP-01)
6. Structural Drawings – Construction Documents dated April 5, 2023 prepared by Phillips, Slaughter, Rose. (GMP-01)
7. Plumbing Drawings – Construction Documents dated April 5, 2023 prepared by MPW Engineering. (GMP-01)
8. Mechanical Drawings – Construction Documents dated April 5, 2023 prepared by MPW Engineering. (GMP-01)
9. Electrical Drawings – Construction Documents dated April 1, 2023 prepared by MPW Engineering. (GMP-01)
10. Fire Protection Drawings – Construction Documents dated April 5, 2023 prepared by MPW (GMP-01)Engineering.
11. Food Service Equipment Drawings – None provided (GMP-01)
12. Specifications – Construction Documents dated April 5, 2023 prepared by Keleher Architect. (GMP-01)

13. Geotechnical Exploration for Wayside Elementary School dated January 20, 2023 prepared by Belongia Consultants Geotechnical Engineer – Project Number 1225040. (GMP-01)
14. Addendum number 01 – Dated April 18, 2023 and Addendum number 02 – Dated April 28, 2023. (GMP-01)
15. Addendum number 03 – Dated May 12, 2023.
16. See attached RFI log dated May 03, 2023. (GMP-01)
17. **See attached RFI log dated June 01, 2023. (GMP-02)**

General

1. Manhattan shall not be liable nor have our right to proceed be restricted for any failure to perform its obligations where such failure arises out of Acts of Nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of public enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, riot, nationalization, government actions, tariffs, blockage, embargo, transportation delays not reasonably foreseeable, labor dispute, strike, lockout, disease outbreak, epidemics, pandemics, quarantine restrictions, or interruption or failure of power sources. To the extent these conditions may occur and impact the Project, there shall be an equitable adjustment to the Contract. (GMP-01)
2. Manhattan's price and proposal is specifically contingent on executing a standard AIA Contract with the owner, any modifications must be mutually agreed to by Owner and Manhattan. We specifically exclude any Bid and/or Contract Document requirements contrary to this clarification. (GMP-01)
3. Acceptance of these Clarifications and their inclusion as a Contract Document is condition-precedent to our Proposal. We specifically exclude any Bid and/or Contract Document requirements to the contrary, as these Assumptions and Clarifications shall supersede any other Drawings, Specifications, proposed Contract language, and/or all other Bid Documents. (GMP-01)
4. Our Proposal is based on the attached Construction Schedule. (GMP-01)
5. Manhattan will use the Phoenix Scheduling program for all project scheduling, and we assume that this program will satisfy all project schedule requirements. (GMP-01)
6. The following items are not included in this estimate, but should be taken into consideration or provided by the Owner or Design Team:
 - a) Design Fees for Architects and Consultants. (GMP-01)
 - b) Verification that the design indicated in the drawings and specifications meets code requirements. (GMP-01)
 - c) Verification that the design indicated meets owner insurance and operational requirements. (GMP-01)

- d) Maintenance agreements beyond substantial completion, unless specifically stated within the contract documents. (GMP-01)
 - e) Cost for materials and/or geotechnical engineering. (GMP-01)
 - f) Abatement, mitigation and/or removal of hazardous or contaminated materials. (GMP-01)
 - g) Inspection fees. (GMP-01)
 - h) The Subcontractors will provide and pay for the basic, major trade permits **only** (Plumbing, Mechanical and Electrical). The major Building permits, the Use & Occupancy permits, all utility permits / coordination / fees, tap fees, public space permits, etc. and all other non-primary major trade permits are all to be provided and paid for by the Owner unless agreed to otherwise. (GMP-01)
 - i) Electric, Gas or Water municipal impact fees, as well as utility company charges for permanent power, telephone service and CATV. (GMP-01)
 - j) Cost of permanent water and electrical power usage. (GMP-01)
 - k) The unloading, stocking, distribution and installation of Owner FF&E items (e.g.: furniture, wall hangings, point of sale items, etc...)(GMP-01)
7. This Work Authorization includes the costs for Manhattan's temporary conditions and general conditions. This time frame is based on the current project schedule. (GMP-01)
 8. Manhattan provides an express warranty for a period of one year from the date of Substantial Completion and excludes all implied warranties beyond the specific warranties required by the Contract Documents. (GMP-01)
 9. In preparing Manhattan's Guaranteed Maximum Price proposal, Manhattan has included a contingency amount for the Manhattan exclusive use to protect against unanticipated costs incurred and unplanned impacts which must be addressed in order to complete the Work in accordance with the Contract Documents. Manhattan shall provide written notice to Owner in a timely fashion after it has reason to believe that any such item may be charged to Manhattan's Contingency and prior to any actual expenditures from Manhattan's Contingency; however, Owner's approval shall not be required for reimbursement of costs to Manhattan from the Manhattan Contingency. In addition, the Manhattan shall furnish to Owner, upon Owner's request, documentation supporting any expenditures from Manhattan's Contingency. Manhattan's Contingency shall be shown in a schedule of values and clearly identified as the Manhattan Contingency. Upon final completion, any sums remaining in Manhattan's Contingency after final payment shall accrue to Owner. (GMP-01)
 10. All Value Management is to be specifically approved and accepted by the Architect and designers. The costs proposed are order of magnitude cost. Scope of work revisions must be incorporated into the drawings and specifications by the Architect and designers. All re-design cost are by Owner. (VM) Value Management cost will be reconciled once subcontractor and supplier bids are received based on documents incorporating the accepted (VM) Value Management items. (GMP-01)
 11. Submittal of RFI's is an ongoing process. Additional RFI's will be submitted and upon receipt of a full response Manhattan will provide pricing adjustments as needed. (GMP-01)

12. Manhattan has prepared this GMP on current market conditions and an escalations allowance are not included. Escalation allowance and fuel surcharges are the responsibility of the Owner. Any claim by the Builder for payment of a cost increase shall require written notice delivered by Manhattan Construction to Bartlesville stating the increased cost, the building material or materials in question and the source of supply, supported by invoices or bills of sale. (GMP-01)
13. Manhattan has prepared this proposal based on the included schedule and current market conditions. As part of the project team, Manhattan will actively pursue additional savings by aggressively purchasing the project and committing contracts early, at the best value to the owner. We have not included owner contingency costs and suggest a separate contingency pool be carried by the owner that is appropriate for the current level of design and complexity of the Bartlesville Wayside Elementary School Project. (GMP-01)
14. Complete Construction Documents and the timely award of subcontracts is important in maintaining GMP cost. This GMP proposal is based on being able to come to subcontract for a complete scope of work for the cost included in this GMP. (GMP-01)
15. All construction Float in the Construction Schedule shall accrue for the exclusive use of Manhattan Construction Company, unless mutually agreed otherwise, regardless of any bid documents or specifications to the contrary. Manhattan Construction Company shall be compensated with Time Extensions and General Conditions costs for time delays not the fault of Manhattan Construction Company. (GMP-01)
16. In the absence of an agreement by the Owner and the Contractor on the method of proceeding with Construction Change Directives prior to proceeding with Change Order work, the Owner and Contractor agree to proceed with such Changes on an "Open Book, Time & Materials" basis with Costs as outlined in the General Conditions. Such Work shall be substantiated with signed tickets in the field by the Contractor's Superintendent or the Owner's other designated representative. (GMP-01)
17. This project is based on normal working hours. No premium time is included unless specifically noted otherwise elsewhere in our Proposal. (GMP-01)
18. We exclude any contractual provisions contained in the Invitation to Bidders or other pre-bid documents. (GMP-01)
19. The storm shelter is to be built to meet FEMA per the drawings and specifications but will not receive FEMA storm shelter certification. (GMP-01)
20. **Renovation work is not included in GMP 01 or GMP 02. (GMP-02)**

Insurance, Staff Rates and Bonds

1. Builder's Risk ("all-risk") Insurance is included per Manhattan policy terms and conditions. (GMP-01)
2. Costs for Project Liability Coverage have been included per the amounts specified in the General Conditions. A premium rate (which is not subject to audit) of 1.50% will be applied to the total contract value for this coverage. (GMP-01)

3. Utilized Staff rates are included per Exhibit C attached. Please reference this attachment for additional information. (GMP-01)
4. Manhattan is not providing a payment and performance bond. A quote and/or bond can be provided upon request. (GMP-01)
5. We do not include any requirements for meeting or fulfilling Code Requirements but will assist by a comprehensive review of the drawings and specs and bringing any questions or concerns to the attention of the Architect. (GMP-01)
6. We have not included any sales tax and will require a Sales Tax Exemption Certificate as a condition precedent to the issuance of any notices to proceed, subcontracts, purchase orders, etc. (GMP-01)
7. Builders Risk Insurance and any and all insurance deductibles are not included. Our insurance coverage is limited to those terms, conditions, and limits of coverage. All insurance requirements of the Contract are limited to and must be verified with our standard coverage or increased at additional cost, as necessary. We have not included any "deductibles" for any Owner's insurances; they shall be reimbursed at cost if needed. (GMP-01)
8. Performance and Payment Bonds for all subcontracts exceeding \$50,000 are included. Additionally, an contracts involved in exterior wall assemblies, regardless of contract amount, are required to provide a performance and payment bond. (GMP-01)

Division 01

1. Costs associated with Energy reviews and Accessibility reviews and inspections are not included. (GMP-01)
2. Offsite infrastructure including Utilities and boring the road has been included. (GMP-01)
3. USGBC Fees or Enhanced Commissioning costs are not included. (GMP-01)
4. As a general note, seismic bracing is not included in our proposal for any systems unless incorporated into the construction documents. (GMP-01)
5. Testing Lab Services are considered by Owner and therefor no costs for testing have been included within this budget. (GMP-01)
6. Remediation or abatement of any and all hazardous materials is limited specifically to the Owner's "Hazardous Materials Survey" and the quantities specifically noted. Any deviations shall be considered Extra Work to the Contract. (GMP-01)
7. We do not include any excavation, removal, undercutting, replacement, handling, or any other costs for any "unsuitable soils" for any reason. This includes rock, contaminated materials, hazardous materials, debris, groundwater, trash, waste, high moisture content, and/or anything other than "suitable soils" encountered below the existing top surface of the ground. Suitable soils are defined as existing in a condition ready for immediate re-use as fill material and/or topsoil. All unsuitable soils shall be handled by change order per unit prices as encountered and all related delay will be added to the Contract Completion Date and the schedule on a day-for-day basis. This clarification supersedes

any information contained in the Soils Report, etc. and shall supersede any differing or contradictory requirements anywhere else within the Bid and/or Contract Documents, such as “Un-Classified Soils” requirements, etc. (GMP-01)

- 8.** We include pumping / de-watering required due to normal rain, snow, etc. We do not include any costs for remediation wells, site de-watering, site pumping, retaining, etc. of springs or any other underground water encountered below the existing ground-surface, etc. This clarification supersedes any information contained in the Soils Report, etc. (GMP-01)
- 9.** We do not include any engineering responsibility for design liability for any of the work shown on the Contract Documents, including earth supporting or retaining systems, the steel structure or structural support, the structural or miscellaneous steelwork, the structural, exterior / perimeter metal stud system, etc. We will submit requests for information and/or subcontractor shop drawings for all such issues for specific direction and/or review, approval, and full acceptance of design liability by the design architect and/or engineer(s) of record. The Architect and the other design consultants are responsible for the complete and proper design and associated design liability. (GMP-01)
- 10.** The discovery or development of mold shall be a differing condition required to be reported to the Owner and treated in accordance with the provisions of section 10.3 of AIA Document A201 - 1997, the provisions of which are incorporated by reference herein. (GMP-01)
- 11.** Any requirements within the specifications that are not possible or available as standard are not included within our Proposal (i.e. 5-year manufacturer’s warranties, etc.). (GMP-01)
- 12.** We exclude additional costs and/or time as a result of a broadly defined act of war or terrorism or increases in security or procedures and/or security instituted or enforced as a result of or during any government alert or threat condition level above a "Guarded Condition".(GMP-01)
- 13.** We do not include the costs for reproductions of drawings and specifications. These costs will be submitted as a reimbursable cost. (GMP-01)
- 14.** We have assumed the Owner will provide adequate sources of water, electricity, natural gas, on-site parking, and telephone service for our use at no additional charge. (GMP-01)
- 15.** We have excluded the cost for any Jobsite Security or Building Engineer fees imposed by the Owner / Others. If needed, this is assumed to be furnished and paid for by Others. (GMP-01)
- 16.** Repair of existing Code Violations unless the remediation work is specifically detailed on the drawings, of any nature, is not included. (GMP-01)
- 17.** We have assumed that any signage required during construction for the re-routing of traffic, personnel, etc. during the construction will be provided by the Owner / others. (GMP-01)
- 18.** Manhattan excludes any responsibility or liability for patent, trademark, or copyright infringement claims based on content of the Contract Documents. (GMP-01)

19. Manhattan requires that the Architect specifically detail all acceptable concrete moisture contents along with the acceptable testing method or include waterproofing membranes for any slab to receive flooring, roofing, or other impermeable coverings and susceptible to problems with trapped moisture. (GMP-01)
20. We have excluded any and all fire rated assemblies including but not limited to walls, doors, frames, coiling doors, etc. (GMP-01)
21. Manhattan specifically excludes the removal of septic systems and tanks and underground storage tanks and piping as indicated on Sheet C1.00, notes 17 and 18. (GMP-01)
22. Manhattan specifically excludes capping and closing of any wells as indicated on Sheet C1.00, note 19. (GMP-01)
23. All drawings and specifications need to be revised to reflect all the value engineering, value management and scope changes during and after the bidding process. (GMP-01)
24. **All RFI Responses provided on or after Thursday June 1st, 2023 have not been incorporated into GMP-02 and may require a cost adjust. (GMP-02)**
25. **Phasing of construction will likely require temporary doors/walls; therefore, Manhattan has included an allowance for Temporary construction. (GMP-02)**

Division 02 Mass Demolition

1. We exclude demolition of the houses to the north of the schools. This includes but is not limited to demo of utilities, driveways, slabs etc. (GMP-01)
2. We do not include any costs for rock excavation and removal. We have provided unit cost from subcontractors to address an rock removal required. (GMP-01)
3. We do not include any costs for any “unsuitable soils” for any reason. This includes rock, contaminated materials, hazardous materials, debris, groundwater, trash, waste, high moisture content, and/or anything other than “suitable soils” encountered below the top surface of the ground. Suitable soils are defined as existing in a condition ready for immediate re-use as fill materials and/or topsoil. Unsuitable soils and their delay to the schedule will be handled by change order, as encountered; all related delays will be added to the Schedule and the Contract Completion Date. (GMP-01)
4. We do not include the costs for winter protection, blankets, concrete additives, and/or temporary heat. These costs can vary significantly depending on the weather conditions for a particular season. Winter / weather protection and temporary heat will be provided on an as-needed, time and materials basis as a change order to the Contract. (GMP-01)
5. We have included an Allowance for any costs associated with “Testing & Inspections” for soils, concrete, masonry, steel and fireproofing, etc. The Owner will retain the services of an independent testing agency that will provide these services, and the liability associated with any long-term failures associated with the Testing and Inspection services. This clarification shall supersede any differing or

contradictory requirements elsewhere within the Contract Documents. (GMP-01)

6. We do not include any costs associated with major fluctuations in raw or finish materials prices greater than the current CPI. (GMP-01)

Division 03 Concrete

1. Fiber and/or specialty reinforcing (i.e. grade 75, epoxy coated, fiberglass, etc) of any kind has not been included. (GMP-01)

Division 04 Masonry

1. Custom color mortar as selected by Architect is excluded. All joints shall be raked joints per Architectural instructions during preconstruction. (GMP-01)
2. The Masonry (Both CMU & Brick) scope included in this GMP. (GMP-01)

Division 05 Steel

1. Miscellaneous and structural steel has been provided as shop-primed material in non-exterior locations. Touch up paint for steel bolts is not included. All locations exposed to the elements have been provided as galvanized. (GMP-01)
2. We do not include any engineering or design liability for the structural or miscellaneous steelwork; this clarification shall supersede any differing or contradictory requirements anywhere else within the Contract Documents. We will submit requests for information and shop drawings for specific direction and review, approval, and full acceptance of design liability by the design architect and/or engineers of record. (GMP-01)

Division 06 Finish Carpentry

1. Not Bid with GMP – 01. (GMP-01)
2. Millwork is included per the drawings and specifications. (GMP-02)

Division 07 Waterproofing & Dampproofing

1. Waterproofing as indicated and required by the drawings and specifications has been included. (GMP-01)
2. Specification section 07 84 00 – Firestopping is excluded. (GMP-01)
3. **Manhattan has assumed the existing roof has a sloped deck/structure. After demolition and exposure of the deck and structure requires tapering, a cost adjustment may be necessary. (GMP-02)**
4. **Manhattan has assumed the existing roof is not under warranty. (GMP-02)**

Division 08 Doors & Glass

1. Not Bid with GMP – 01. (GMP-01)
2. **Glass and Glazing included per the drawings and specifications. (GMP-02)**

Division 09 Finishes

1. Not Bid with GMP – 01. (GMP-01)
2. **Painting signage above doors is excluded. (GMP-02)**
3. **Neither the drawings nor the specifications indicate a moisture mitigation specification or requirement under flooring and floor coatings. Manhattan has included an allowance for moisture mitigation. (GMP-02)**

Division 10 Specialties

1. Not Bid with GMP – 01. (GMP-01)
2. **The signage information was not received in adequate time to publish and bid a scope package; therefore, an allowance has been included. (GMP-02)**
3. **Per PRFI – 101, Manhattan excludes supplying and installing the changing table. (GMP-02)**

Division 11 Equipment

1. Not Bid with GMP – 01. (GMP-01)

Division 12 Furnishings

1. Not Bid with GMP – 01. (GMP-01)
2. **No specification has been included for window treatments; therefore, Manhattan has included an allowance. (GMP-02)**

Division 13 Special Systems

1. Not Bid with GMP – 01. (GMP-01)

Division 21 Fire Sprinkler

1. Not Bid with GMP – 01. (GMP-01)
2. **No Bids were received on bid day; therefore, Manhattan has included an allowance in this GMP. (GMP-02)**

Division 22 Plumbing

1. Not Bid with GMP – 01. (GMP-01)
2. Per Drawing P101, contractor is to provide a water booster pump, if necessary due to the water pressure. Manhattan excludes the water booster pump. (GMP-02)
3. No Bids were received on the plumbing scope package on bid day; therefore, Manhattan has included an allowance in this GMP. (GMP-02)

Division 23 HVAC

1. Not Bid with GMP – 01. (GMP-01)
2. No information was provided on the Owner provided Kiln; therefore, power and venting allowance has been included to account for the necessary provision required by the kiln. (GMP-02)

Division 26 Electrical

1. Not Bid with GMP – 01. (GMP-01)
2. A specification for the clock and clock system was not provided, so Manhattan has included an allowance. (GMP-02)
3. Per PRFI Response -142, CO2 detectors and sensors are not required; therefore, Manhattan has excluded them. (GMP-02)
4. No information was provided on the Owner provided Kiln; therefore, power and venting allowance has been included to account for the necessary provision required by the kiln. (GMP-02)
5. Neither a specification nor identification of wireless access points have been identified; therefore, Manhattan has included an allowance. (GMP-02)

Division 27 Tele Data Comm

1. Not Bid with GMP – 01. (GMP-01)
2. A specification for the fiber optic cabling was not provided, so Manhattan has included an allowance for all Fiber. (GMP-02)

Division 28 Security CCTV

1. Not Bid with GMP – 01. (GMP-01)
2. A specification for the access control system was not provided, so Manhattan has included an allowance. (GMP-02)

Division 29 Audio Visual

1. Not Bid with GMP – 01. (GMP-01)
2. **Not Bid with GMP – 02. (GMP-02)**

Division 31 Site Grading

1. Earthwork grading has been included per the drawings and specifications. (GMP-01)
2. Manhattan excludes grading of the site north of school. This area currently has homes on the site and is hashed on the bidding documents. (GMP-01)

Division 32 Site Improvements

1. Fencing is excluded in GMP - 01. (GMP-01)
2. Asphalt is excluded in GMP - 01. (GMP-01)
3. Pavement markings is excluded in GMP – 01. (GMP-01)
4. All landscaping and irrigation is excluded in GMP - 01. (GMP-01)
5. Civil Drawing C2.00 note, “Contractor shall construct and install wheel stops, sign, and ADA ramps at all handicap space”. Manhattan excludes this note as none are shown on the drawings. (GMP-01)
6. Civil Drawing C2.00 note N, reference landscape and irrigation drawings and details. Manhattan excludes all references to such drawings. Those drawings have not been provided at this time; therefore we are unable to accept the reference. (GMP-01)
7. Civil Drawing C2.00 note H, “Parking lot striping shall be 4”...”; however, there is no indication on the drawings that the parking lot is to be re-stripped. Manhattan excludes this note as none are shown on the drawings. (GMP-01)
8. Manhattan excludes the following general note on C2.00, “Contractor is responsible for ensuring that all proposed work meets ADA requirements.” Manhattan will be constructing the project per the drawings and specifications. It is the responsibility of the design team to design per code. (GMP-01)
9. **An allowance is included for the sodding/seeding and topsoil. (GMP-02)**
10. **There are no specifications provided on the fencing; therefore, the pricing is based on the Addendum 03 fence detail. Slats are not included for the fence. (GMP-02)**
11. **Grounding and bonding of the fence is not included in this GMP. (GMP-02)**
12. **The fencing will either be installed via base plates with anchors. (GMP-02)**

Division 33 Site Utilities

1. Utility Company costs associated with the primary or secondary power feeders are considered to be paid for directly by the owner. (GMP-01)
2. Any primary and secondary electrical duct banks with empty conduit required by the electrical service provider will be priced by Manhattan upon receipt of the electrical service provider's design. (GMP-01)
3. Manhattan has assumed the gas utility will provide gas piping and set the meter within 5'-00" of the building. (GMP-01)
4. Stormwater sewer has been included per the drawings and specifications. (GMP-01)

Allowances

Allowances listed below include but are not limited to labor, materials, equipment, waste, material delivered to the jobsite, subcontractor overhead and subcontractor fee.

Allowances include cost for subcontractor bonding, Manhattan general conditions, insurance, permits, inspection, contingency or Manhattan fee. These allowances are included in the GMP and will be reconciled at the appropriate time.

A timely redesign and release of allowance funding is critical for a fully functional facility. Delay's in either may have detrimental impacts on the timeline for a fully functional facility as well as cost impacts.

001	Misc. Steel Angle Allowance (Per S100 – Note 5.09).....	\$ 20,000.00 LS(GMP-01)
002	Crane pads.....	\$ 5,000.00 LS(GMP-01)
003	Temporary Shoring & Bracing of the structure.....	\$ 5,000.00 LS(GMP-01)
004	Maintenance of SWP3 measures.....	\$ 12,000.00 LS (GMP-01)
005	Repairs to unmarked irrigation.....	\$ 2,500.00 LS(GMP-01)
006	Repair of existing Pavement during construction.....	\$ 7,500.00 LS(GMP-01)
007	Agg base for Temp Parking, Laydown / Equipment Yard	\$ 15,000.00 LS(GMP-01)
008	Temp Protection of the existing building.....	\$ 20,000.00 LS(GMP-01)
009	Reroute existing subsurface roof drainings.....	\$ 5,000.00 LS(GMP-01)

010	Electrical Make Safe	\$	20,000.00 LS(GMP-01)
011	Plumbing Make Safe	\$	5,000.00 LS(GMP-01)
012	General Demolition	\$	10,000.00 LS(GMP-01)
013	Transformer Relocation.....	\$	48,000.00 LS(GMP-01)
014	Rock Excavation	\$	125,000.00 LS(GMP-01)
014a	Rock Excavation	\$	65,000.00 LS(GMP-02)
015	Construction Over/Excavation.....	\$	50,000.00 LS(GMP-01)
016	Temp Sidewalks and Crosswalks.....	\$	20,000.00 LS(GMP-01)
017	Disassemble & Assemble Playground Equipment.....	\$	5,000.00 LS(GMP-01)
018	Discrepancy between Civil & Arch Civil Documents....	\$	17,500.00 LS(GMP-01)
019	Fencing	\$	20,000.00 LS(GMP-01)
020	Concrete Scope Hold.....	\$	151,000.00 LS(GMP-01)
021	Construction Testing.....	\$	30,000.00 LS(GMP-01)
022	Downspout boots and connections to underground...	\$	4,000.00 LS(GMP-02)
023	NOT USED.....	\$	0.00 LS(GMP-02)
024	Landscape, topsoil, sod and irrigation.....	\$	48,000.00 LS(GMP-02)
025	Signage.....	\$	10,000.00 LS(GMP-02)
026	Flooring Moisture Mitigation.....	\$	52,000.00 LS(GMP-02)
027	NOT USED.....	\$	0.00 LS(GMP-02)
028	Temp Construction.....	\$	20,000.00 LS(GMP-02)
029	Electrical & Mechanical Roof Penetrations.....	\$	20,000.00 LS(GMP-02)
030	Access Control System.....	\$	20,000.00 LS(GMP-02)

031	Clock System.....	\$	3,500.00 LS(GMP-02)
032	All Fiber & Wireless Control Access Points.....	\$	20,000.00 LS(GMP-02)
033	Kiln Relocation/Set/Vent.....	\$	2,500.00 LS(GMP-02)
034	Existing Fire Alarm System Capacity (RFI #140).....	\$	5,000.00 LS(GMP-02)
035	Plumbing Allowance.....	\$	350,000.00 LS(GMP-02)
036	Fire Sprinkler Allowance.....	\$	92,000.00 LS(GMP-02)
037	Window Treatments Allowance.....	\$	5,500.00 LS(GMP-02)
038	Roofing Scope Hold.....	\$	72,523.00 LS(GMP-02)

Alternates

There are no alternates included in GMP 01.

There are no alternates included in GMP 02.

Unit Cost

DESCRIPTION	UNIT OF MEASURE	ADD	
UNIT PRICE TURNKEY			
Rock Excavation	CUYD	<u>\$300.00</u>	(GMP-01)



**Bartlesville Public Schools
Wayside Elementary School**

Section 03 – Contract Documents

Current Drawings

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
Architectural					
A101	FLOORPLAN	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
A102	ENLARGED FLOOR PLAN	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
A102.1	ENLARGED FLOOR PLAN	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
A103	REFLECTIVE CEILING PLAN	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
A104	ROOF PLAN	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
A201	EXTERIOR ELEVATIONS	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
A301	SECTIONS	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
A302	WALL SECTIONS	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
A303	WALL SECTIONS	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
A304	WALL SECTIONS	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
A401	PRE-K/KINDERGAHTEN CABINET ELEVATIONS	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
A401.1	PRE-K/KINDERGARTEN BATHROOM ELEVATIONS	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
A402	ENLARGED TYPICAL CLASSROOM	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
A403	ENLARGED ART ROOM	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
A404	ENLARGED SEVERE AND PROFOUND PLAN	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
A405	ENLARGED MUSIC ROOM	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
A501	FINISH SCHEDULE	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
A502	DOOR SCHEDULE	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
A502.1	DOOR AND WINDOW NUMBERS	2	05/25/2023	05/26/2023	Wayside Elementary - Add #4 5/25/2023 (05/25/23)
A503	WINDOW SCHEDULE	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
					2023 (05/12/23)
AC101	ARCHITECTURAL SITE PLAN	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
AC102	SITE DETAILS	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
AC103	FENCE PLAN	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
AC104	PAVING PLAN	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
Civil					
C0.00	COVER SHEET	1	04/28/2023	05/01/2023	Wayside Elementary - Add #2 4/28/23 (04/28/23)
C0.01	SURVEY	0	04/05/2023	04/12/2023	Wayside Elementary - CD package 4/12/23 (04/05/23)
C1.00	DEMO PLAN	1	04/28/2023	05/01/2023	Wayside Elementary - Add #2 4/28/23 (04/28/23)
C2.00	SITE PLAN	1	04/28/2023	05/01/2023	Wayside Elementary - Add #2 4/28/23 (04/28/23)
C3.00	GRADING PLAN OVERALL	1	04/28/2023	05/01/2023	Wayside Elementary - Add #2 4/28/23 (04/28/23)
C3.01	GRADING PLAN NORTH	1	04/28/2023	05/01/2023	Wayside Elementary - Add #2 4/28/23 (04/28/23)
C3.02	GRADING PLAN SOUTH	1	04/28/2023	05/01/2023	Wayside Elementary - Add #2 4/28/23 (04/28/23)
C3.03	DRAINAGE MAP & CALCS	0	04/28/2023	05/01/2023	Wayside Elementary - Add #2 4/28/23 (04/28/23)
C4.00	UTILITY PLAN	1	04/28/2023	05/01/2023	Wayside Elementary - Add #2 4/28/23 (04/28/23)
C4.01	WATER LINE '1' PLAN & PROFILE	1	04/28/2023	05/01/2023	Wayside Elementary - Add #2 4/28/23 (04/28/23)
C4.02	STORM SEWER PLAN & PROFILE	1	04/28/2023	05/01/2023	Wayside Elementary - Add #2 4/28/23 (04/28/23)
C4.03	STORM SEWER PLAN & PROFILE	1	04/28/2023	05/01/2023	Wayside Elementary - Add #2 4/28/23 (04/28/23)
C4.04	STORM SEWER PLAN & PROFILE	1	04/28/2023	05/01/2023	Wayside Elementary - Add #2 4/28/23 (04/28/23)
C4.05	STORM SEWER PLAN & PROFILE	1	04/28/2023	05/01/2023	Wayside Elementary - Add #2 4/28/23 (04/28/23)
C5.00	EROSION CONTROL PLAN	0	04/05/2023	04/12/2023	Wayside Elementary - CD package 4/12/23 (04/05/23)
C5.01	EROSION CONTROL DETAILS	0	04/05/2023	04/12/2023	Wayside Elementary - CD package 4/12/23 (04/05/23)
C6.00	STANDARD DETAILS	0	04/05/2023	04/12/2023	Wayside Elementary - CD package 4/12/23 (04/05/23)

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
C6.01	STANDARD DETAILS	1	04/28/2023	05/01/2023	Wayside Elementary - Add #2 4/28/23 (04/28/23)
C6.02	STANDARD DETAILS	0	04/28/2023	05/01/2023	Wayside Elementary - Add #2 4/28/23 (04/28/23)
C6.03	STANDARD DETAILS	0	04/28/2023	05/01/2023	Wayside Elementary - Add #2 4/28/23 (04/28/23)
D101	DEMO PLAN	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
Electrical					
E001	GENERAL NOTES AND SCHEDULES	2	05/25/2023	05/26/2023	Wayside Elementary - Add #4 5/25/2023 (05/25/23)
E100	ELECTRICAL LIGHTING PLAN	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
E200	ELECTRICAL POWER PLAN	2	05/25/2023	05/26/2023	Wayside Elementary - Add #4 5/25/2023 (05/25/23)
E201	ELECTRICAL HVAC POWER PLAN	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
E202	SPECIAL SYSTEMS PLAN	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
E300	FIRE ALARM PLAN	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
E400	ELECTRICAL PANEL SCHEDULES	2	05/25/2023	05/26/2023	Wayside Elementary - Add #4 5/25/2023 (05/25/23)
E401	ELECTRICAL PANEL SCHEDULES	2	05/25/2023	05/26/2023	Wayside Elementary - Add #4 5/25/2023 (05/25/23)
E500	ELECTRICAL ONE-LINE DIAGRAM	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
ED100	ELECTRICAL DEMOLITION PLAN	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
Fire Protection					
FP0	FIRE PROTECTION SPECIFICATIONS	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
FP1	FIRE PROTECTION PLAN	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
General					
G000	COVER SHEET	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
Landscape					
L101	5/12/2023 ADD# 3	0	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
Mechanical					
M001	MECHANICAL: LEGEND & GENERAL NOTES	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
M101	MECHANICAL: 1ST FLOOR HVAC PLAN	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
					2023 (05/12/23)
M201	MECHANICAL: HVAC ENLARGED PLANS	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
M301	MECHANICAL: DETAILS	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
M401	MECHANICAL SCHEDULES	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
Plumbing					
P001	PLUMBING: GENERAL NOTES	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
P101	1ST FLOOR PLUMBING PLAN	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
P201	PLUMBING: ENLARGED PLANS	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
P301	PLUMBING: DETAILS	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
P401	PLUMBING: SCHEDULES	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
P901	DRAIN, WASTE & VENT RISERS	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
P902	DOM. WATER SUPPLY RISER	1	05/12/2023	05/16/2023	Wayside Elementary - Add #3 5/12/2023 (05/12/23)
Structural					
S100	STRUCTURAL NOTES	1	04/17/2023	04/18/2023	Wayside Elementary - Add #1 4/17/23 (04/17/23)
S101a	FOUNDATION PLAN	2	04/17/2023	04/18/2023	Wayside Elementary - Add #1 4/17/23 (04/17/23)
S101b	FOUNDATION PLAN	2	04/17/2023	04/18/2023	Wayside Elementary - Add #1 4/17/23 (04/17/23)
S102a	ROOF FRAMING PLAN	1	04/17/2023	04/18/2023	Wayside Elementary - Add #1 4/17/23 (04/17/23)
S102b	ROOF FRAMING PLAN	2	04/17/2023	04/18/2023	Wayside Elementary - Add #1 4/17/23 (04/17/23)
S103	RETAINING WALL PLAN	1	04/17/2023	04/18/2023	Wayside Elementary - Add #1 4/17/23 (04/17/23)
S104	RETAINING WALL ELEVATION	1	04/17/2023	04/18/2023	Wayside Elementary - Add #1 4/17/23 (04/17/23)
S200	STORM SHELTER DETAILS	2	04/17/2023	04/18/2023	Wayside Elementary - Add #1 4/17/23 (04/17/23)
S201	STRUCTURAL WALL SECTIONS AND DETAILS	0	04/05/2023	04/12/2023	Wayside Elementary - CD package 4/12/23 (04/05/23)
S202	STRUCTURAL WALL SECTIONS AND DETAILS	0	04/05/2023	04/12/2023	Wayside Elementary - CD package 4/12/23 (04/05/23)
S203	STRUCTURAL WALL SECTIONS AND DETAILS	2	04/17/2023	04/18/2023	Wayside Elementary - Add #1 4/17/23 (04/17/23)

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
					23 (04/17/23)
S204	STRUCTURAL SECTIONS	0	04/05/2023	04/12/2023	Wayside Elementary - CD package 4/12/23 (04/05/23)
S205	STRUCTURAL SECTIONS AND DETAILS	2	04/17/2023	04/18/2023	Wayside Elementary - Add #1 4/17/23 (04/17/23)
S206	RAMP SECTIONS	2	04/17/2023	04/18/2023	Wayside Elementary - Add #1 4/17/23 (04/17/23)
S207	RETAINING WALL SECTIONS	2	04/17/2023	04/18/2023	Wayside Elementary - Add #1 4/17/23 (04/17/23)

Current Specifications

Number	Description	Revision	Issued Date	Received Date	Set
00 - Procurement and Contracting Requirements					
00 01 15	LIST OF DRAWING SHEETS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
00 01 16	AIA DOCUMENT A305	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
00 01 17	SUBSURFACE EXPLORATION REPORT	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
00 01 18	AIA DOCUMENT A201	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
000110	Table of Contents	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
01 - General Requirements					
01 18 13	SITE UTILITIES	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
01 29 00	PAYMENT PROCEDURES	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
01 33 00	SUBMITTAL PROCEDURES	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
01 57 13	EROSION AND SEDIMENTATION CONTROL	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
01 60 00	PRODUCT REQUIREMENTS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
01 71 23	FIELD ENGINEERING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
01 76 00	PROTECTING INSTALLED CONSTRUCTION	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
02 - Existing Conditions					
02 41 19	SELECTIVE DEMOLITION	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
02 4116	DEMOLITION	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
03 - Concrete					
03 20 00	CONCRETE REINFORCING & ACCESSORIES	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
03 30 00	CAST IN PLACE CONCRETE	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
04 - Masonry					
04 20 00	CONCRETE UNIT MASONRY	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
04 21 13	BRICK MASONRY	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
05 - Metals					
05 12 00	STRUCTURAL STEEL FRAMING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
05 21 0	STEEL JOISTS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
05 31 23	STEEL ROOF DECKING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
05 50 00	MISCELLANEOUS METALS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
06 - Wood, Plastics, and Composites					
06 10 53	ROUGH CARPENTRY	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
06 16 00	Sheathing	1			Wayside Elementary - CD package 4/12/23
06 20 00	FINISH CARPENTRY	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
07 - Thermal and Moisture Protection					

Number	Description	Revision	Issued Date	Received Date	Set
07 13 26	SHEET WATERPROOFING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
07 21 00	FOIL FACED RIGID INSULATION	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
07 21 16	THERMAL INSULATION	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
07 42 13	Metal Wall Panels	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
07 54 23	THERMOPLASTIC POLYOLEFIN ROOFING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
07 60 00	SHEET METAL & FLASHINGS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
07 84 00	FIRESTOPPING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
07 92 00	JOINT SEALANTS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
08 - Openings					
08 11 00	METAL DOORS & FRAMES	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
08 14 00	WOOD DOORS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
08 41 13	METAL FRAMED STOREFRONT	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
08 71 00	DOOR HARDWARE	1	05/12/23	05/16/23	Addendum #3
08 81 00	GLASS AND GLAZING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
08 520	ALUMINUM WINDOWS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
09 - Finishes					
09 22 16	NON-STRUCTURAL METAL FRAMING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
09 29 00	GYPSUM BOARD	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
09 51 00	ACOUSTICAL CEILINGS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
09 65 19	RUBBER FLOOR TILE	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
09 68 16	CARPETING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
09 90 00	PAINTING AND COATINGS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
096723	RESINOUS FLOORING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
10 - Specialties					
10 11 43	VISUAL WALL DISPLAY PANELS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
10 26 00	WALL PROTECTION SYSTEMS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
10 26 23	PROTECTIVE WALL COVERING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
10 28 00	TOILET AND BATH ACCESSORIES	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
10 44 00	FIRE PROTECTION SPECIALTIES	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
12 - Furnishings					
12 21 13	HORIZONTAL LOUVER BLINDS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
21 - Fire Suppression					
21 1300	FIRE SPRINKLER SYSTEMS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
22 - Plumbing					
22 0500	COMMON WORK RESULTS FOR PLUMBING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
22 0513	COMMON MOTOR REQUIREMENTS FOR PLUMBING EQUIPMENT	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
22 0516	EXPANSION FITTINGS AND LOOPS FOR PLUMBING PIPING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23

Number	Description	Revision	Issued Date	Received Date	Set
22 0519	METERS AND GAGES FOR PLUMBING PIPING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
22 0523	GENERAL DUTY VALVES FOR PLUMBING PIPING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
22 0529	HANGERS AND SUPPORTS FOR PLUMBING PIPING AND EQUIPMENT	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
22 0548	VIBRATION CONTROLS FOR PLUMBING PIPING AND EQUIPMENT	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
22 0553	IDENTIFICATION FOR PLUMBING PIPING AND EQUIPMENT	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
22 0700	PLUMBING INSULATION	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
22 1116	DOMESTIC WATER PIPING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
22 1119	DOMESTIC WATER PIPING SPECIALITES	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
22 1123	DOMESTIC WATER PUMPS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
22 1316	SANITARY WASTE AND VENT PIPING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
22 1319	SANITARY WASTE PIPING SPECIALITES	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
22 3300	ELECTRIC DOMESTIC WATER HEATER	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
22 4000	PLUMBING FIXTURES	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
22 4700	DRINKING FOUNTAINS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 - Heating, Ventilating, and Air Conditioning (HVAC)					
23 74 13	PACKAGED RTU'S	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 0513	COMMON MOTOR REQUIREMENTS FOR HVAC EQUIPMENT	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 0516	EXPANSION FITTINGS AND LOOPS FOR HVAC PIPING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 0519	METERS AND GAGES FOR HVAC PIPING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 0523	GENERAL DUTY VALVES FOR HVAC PIPING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 0529	HANGERS AND SUPPORTS FOR HVAC PIPING AND EQUIPMENT	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 0548	VIBRATION ISOLATION FOR HVAC PIPING AND EQUIPMENT	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 0553	IDENTIFICATION FOR HVAC PIPING AND EQUIPMENT	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 0593	TESTING, ADJUSTING, AND BALANCING FOR HVAC	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 0700	HVAC INSULATION	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 1123	FACILITY NATURAL GAS PIPING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 2110	CONDENSATE PIPING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 2300	REFRIGERANT PIPING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 3113	METAL DUCTS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 3300	AIR DUCT ACCESSORIES	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 3416	CENTRIFUGAL HVAC FANS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 3423	HVAC POWER VENTILATORS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 3713	DIFFUSERS, REGISTERS, AND GRILLES	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 5400	FURNACES	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 6313	AIR COOLED REFRIGERANT CONDENSERS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 7200	AIR TO AIR ENERGY RECOVERY EQUIPMENT	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
23 8126	SPLIT SYSTEM AIR CONDITIONERS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23

Number	Description	Revision	Issued Date	Received Date	Set
23 8239	UNIT HEATERS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
230500	COMMON WORK RESULT FOR HVAC	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
26 - Electrical					
26 05 19	LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
26 05 26	GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
26 05 29	HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
26 05 33	RACEWAYS AND BOXES FOR ELECTRICAL SYSTEMS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
26 24 16	PANELBOARDS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
26 27 26	WIRING DEVICES	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
26 28 16	ENCLOSED SWITCHES AND CIRCUIT BREAKERS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
26 0500	COMMON WORK RESULTS FOR ELECTRICAL	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
28 - Electronic Safety and Security					
28 05 13	CONDUCTORS AND CABLES FOR ELECTRONIC SAFETY AND SECURITY	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
28 31 11	DIGITAL, ADDRESSABLE FIRE ALARM SYSTEM	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
31 - Earthwork					
31 10 00	SITE CLEARING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
31 20 00	EARTH MOVING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
31 31 16	TERMITE CONTROL	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
32 - Exterior Improvements					
32 12 16	ASPHALT PAVING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
32 12 36	ASPHALT SEAL AND FOG COAT	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
32 13 13	CONCRETE PAVING CURB AND SIDEWALK	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
32 13 73	CONCRETE PAVING JOINT SEALANTS	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
32 92 00	TURF AND GRASSES	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
33 - Utilities					
33 10 00	FACILITY WATER DISTRIBUTION PIPING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
33 30 00	SANITARY SEWAGE UTILITIES	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23
33 41 00	STORM UTILITY DRAINAGE PIPING	0	04/05/23	04/12/23	Wayside Elementary - CD package 4/12/23

RFI LOG

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
RFI-003	Column Anchor Method Confirmation	Closed		None	Keleher, Dan (Kel... Goad, Trey (Keleh...	05/25/2023	Tatiana Oje	05/30/2023	05/26/23					
<p>Tatiana Oje Sent Thu May 25, 2023 at 01:04 pm CDT Construction near GL-12 is part of the access route to Playground area that will be completed over summer break.</p> <p>Q: Due to the lead time of embed anchor bolts, please confirm acceptable to drill and epoxy bolts for columns highlighted in attached S101b.</p> <p>RFI-003 - S101b Attachmentt.pdf</p> <p>Trey Goad (Keleher Architects) Responded Thu May 25, 2023 at 03:15 pm CDT A: Please see attached RFI-003 - S101b Attachment Response 5.25.23.pdf</p>														
RFI-002	Storm Line 1 Roof Drain Material Clarification	Closed	KSL Dirt Works, L...	Roark, Matt (KSL Dirt Works, LLC.)	Keleher, Dan (Kel... Goad, Trey (Keleh...	05/25/2023	Tatiana Oje	05/30/2023	05/26/23					
<p>Tatiana Oje Sent Thu May 25, 2023 at 09:28 am CDT C4.02 labels 8" roof drain and inlets with a connection back to inlet 1-3. See attached mark-up for location.</p> <p>Q: Please specify basin type, sizes, depths, elevations, and type of pipe.</p> <p>RFI-002 - C4.02 Attachment.pdf</p> <p>Trey Goad (Keleher Architects) Responded Thu May 25, 2023 at 02:04 pm CDT A: Please see attached. RFI-002 - C4.02 Attachment RESPONSE.pdf</p>														
RFI-001	Metal Roof Deck Attachment Clarification	Closed	Bennett Steel	Williams, Brian (Bennett Steel)	Keleher, Dan (Kel... Goad, Trey (Keleh...	05/25/2023	Tatiana Oje	05/30/2023	05/25/23					
<p>Tatiana Oje Sent Thu May 25, 2023 at 08:31 am CDT Please confirm deck attachment called out is correct for both 1.5B and 1.0C for both types of deck and 0 sidelap screws are require. Reference attached S100 note 5.12.</p> <p>Q:</p> <p>S100-STRUCTURAL-NOTES-Rev.1.pdf</p> <p>Trey Goad (Keleher Architects) Responded Thu May 25, 2023 at 10:11 am CDT A: The structural notes refer to the 1.5B roof deck. The 1.0C deck for the shelter is used as the formwork to pour the concrete and can be done with 5/8" puddle welds at a 33/4 pattern and 0 sidelaps.</p>														
PRFI-154	Countertop Backsplash	Open		None	Goad, Trey (Keleh...	06/01/2023	Austin Bingham	06/06/2023		Goad, Trey (Keleh...		TBD		TBD

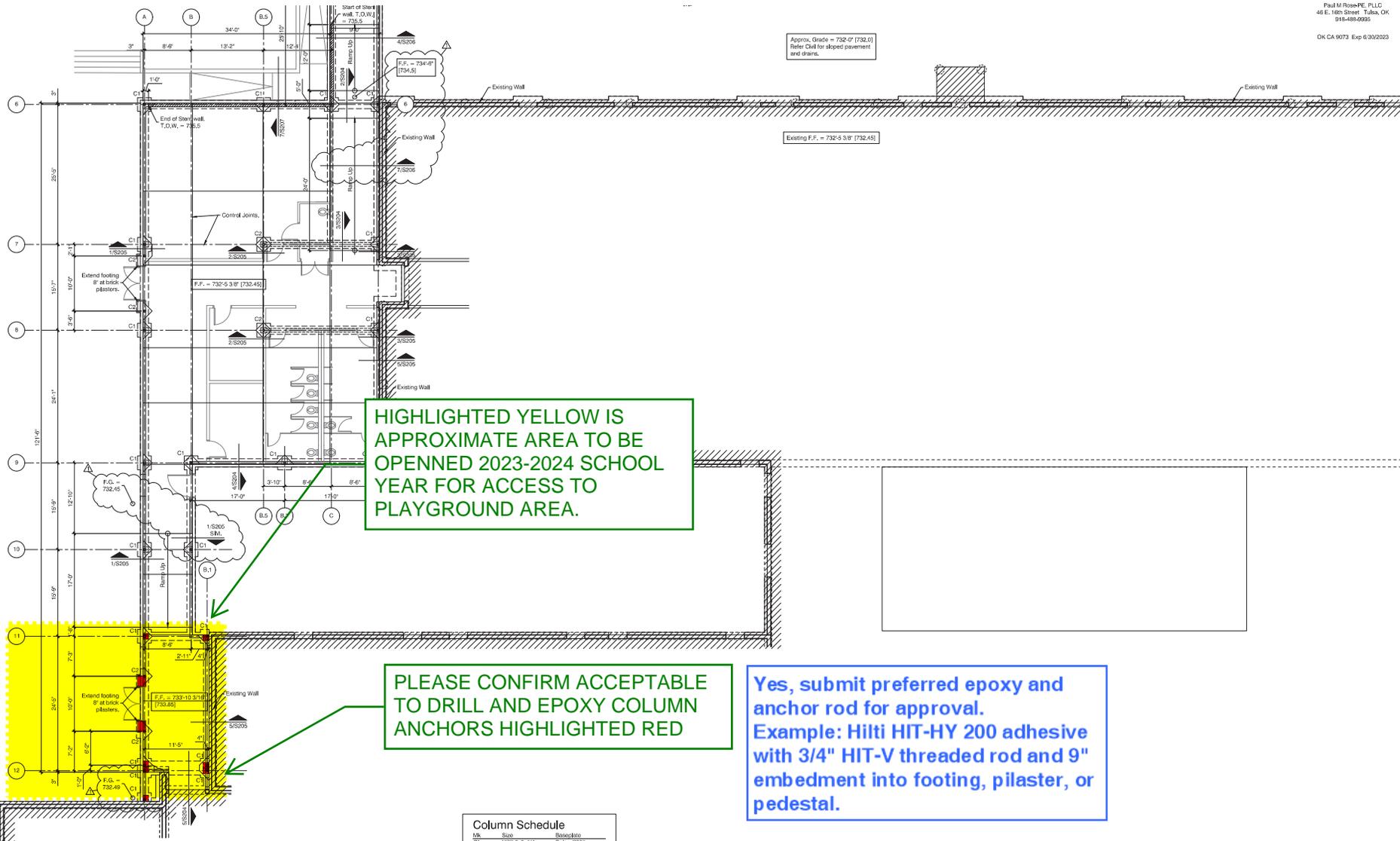
RFI-003 RESPONSE ATTACHMENT

Structural Engineer of Record



Paul M. Rose, P.E., PLLC
46 E. 18th Street Tulsa, OK
918-488-6995

OK CA 9073 Exp 6/30/2023



HIGHLIGHTED YELLOW IS APPROXIMATE AREA TO BE OPENED 2023-2024 SCHOOL YEAR FOR ACCESS TO PLAYGROUND AREA.

PLEASE CONFIRM ACCEPTABLE TO DRILL AND EPOXY COLUMN ANCHORS HIGHLIGHTED RED

Yes, submit preferred epoxy and anchor rod for approval.
Example: Hilti HIT-HY 200 adhesive with 3/4" HIT-V threaded rod and 9" embedment into footing, pilaster, or pedestal.

Column Schedule

Mk	Size	Rebar/Note
C1	HSS 24x14	Refer: S205
C2	HSS 44x14	Refer: S205

Refer S205 for column footing size and reinforcement.

Masonry Wall Schedule

Mk	Width	Vertical Reinforcing	Vertical Lap
W1	8"	#4 at 48" o.c.	24"
W2	8"	#4 at 8" o.c.	24"
W3	8"	#5 at 8" o.c.	30"

Notes: Refer S100 for horizontal reinforcement.

1 FOUNDATION PLAN
Scale: 1/8" = 1'-0"



KELEHER ARCHITECTS
DAN KELEHER, JR., PLLC AIA
PO BOX 1361 - OK 74409
WWW.KELEHERARCHITECTS.COM
918-335-8855

REVISIONS

NO.	DATE	DESCRIPTION
1	8/17/2023	As Issued



ATTENTION: NO ADDITION FOR
WAYSIDE ELEMENTARY
BATTELLE PUBLIC SCHOOLS
PROJECT LOCATION:
300 WINSLE DRIVE
BATTELLE, OK

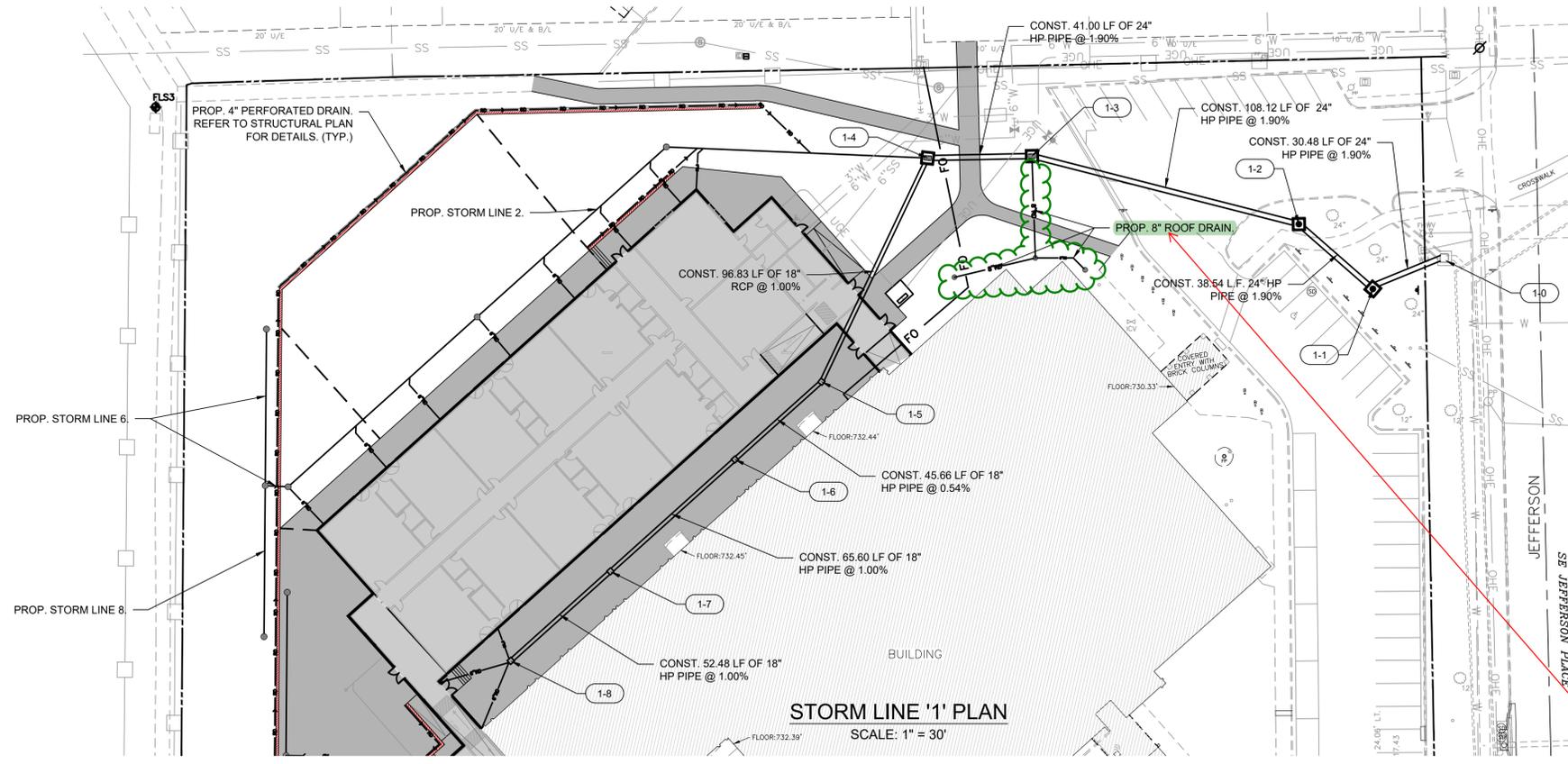
Date: 04/05/2023
SHEET DATA:
FOUNDATION PLAN
Drawn By: ZW
Checked By: PMR
Sheet No.:

S101b

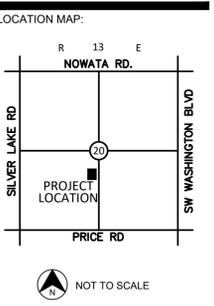
RFI-002 RESPONSE ATTACHMENT

- NOTES:
- REFER TO PLAN VIEW FOR SPOT ELEVATIONS
 - FILL SHALL BE COMPACTED TO 95% STANDARD PROCTOR DENSITY
 - ALL STATIONING FOR CURB INLETS ARE PLACED AT FACE OF CURB UNLESS OTHERWISE NOTED
 - CONTRACTOR SHALL FIELD LOCATE AND VERIFY UTILITY CROSSINGS PRIOR TO CONSTRUCTION.

- 1-0 STA. 10+00.00
EX. 4'X4' AREA INLET
TR= 725.02
24" FL= 722.10
EX. 24" FL= 722.10
- 1-1 STA. 10+30.48
CONST. (1) 4'X4' JUNCTION BOX
TR= 726.75
24" FL= 722.68
- 1-2 STA. 10+69.02
CONST. (1) 4'X4' JUNCTION BOX
TR= 727.93
24" FL= 723.40
- 1-3 STA. 11+77.14
CONST. (1) 4'X4' JUNCTION BOX W/
GRADED INLET
TG= 730.50
24" FL= 725.44
- 1-4 STA. 12+18.14 LINE '1' =
STA. 10+00.00 LINE '2'
CONST. (1) 4'X4' JUNCTION BOX W/
GRADED INLET
TG= 732.50
12" FL= 727.21 (LINE '2')
18" FL= 726.69
24" FL= 726.21
- 1-5 STA. 13+14.97
CONST. (1) 24"X24" NYOPLAST INLET
TG= 732.33
18" FL NE= 727.66
- 1-6 STA. 13+60.63
CONST. (1) 24"X24" NYOPLAST INLET
TG= 732.10
18" FL= 728.12
- 1-7 STA. 14+26.23
CONST. (1) 24"X24" NYOPLAST INLET
TG= 732.17
18" FL= 728.77
- 1-8 STA. 14+78+71
CONST. (1) 24"X24" NYOPLAST INLET
TG= 732.17
18" FL= 729.29



REFER TO SHEET C3.01 FOR BASIN TYPE, SIZES, DEPTHS, AND ELEVATIONS. TYPE OF PIPE: SDR-35



PROJECT:
WAYSIDE SCHOOL ADDITION
 BARTLESVILLE, OKLAHOMA

PROJECT NUMBER: 22158
 DRAWING DATE: 04.05.23
 ISSUE DATE: 04.05.23



SUBMITTAL:
PERMIT SET

REVISIONS:

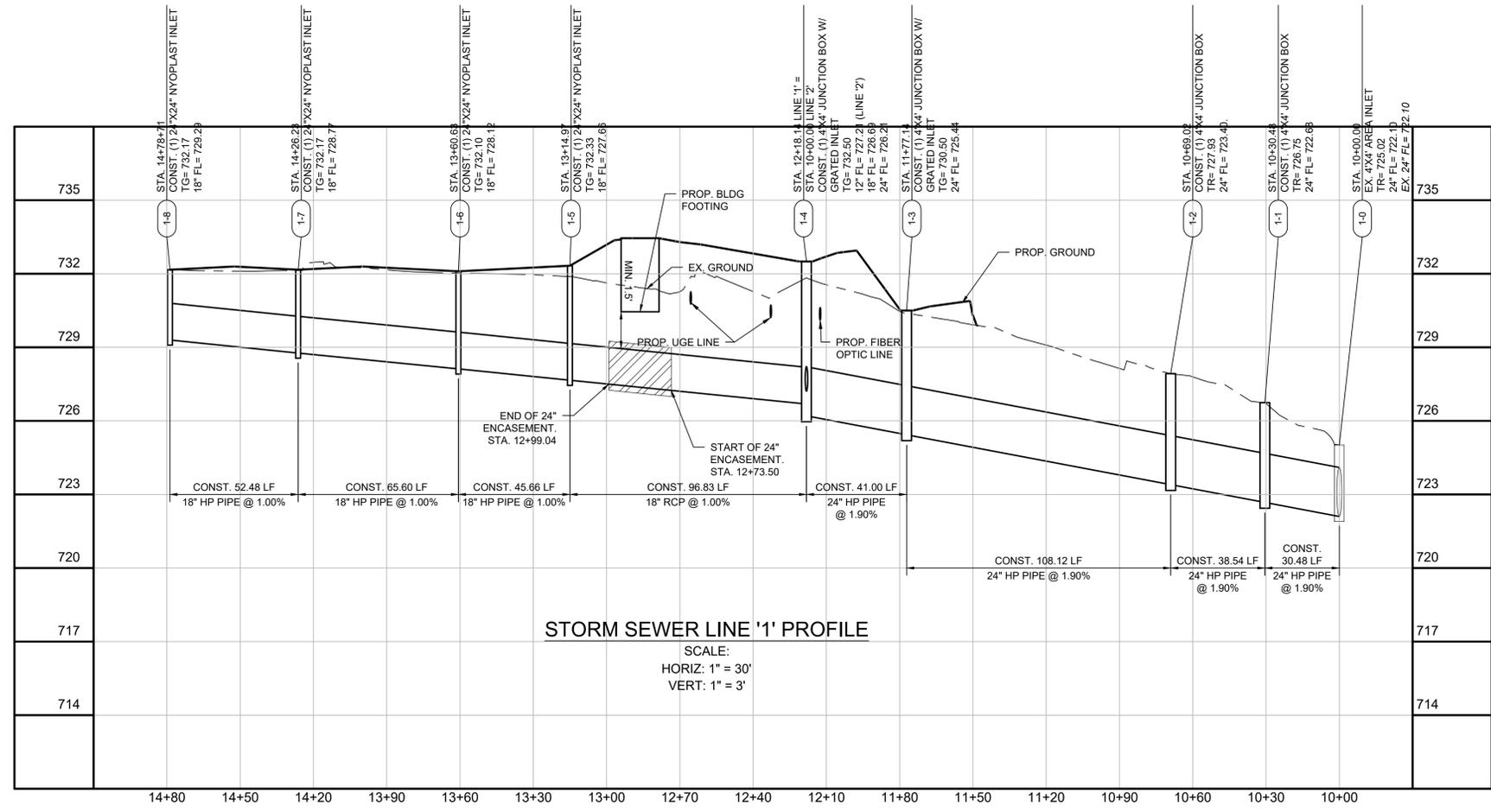
NO.	DATE	DESCRIPTION
1	04.28.23	ADDENDUM #2

THESE PLANS AND DRAWINGS ARE NOT TO BE REPRODUCED, CHANGED OR COPIED IN ANY FORM OR MANNER WHATSOEVER WITHOUT FIRST OBTAINING THE WRITTEN PERMISSION AND CONSENT OF CEDAR CREEK CONSULTING INC. THIS SHEET IS NOT TO BE USED FOR CONSTRUCTION UNLESS THE ISSUE DATE IN THE TITLE BLOCK COINCIDES WITH OR POST DATES THE DRAWING DATE. ANY CHANGES MADE FROM THESE PLANS WITHOUT CONSENT OF CEDAR CREEK CONSULTING INC. ARE UNAUTHORIZED AND SHALL RELIEVE CEDAR CREEK CONSULTING OF RESPONSIBILITY FOR ALL CONSEQUENCES ARISING OUT OF SUCH CHANGES.

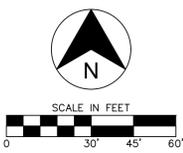
DRAWING TITLE:

STORM SEWER PLAN & PROFILE

SHEET:
C4.02



NOTE: WHERE FILL MATERIAL IS INDICATED SUCH MATERIAL SHALL BE PLACED AND COMPACTED IN SIX (6) INCH LIFTS FOR HAND-TAMPED EQUIPMENT AND THIRTY (30) INCH LIFTS FOR POWER-DRIVEN EQUIPMENT TO 95% STANDARD PROCTOR DENSITY PRIOR TO TRENCHING.



#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
					Keleher, Dan (Kel...)					Keleher, Dan (Kel...)				
	<p>Q: Austin Bingham Sent Thu Jun 1, 2023 at 03:49 pm CDT Please confirm that there is stainless steel with a backsplash in details C/A401 and A/A403. If so, please specify the backsplash gauge, edge profile, finish, and height.</p>													
PRFI-153	Toilet Partition Manufacturer and Material	Open		None	Goad, Trey (Keleh...) Keleher, Dan (Kel...)	06/01/2023	Austin Bingham	06/06/2023		Goad, Trey (Keleh...) Keleher, Dan (Kel...)		TBD		TBD
	<p>Q: Austin Bingham Sent Thu Jun 1, 2023 at 02:34 pm CDT Please advise what manufacturer and material are to be used for the toilet partitions.</p>													
PRFI-152	Existing Primary Feed Clarifications	Open		None	Goad, Trey (Keleh...) Keleher, Dan (Kel...)	06/01/2023	Joel Vandeweert	06/06/2023		Goad, Trey (Keleh...) Keleher, Dan (Kel...)				
	<p>Q: Joel Vandeweert Sent Thu Jun 1, 2023 at 11:55 am CDT Page ED-101 Keynote 2 indicates for all existing feeder conduits and wire between the Utility transformer and panel to be removed and to remove the existing panel. It is assumed that the existing service panel will remain in service and that the existing feeder will tie into the new Utility transformer so that the old service and new service (for the addition) will both be fed from the new utility transformer. Please confirm that the existing panel will remain, and that removal of the existing feeder conduits and wire will not be required.</p>													
PRFI-151	Wood Doors	Open		None	Goad, Trey (Keleh...) Keleher, Dan (Kel...)	06/01/2023	Austin Bingham	06/06/2023		Goad, Trey (Keleh...) Keleher, Dan (Kel...)		TBD		TBD
	<p>Q: Austin Bingham Sent Thu Jun 1, 2023 at 01:05 pm CDT Please advise if the wood doors are to be field finished or factory finished.</p>													
PRFI-150	Window Sills	Open		None	Goad, Trey (Keleh...) Keleher, Dan (Kel...)	06/01/2023	Austin Bingham	06/06/2023		Goad, Trey (Keleh...) Keleher, Dan (Kel...)		TBD		TBD
	<p>Q: Austin Bingham Sent Thu Jun 1, 2023 at 12:48 pm CDT The window sills are indicated to be quartz. Please provide what quartz is to be used.</p>													
PRFI-149	Fence Wire Mesh	Open		None	Goad, Trey (Keleh...) Keleher, Dan (Kel...)	06/01/2023	Austin Bingham	06/06/2023		Goad, Trey (Keleh...) Keleher, Dan (Kel...)		TBD		TBD
	<p>Q: Austin Bingham Sent Thu Jun 1, 2023 at 10:19 am CDT The wire mesh description on sheet AC-103 describes a very light gauge fabric and has it knuckled on one end and twisted on the other. This would be very unusual for a school fence as it could cause harm to the students. A 9 Gauge finish with the selvages being knuckled/knuckled would be to a more consistent specification for this scope of work. Please confirm it is the design team's intent to construct the fence as depicted in the drawings.</p>													
PRFI-148	Fencing Finish	Open		None	Goad, Trey (Keleh...)	06/01/2023	Austin Bingham	06/06/2023		Goad, Trey (Keleh...)				

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
					Keleher, Dan (Kel...)					Keleher, Dan (Kel...)				
	Q: Austin Bingham Sent Thu Jun 1, 2023 at 10:10 am CDT Please confirm that the fence is to be Galvanized finish as opposed to Black Vinyl.													
PRFI-147	Gas Line	Closed	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh...) Keleher, Dan (Kel...)	06/01/2023	Austin Bingham	06/06/2023	06/01/23			TBD		
	Q: Janna Shaffer Sent Thu Jun 1, 2023 at 07:32 am CDT Please advise on the location of the gas meter. Does the 4" gas line go underground to a gas meter?													
	A: Dan Keleher (Keleher Architects) Responded Thu Jun 1, 2023 at 09:11 am CDT We do not have confirmation from gas company yet on location of gas meter. Have them bid to 5' outside of building.													
PRFI-146	M301 Detail 6 & 9	Open	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh...) Keleher, Dan (Kel...)	06/01/2023	Austin Bingham	06/06/2023		Goad, Trey (Keleh...) Keleher, Dan (Kel...)				
	Q: Janna Shaffer Sent Thu Jun 1, 2023 at 07:37 am CDT Please confirm detail 9 Fan/Coil unit does not apply to this project. OA, with motorized dampers and fire dampers shown.													
PRFI-145	Sheathing Design Submittals	Closed		None	Goad, Trey (Keleh...) Keleher, Dan (Kel...)	05/24/2023	Austin Bingham	05/29/2023	05/26/23			TBD		TBD
	Q: Austin Bingham Sent Wed May 24, 2023 at 05:06 pm CDT Please confirm if the Sustainable Design Submittals in the Sheathing specification section 06 16 00 is applicable to this project.													
	A: Dan Keleher (Keleher Architects) Responded Thu May 25, 2023 at 02:23 pm CDT Not applicable													
PRFI-144	Lighting Package	Open		None	Goad, Trey (Keleh...) Keleher, Dan (Kel...)	05/23/2023	Austin Bingham	05/28/2023		Goad, Trey (Keleh...) Keleher, Dan (Kel...)		TBD		TBD
	Q: Austin Bingham Sent Tue May 23, 2023 at 04:39 pm CDT Please confirm that the attached lighting package is acceptable. Submittal_BARTLESVILLE_WAYSIDE_ELEMENTARY_PRIORS_2023_05_23.pdf CSI SUBSTITUTION REQUEST FORM -Bartlesville -Wayside E- Prior Approval.pdf													
PRFI-143	Slats for Chainlink Fence	Closed		None	Goad, Trey (Keleh...) Keleher, Dan (Kel...)	05/22/2023	Austin Bingham	05/27/2023	05/26/23			TBD		TBD
	Q: Austin Bingham Sent Mon May 22, 2023 at 03:47 pm CDT													

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
	Please confirm if there are slats in the chain link fence, and if so, what color?													
	A: Dan Keleher (Keleher Architects) Responded Tue May 23, 2023 at 12:33 pm CDT The fence detail was changed in addendum 3. No slats are shown. Make sure everyone is looking at addendum 3 not the original drawings that the structural and dirt work was bid from.													
PRFI-142	Fire Alarm	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	05/19/2023	Steve Ortwein	05/24/2023	06/01/23			TBD		TBD
	Q: Steve Ortwein Sent Fri May 19, 2023 at 02:31 pm CDT It doesn't appear the fire alarm plan shows CO detectors in every classroom. It is our understanding those are a code requirement. Please confirm whether CO detectors are required? If they are required, should they be included in both the renovation as well as areas in the existing building not scheduled to be renovated? Please provide a direction.													
	A: Dan Keleher (Keleher Architects) Responded Tue May 23, 2023 at 12:29 pm CDT The ERV system negates the need for CO2 detectors. No CO2 sensors.													
PRFI-141	Fire Alarm Note 11 - Voice Evacuation	Open	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	05/19/2023	Steve Ortwein	05/24/2023		Goad, Trey (Keleh...		TBD		TBD
	Q: Steve Ortwein Sent Fri May 19, 2023 at 01:50 pm CDT It is our understanding, there are existing parts of the building DO NOT have voice evacuation currently. Note 11 states to extend the "voice evacuation systems". But the symbols on the plan show horn/strobes. The current code requires Group E Occupancies to have Voice Evacuation in addition to the horn/strobes. So if the existing building does not have it, the AHJ may require the school to bring the entire building up to code. It is our understanding you cannot have horns in one part of the building and voice evac in the other part. 1) Are we to include the Voice Evacuation provisions for speakers/strobes for the new addition and the planned remodel excluding those area's that are not to be renovated? If so, will the Bartlesville Fire Marshal / AHJ require the entire building to be brought up to code?													
	A: Austin Bingham (Manhattan - Tulsa) Responded Thu Jun 1, 2023 at 04:11 pm CDT Will the Bartlesville Fire Marshal / AHJ require the entire building to be brought up to code?													
	A: Dan Keleher (Keleher Architects) Responded Tue May 23, 2023 at 12:27 pm CDT Provide voice evac system in new addition only.													
PRFI-140	Fire Alarm Notes 9-11 on E300	Open	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	05/19/2023	Steve Ortwein	05/24/2023		Ortwein, Steve (M...		TBD		TBD
	Q: Steve Ortwein Sent Fri May 19, 2023 at 01:31 pm CDT Sheet E300, Notes 9-11 appear to be conflicted. Note 9 indicates to provide a new system and link to the existing. Note 10 indicates to add a new system as an extension to the existing. Note 11 indicates to extend the existing Fire Alarm system. Please provide direction on the fire alarm system.													
	A: Trey Goad (Keleher Architects) Responded Tue May 23, 2023 at 12:31 pm CDT The intent was to provide a coherent fire alarm system into the new space. The option we presented was to provide a sub panel or extension panel into the new space that would communicate with the existing fire alarm system. We are not sure the total capability of the existing fire alarm system. The Contractor is required to provide a NICET level IV fire alarm designer to complete the design that would meet all codes and to submit for approval. The NICET designer is required determine if this panel is required or not based on the existing system capabilities and submit their design for approval.													
PRFI-139	Door & Window Finishes	Closed		None	Keleher, Dan (Kel... Goad, Trey (Keleh...	05/17/2023	Austin Bingham	05/22/2023	05/26/23			TBD		TBD
	Q: Austin Bingham Sent Wed May 17, 2023 at 03:15 pm CDT													

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
	<p>On drawing A502, the door schedule shows that doors 220, 220A, 228A, 228C, and 228G are to be anodized aluminum with bronze finish. On drawing A503, all windows in the window schedule are to be aluminum with clear anodized finish. Please confirm that these doors and windows are to be different finishes.</p> <p>Trey Goad (Keleher Architects) Responded Tue May 23, 2023 at 01:38 pm CDT See attached revised sheets A502 and A503 for clarification on Aluminum Door and Window Finishes A: WAYSIDE ARCH-2-A503 WINDOW SCHEDULE.pdf WAYSIDE ARCH-2-A502 DOOR SCHEDULE.pdf</p>													
PRFI-138	Unit Heaters	Closed		None	Keleher, Dan (Kel... Goad, Trey (Keleh...	05/16/2023	Austin Bingham	05/21/2023	05/17/23			TBD		TBD
	<p>Q: Austin Bingham Sent Tue May 16, 2023 at 04:37 pm CDT CKT No. 13 on the PKC Panelboard chart on drawing E401 calls for a UH-5, but the only unit heater on the mechanical equipment schedule is UH-1. Please confirm that the UH-5 is supposed to be a UH-1.</p> <p>A: Trey Goad (Keleher Architects) Responded Wed May 17, 2023 at 11:53 am CDT Confirmed. This should be labeled UH-1</p>													
PRFI-137	M001- Owner Training	Closed	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/16/2023	Matt Bradshaw	05/21/2023	06/01/23			TBD		TBD
	<p>Janna Shaffer Sent Tue May 16, 2023 at 01:38 pm CDT M001 Note 34 states: contractor shall provide owner/building manager/building engineer with 40 hours of onsite and/or off-site training in the control and operation of the HVAC system. Time and location to be determined by client. Q: Please advise if 40 hours of owner training is required for the HVAC scope on this project.</p> <p>A: Dan Keleher (Keleher Architects) Responded Tue May 23, 2023 at 12:46 pm CDT 40 hours of training not required. Provide a standard meeting with school staff to go thru the system. Figure 8 hours max.</p>													
PRFI-136	M001- Return Air Duct	Closed	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/16/2023	Matt Bradshaw	05/21/2023	06/01/23			TBD		TBD
	<p>Janna Shaffer Sent Tue May 16, 2023 at 01:27 pm CDT M001 Note 24 states: All return air ductwork shall be rigid sheet metal (flexible ductwork shall not be allowed). Provide return air plenum. Q: Please advise if this notation is applicable to this project or if it is acceptable to use 5ft. maximum of flexible duct on return air prior to the rigid plenum box on this project.</p> <p>A: Dan Keleher (Keleher Architects) Responded Tue May 23, 2023 at 12:51 pm CDT Flex duct is not allowed on these returns.</p>													
PRFI-135	Electrical - Generator	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	05/16/2023	Steve Ortwein	05/21/2023	06/01/23			TBD		TBD
	<p>Q: Steve Ortwein Sent Tue May 16, 2023 at 01:18 pm CDT</p>													

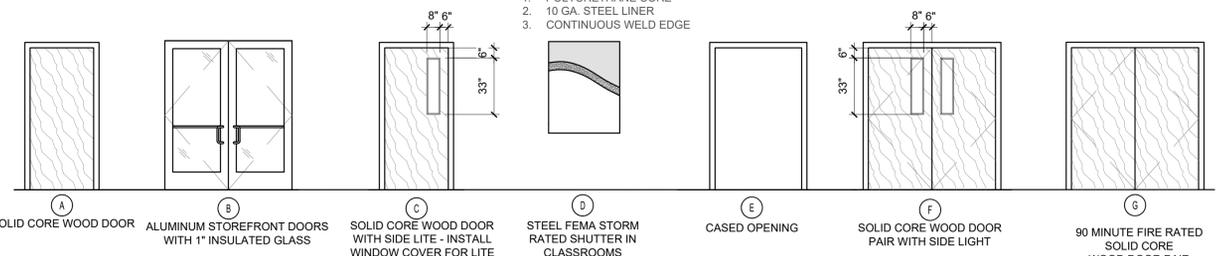
DOOR SCHEDULE

NUMBER	DOOR			MATERIAL	FINISH	TYPE	FRAME		HARDWARE SET #	DETAIL	NOTES
	WIDTH	HEIGHT	THICK				MATERIAL	FINISH			
200	6'	7'	1 3/4"	STEEL FEM	PAINT	K	HM	PAINT	7	7, 8	ICC 500 DOOR
200A	6'	7'	1 3/4"	STEEL FEM	PAINT	K	HM	PAINT	7	7, 8	ICC 500 DOOR
201	3'	7'	1 3/4"	WOOD	STAIN	C	HM	PAINT	2	7, 8	
201A	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	6	1, 2	
201B	3'	7'	1 3/4"	STEEL FEM	PAINT	D	HM	PAINT	7A	5, 6	STORM SHUTTER
202	3'	7'	1 3/4"	WOOD	STAIN	C	HM	PAINT	2	7, 8	
202A	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	6	1, 2	
202B	3'	4'-8"	1 3/4"	STEEL FEM	PAINT	D	HM	PAINT	7A	5, 6	STORM SHUTTER
203	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	1	1, 2	
203A	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	1	1, 2	
204	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	1	1, 2	
204A	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	1	1, 2	
205	3'	7'	1 3/4"	WOOD	STAIN	C	HM	PAINT	2	7, 8	
205A	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	6	1, 2	
205B	3'	4'-8"	1 3/4"	STEEL FEM	PAINT	D	HM	PAINT	7A	5, 6	STORM SHUTTER
206	3'	7'	1 3/4"	WOOD	STAIN	C	HM	PAINT	2	7, 8	
206A	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	6	1, 2	
206B	3'	4'-8"	1 3/4"	STEEL FEM	PAINT	D	HM	PAINT	7A	5, 6	STORM SHUTTER
207	3'	7'	1 3/4"	WOOD	STAIN	C	HM	PAINT	2	7, 8	
207A	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	6	1, 2	
207B	3'	4'-8"	1 3/4"	STEEL FEM	PAINT	D	HM	PAINT	7A	5, 6	STORM SHUTTER
208	3'	7'	1 3/4"	WOOD	STAIN	C	HM	PAINT	2	7, 8	
208A	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	6	1, 2	
208B	3'	4'-8"	1 3/4"	STEEL FEM	PAINT	D	HM	PAINT	7A	5, 6	STORM SHUTTER
209	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	1	1, 2	
209A	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	1	1, 2	
210	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	1	1, 2	
210A	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	1	1, 2	
211	3'	7'	1 3/4"	WOOD	STAIN	C	HM	PAINT	2	7, 8	
211A	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	6	1, 2	
211B	3'	4'-8"	1 3/4"	STEEL FEM	PAINT	D	HM	PAINT	7A	5, 6	STORM SHUTTER
212	3'	7'	1 3/4"	WOOD	STAIN	C	HM	PAINT	2	7, 8	
212A	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	6	1, 2	
212B	3'	4'-8"	1 3/4"	STEEL FEM	PAINT	D	HM	PAINT	7A	5, 6	STORM SHUTTER
213	3'	7'	1 3/4"	WOOD	STAIN	C	HM	PAINT	2	7, 8	
213A	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	6	1, 2	
213B	3'	4'-8"	1 3/4"	STEEL FEM	PAINT	D	HM	PAINT	7A	5, 6	STORM SHUTTER
214	3'	7'	1 3/4"	WOOD	STAIN	C	HM	PAINT	2	7, 8	
214A	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	6	1, 2	
214B	3'	4'-8"	1 3/4"	STEEL FEM	PAINT	D	HM	PAINT	7A	5, 6	STORM SHUTTER
215	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	1	1, 2	
216	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	1	1, 2	
217	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	6A	7, 8	
218	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	1A	7, 8	
218A	3'	7'	1 3/4"	HM	PAINT	H	HM	PAINT	1A	1, 2	
219	3'	7'	1 3/4"	STEEL FEM	PAINT	K1	HM	PAINT	7B	7, 8	ICC 500 DOOR
220	6'	7'	1 3/4"	ANOD. ALUM.	CLEAR	B	ANOD. ALUM.	CLEAR	5	9	FOB ACCESS
220A	6'	7'	1 3/4"	ANOD. ALUM.	CLEAR	B	ANOD. ALUM.	CLEAR	5	9	FOB ACCESS
220B	6'	7'	1 3/4"	HM	PAINT	L	HM	PAINT	9	3, 4	
220C	6'	7'	1 3/4"	WOOD	STAIN	G	HM	PAINT	8	1, 2	FIRE RATED 90 MINUTE DOOR AND FRAME
220D	6'	7'	1 3/4"	HM	PAINT	L	HM	PAINT	5A	3, 4	FOB ACCESS
221	3'	7'	1 3/4"	WOOD	STAIN	C	HM	PAINT	2	7, 8	
222	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	1	7, 8	
223	3'	7'	1 3/4"	HM	PAINT	H	HM	PAINT	1	7, 8	
224	6'	7'	1 3/4"	WOOD	STAIN	F	HM	PAINT	3B	7, 8	
225	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	1	7, 8	
225A	3'	7'	1 3/4"	HM	PAINT	H	HM	PAINT	4	3, 4	
226	4'	7'	---	---	---	E	HM	PAINT	---	---	CASED OPENING
227	4'	7'	---	---	---	E	HM	PAINT	---	---	CASED OPENING
228	6'	7'	1 3/4"	HM	PAINT	L	HM	PAINT	8	1, 2	FIRE RATED 90 MINUTE DOOR AND FRAME
228A	6'	7'	1 3/4"	ANOD. ALUM.	BRONZE	B	ANOD. ALUM.	BRONZE	5	9	FOB ACCESS
228B	4'	7'	1 3/4"	HM	PAINT	H	HM	PAINT	1A	9 SIM	
228C	6'	7'	1 3/4"	ANOD. ALUM.	BRONZE	B	ANOD. ALUM.	BRONZE	5	9	FOB ACCESS
228D	5'	7'	1 3/4"	WOOD	STAIN	J	HM	PAINT	3A	1, 2	
228E	6'	7'	1 3/4"	WOOD	STAIN	G	HM	PAINT	8	1, 2	FIRE RATED 90 MINUTE DOOR AND FRAME
228F	6'	7'	1 3/4"	HM	PAINT	L	HM	PAINT	9	9 SIM	
228G	6'	7'	1 3/4"	ANOD. ALUM.	BRONZE	B	ANOD. ALUM.	BRONZE	5	9	FOB ACCESS
229	3'	7'	1 3/4"	WOOD	STAIN	C	HM	PAINT	2	1, 2	
229A	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	6	1, 2	
230	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	10	1, 2	
231	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	10	1, 2	
232	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	1A	1, 2	
233	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	1A	1, 2	
234	3'	7'	1 3/4"	WOOD	STAIN	A	HM	PAINT	6A	1, 2	

GENERAL DOOR NOTES:

- VERIFY ROUGH OPENING DIMENSION WITH DOOR MANUFACTURER
- ALL HARDWARE TO BE 626 FINISH AND ADA COMPLIANT
- WHERE NEW FLOORING IS INSTALLED AT AN EXISTING DOOR, VERIFY DOOR WILL STILL CLOSE IF FLOORING HEIGHT CHANGES DUE TO NEW MATERIAL. IF NOT, CUT DOOR DOWN TO ACCOMMODATE NEW FLOORING SO THAT THE DOOR PROPERLY FUNCTIONS.
- PROVIDE DOOR FRAMES WITH 4" HEAD FOR DOOR FRAMES IN MASONRY WALLS

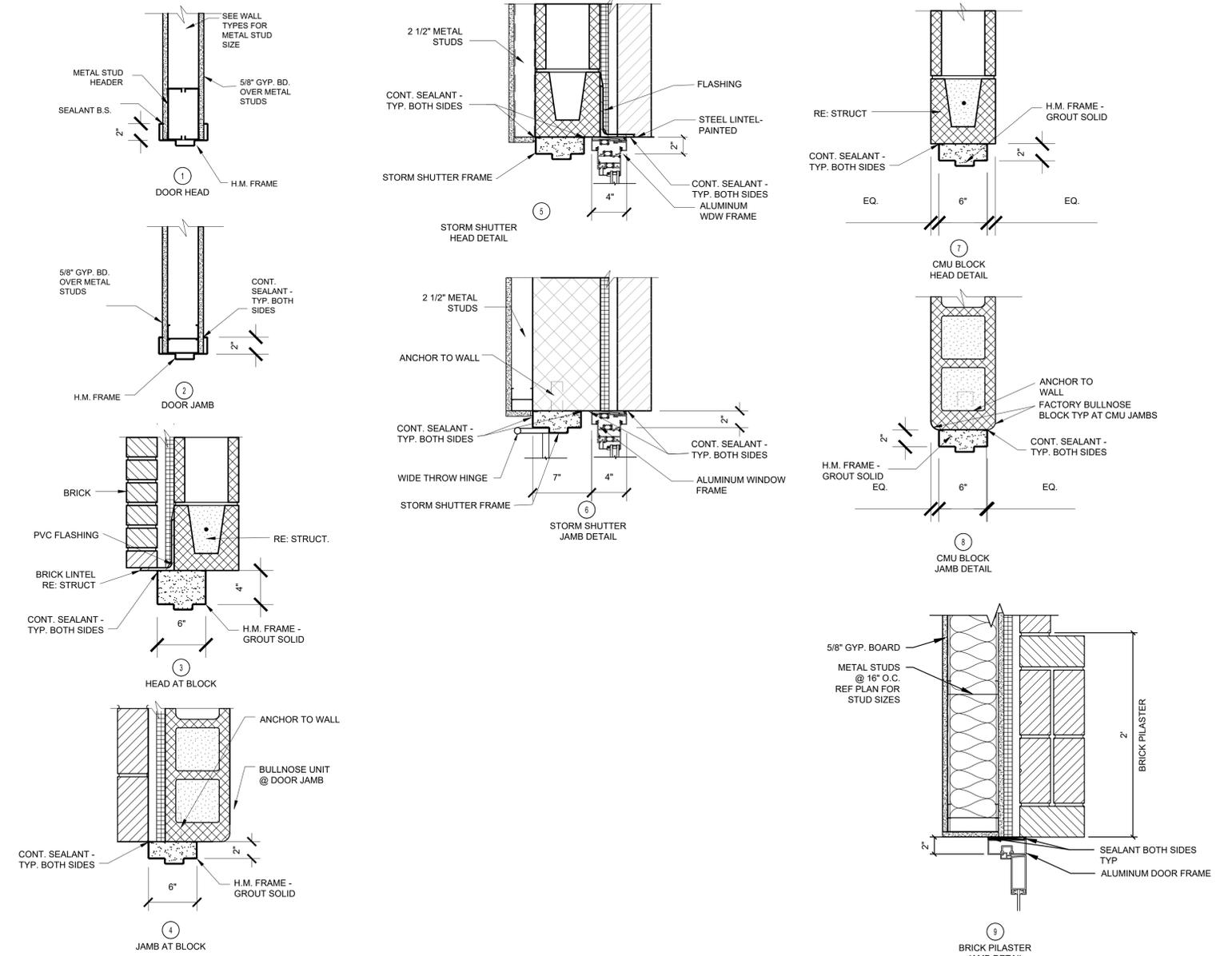
DOOR TYPES:



CONSTRUCTION OF 16 GA. SKIN SHUTTER PER MANUF. SPECS:
 1. POLYURETHANE CORE
 2. 10 GA. STEEL LINER
 3. CONTINUOUS WELD EDGE

PRFI-139 RESPONSE ATTACHMENT

DOOR DETAILS:



KELEHER ARCHITECTS
 DAN KELEHER, JR., PLLC AIA
 PO Box 1361
 BARTLESVILLE, OK 74003
 WWW.KELEHERARCHITECTS.COM 918-333-8855

REVISIONS
 5/12/2023 ADD#3



A RENOVATION AND ADDITION FOR
WAYSIDE ELEMENTARY
 BARTLESVILLE PUBLIC SCHOOLS
 PROJECT LOCATION:
 3000 WAYSIDE DRIVE
 BARTLESVILLE, OK

Date: 05/3/2023
 SHEET DATA:
DOOR SCHEDULE
 Drawn By: ERH Checked By: DJK
 Sheet No.
A502



KELEHER ARCHITECTS
 DAN KELEHER, JR., PLLC AIA
 PO Box 1361
 Bartlesville, OK 74003
 WWW.KELEHERARCHITECTS.COM 918-333-8855

REVISIONS

ADD#3

5/12/2023



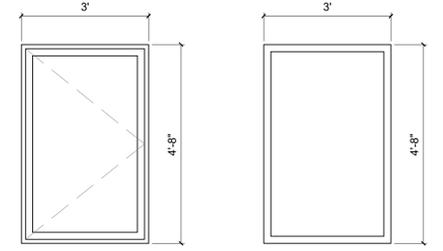
A RENOVATION AND ADDITION FOR
 WAYSIDE ELEMENTARY
 BARTLESVILLE PUBLIC SCHOOLS
 PROJECT LOCATION:
 3000 WAYSIDE DRIVE
 BARTLESVILLE, OK

Date: 05/3/2023
 SHEET DATA:
 WINDOW SCHEDULE
 Drawn By: ERH
 Checked By: DJK
 Sheet No.

A503

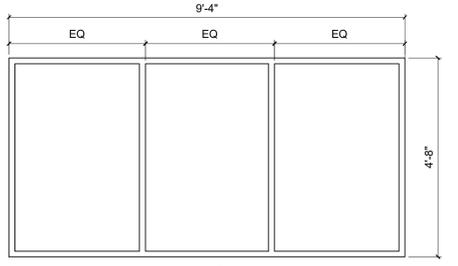
GENERAL WINDOW NOTES:

1. VERIFY ROUGH OPENING AND FINAL WINDOW SIZES WITH WINDOW MANUFACTURER.

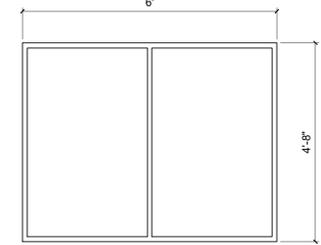


CASEMENT
 ALUMINUM STOREFRONT SAFETY GLASS AT WINDOWS MARKED A1 AND A3

FIXED
 ALUMINUM STOREFRONT WINDOWS



ALUMINUM STOREFRONT WINDOWS



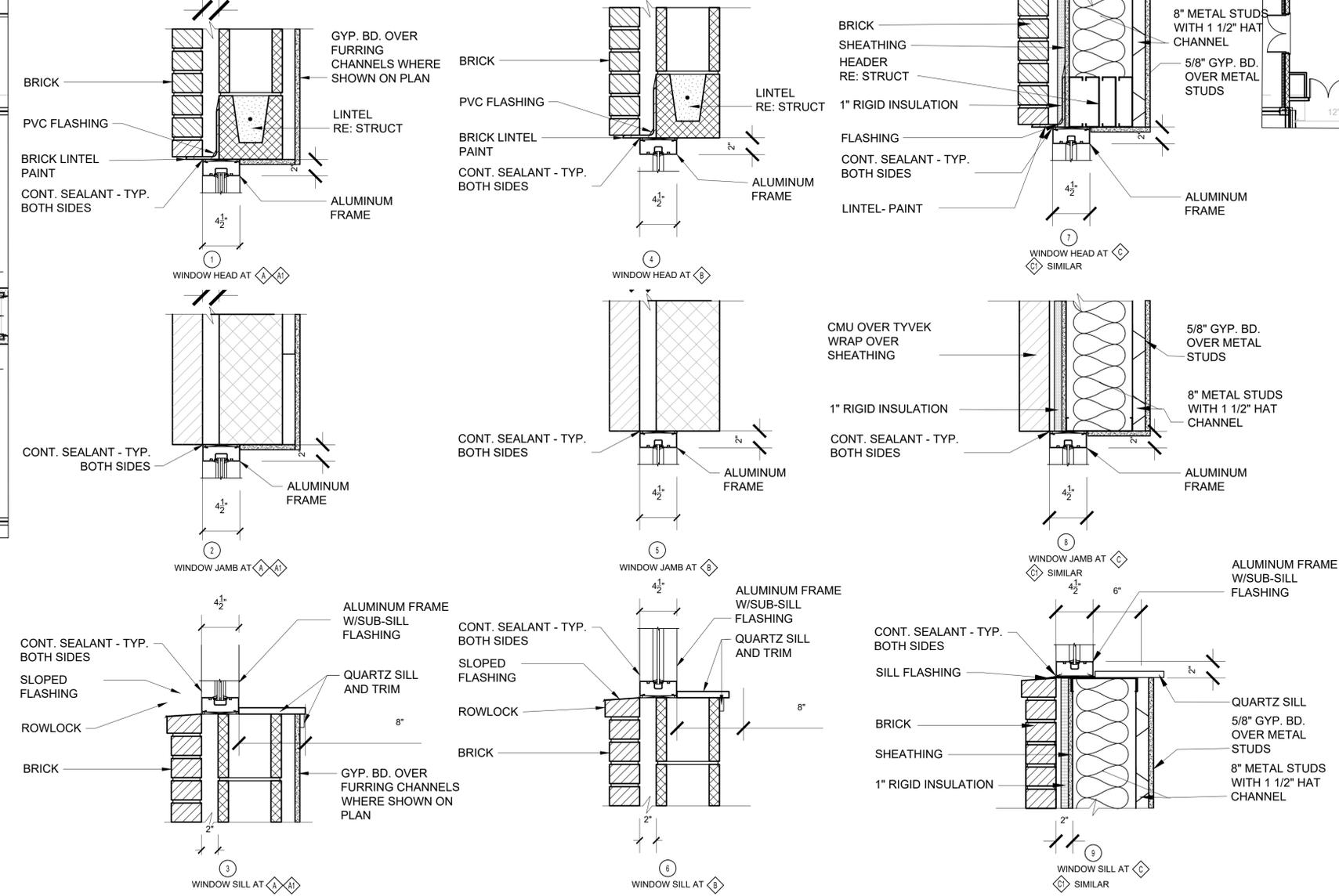
ALUMINUM STOREFRONT WINDOWS

◇ WINDOW LOCATED IN WALL TYPE G
 ◇ WINDOW LOCATED IN WALL TYPE H. ADJUST SILL ACCORDINGLY

WINDOW SCHEDULE

MARK	SIZE		FRAME		
	WDT	HGT	MATRL	FINISH	DETAIL
A	3'	4'-8"	ALUMINUM	BRONZE ANOD.	1, 2, 3
A1	3'	4'-8"	ALUMINUM	CLEAR ANOD.	1, 2, 3
A2	3'	4'-8"	ALUMINUM	BRONZE ANOD.	1, 2, 3
A3	3'	4'-8"	ALUMINUM	BRONZE ANOD.	1, 2, 3
B	9'-4"	4'-8"	ALUMINUM	CLEAR ANOD.	4, 5, 6
C	6'	4'-8"	ALUMINUM	BRONZE ANOD.	7, 8, 9

WINDOW DETAILS:



A503 WINDOW SCHEDULE, 5/23/2023 1:27:01 PM

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
	It doesn't appear there is a new generator for the addition nor does it appear to tie into an existing generator? Please confirm there is no generator backup for the new addition.													
	A: Trey Goad (Keleher Architects) Responded Tue May 16, 2023 at 02:57 pm CDT There is no generator, but there is a battery back-up system. Reference sheet E400.													
PRFI-134	Smoke Detector	Closed	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...)	05/16/2023	Matt Bradshaw	05/21/2023	06/01/23			TBD		TBD
	Q: Janna Shaffer Sent Tue May 16, 2023 at 01:04 pm CDT M001 Note 42 states smoke detectors are to be provided by the mechanical contractor. E300 note 8 states the smoke detector is to be provided by the fire alarm contractor. Please advise who is responsible for providing the smoke detector.													
	A: Trey Goad (Keleher Architects) Responded Tue May 23, 2023 at 03:51 pm CDT In the case of the RTUs, the smoke detectors are factory installed in the return air plenum. I believe those are the only smoke detectors required for the HVAC equipment. The smoke detectors shown in the rooms on the fire alarm plan would be the responsibility of the fire alarm contractor. The fire alarm contractor would need to connect to the smoke detectors in the RTUs, but they will be installed from the factory.													
PRFI-133	Storm Shelter Outside Air and Standby Power	Closed	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...)	05/16/2023	Matt Bradshaw	05/21/2023	06/01/23			TBD		TBD
	Q: Janna Shaffer Sent Tue May 16, 2023 at 01:00 pm CDT Code 702.4.2 Mechanical Ventilation states: Tornado shelters that rely on mechanical ventilation shall be provided with the minimum mechanical ventilation rate of required outdoor air at a rate of 5 cubic feet per minute per occupant for the design occupant capacity. The mechanical ventilation system shall be connected to a standby power system. Please advise of the location on the prints where the standby power system can be located and in addition, please show a detail schematic on the interlocking of the ERVs and the standby power system. Will all ERVs located in the storm shelter be required to hook up to the standby power system?													
	A: Dan Keleher (Keleher Architects) Responded Tue May 23, 2023 at 12:44 pm CDT The inverter is shown on the electrical power plan in room 219 electrical room. The panel schedules on E400 show the inverter panel and the items on the panel which include all the ERVs.													
PRFI-132	Storm Shutter Detail	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...)	05/15/2023	Steve Ortwein	05/20/2023	06/01/23			TBD		TBD
	Q: Steve Ortwein Sent Mon May 15, 2023 at 06:37 am CDT Please provide a detail for the storm shutters.													
	A: Trey Goad (Keleher Architects) Responded Mon May 15, 2023 at 12:26 pm CDT SEE DETAILS 5 AND 6 SHEET A502													
PRFI-131	Interior and Exterior Signage	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...)	05/12/2023	Steve Ortwein	05/17/2023	06/01/23			TBD		TBD
	Q: Steve Ortwein Sent Fri May 12, 2023 at 01:08 pm CDT Interior and exterior signs are not indicated on the drawings or in the specifications. Please confirm whether signage is to be provided? If they are to be provided, please provide a specification and indicate the locations.													
	A: Trey Goad (Keleher Architects) Responded Thu May 25, 2023 at 02:09 pm CDT													

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
	Reference ADD #4 for interior signage													
PRFI-130	Fence Gate Panic Hardware	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	05/12/2023	Steve Ortwein	05/17/2023	06/01/23			TBD		TBD
	<p>Q: Steve Ortwein Sent Fri May 12, 2023 at 12:48 pm CDT Please provide a specification for the panic hardware to be provided on the fence gate.</p> <p>A: Trey Goad (Keleher Architects) Responded Mon May 15, 2023 at 12:31 pm CDT SEE REVISED AC103 SHEET TO BE RELEASED TODAY</p>													
PRFI-129	Access Doors	Closed	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	05/08/2023	Matt Bradshaw	05/13/2023	05/10/23			TBD		TBD
	<p>Janna Shaffer Sent Mon May 8, 2023 at 01:16 pm CDT M001 note 40 states: "Provide access doors in ductwork and fire rated assemblies for access to all smoke detectors, fire dampers, smoke dampers, volume dampers, humidifies, coils and other items located in the ductwork which require service and/or inspection."</p> <p>Q: It is not typical to provide an access door in the ductwork for volume dampers. Please advise if providing an access door for each volume damper is required.</p> <p>A: Trey Goad (Keleher Architects) Responded Tue May 9, 2023 at 01:40 pm CDT ACCESS DOORS TO VOLUME DAMPERS IS IN REFERENCE TO RATED ASSEMBLIES ACCESS. SINCE THERE ARE NO RATED CEILINGS, DUCTWORK CAN BE ACCESSED THROUGH THE DROPPED CEILING.</p>													
PRFI-128	HVAC Control Settings	Closed	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	05/08/2023	Matt Bradshaw	05/13/2023	05/10/23			TBD		TBD
	<p>Janna Shaffer Sent Mon May 8, 2023 at 01:06 pm CDT On M001- HVAC Control Settings, the "Outside Air Sequence of Operation" section does not match the design on the prints. What is the intent for how the Energy Recovery Ventilator is to be controlled?</p> <p>Q: Please provide an "Outside Air Sequence of Operation" that includes the use of an Energy Recovery Ventilator.</p> <p>Trey Goad (Keleher Architects) Responded Tue May 9, 2023 at 01:32 pm CDT EACH UNIT CONTROL SHALL BE SET UP INITIALLY AS FOLLOWS:</p> <p>A: CONTRACTOR SHALL DETERMINE OCCUPIED PERIOD FROM OWNER. FAN OPERATION SHALL BE CONTINUOUS DURING OCCUPIED PERIOD AND CYCLE WITH COOLING/HEATING DURING UNOCCUPIED PERIOD.</p>													
PRFI-127	Sidewalk Joint Clarification	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	05/05/2023	Matt Bradshaw	05/08/2023	06/01/23			TBD		TBD
	<p>Matt Bradshaw Sent Fri May 5, 2023 at 08:34 am CDT C6.00 references saw-cut control joints. D/AC102 calls for tooled control joints and is drawn as if the walks are picture framed. C/AC102 calls for sawcut control joints, but this detail is for concrete paving. Although AC101, AC103, AC104 are all shown as if the flatwork is paving; it is our understanding it is all sidewalks and there is no concrete paving. Please Confirm all above is sidewalks and not concrete paving. Clarify what areas are to receive saw cut joints and tooled control joints.</p>													

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
	<p>A: Trey Goad (Keleher Architects) Responded Tue May 23, 2023 at 12:09 pm CDT Sidewalk joints are to be saw-cut joints not tooled.</p>													
PRFI-126	Thermostats for FCU1 - FCU12	Closed	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...)	05/03/2023	Matt Bradshaw	05/08/2023	06/01/23			TBD		TBD
	<p>Janna Shaffer Sent Wed May 3, 2023 at 02:57 pm CDT Remark "J" under the Fan Coil & Condensing Unit Schedule states to provide an indoor digital thermostat, Honeywell TH5110D1006, with automatic changeover and manual override.</p> <p>On M001 under HVAC Control Settings it states to provide a 7-day programmable thermostat with automatic changeover and manual override.</p> <p>Q: The Honeywell TH5110D1006 does not have the 7-day programmable feature.</p> <p>Is it the intent for the project to provide a 7-day programmable thermostat or are we to provide the Honeywell TH5110D1006 as listed under the Fan Coil & Condensing Unit Schedule? If a 7-day programmable thermostat is preferred, please provide a model number for the preferable thermostat.</p>													
	<p>A: Trey Goad (Keleher Architects) Responded Mon May 15, 2023 at 03:34 pm CDT Trane Controls. Reference REV 3 Mechanical Sheets</p>													
PRFI-125	Kiln Vent	Open	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...)	05/03/2023	Matt Bradshaw	05/08/2023				Goad, Trey (Keleh... Keleher, Dan (Kel...)	TBD	TBD
	<p>Q: Janna Shaffer Sent Wed May 3, 2023 at 02:27 pm CDT Drawing M201 Room number: 222 Kiln Room, notation states "Provide Ventmaster Kiln Vent by Orton for Kiln. Install per Manufacturer's instructions". Will the Kiln be provided new by the owner or is this an existing Kiln? Please provide model number and electrical requirements for the Ventmaster vent kit.</p>													
	<p>A: Janna Shaffer (Manhattan - Tulsa) Responded Tue May 16, 2023 at 12:50 pm CDT Please advise who will be responsible to install owner provided Kiln and vent kit.</p>													
	<p>A: Trey Goad (Keleher Architects) Responded Mon May 15, 2023 at 01:40 pm CDT New Kiln provided by owner will come with its own vent.</p>													
PRFI-124	Janitor 218 Exhaust	Closed	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...)	05/03/2023	Matt Bradshaw	05/08/2023	06/01/23			TBD		TBD
	<p>Q: Janna Shaffer Sent Wed May 3, 2023 at 02:16 pm CDT There appears to be a mop sink in Janitor room 218. Please advise if there is to be an exhaust fan installed or if exhaust duct is to come off of ERV 3 for this area.</p>													
	<p>A: Trey Goad (Keleher Architects) Responded Tue May 16, 2023 at 02:35 pm CDT Exhaust duct off ERV 3. Please see Addendum 3 drawings</p>													
PRFI-123	Roof Curb Height	Closed	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...)	05/03/2023	Matt Bradshaw	05/08/2023	06/01/23			TBD		TBD

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
	<p>Q: Janna Shaffer Sent Wed May 3, 2023 at 06:47 am CDT M401 schedule sheet has the curb height listed for 14". The roof has 5" of concrete and 3" of insulation putting the curb 6" above the roof line. Please advise if 24" curbs will be required for all roof curbs on this project.</p> <p>A: Trey Goad (Keleher Architects) Responded Mon May 15, 2023 at 12:29 pm CDT 14" CURBS WILL ATTACH TO CONCRETE NOT METAL DECK. USE 14" CURBS AS SPECIFIED</p> <p>A: Tatiana Oje (Manhattan - Tulsa) Responded Thu Jun 1, 2023 at 03:06 pm CDT Per A/E response 5/15/2023 curb will attach to concrete not metal deck. Please note that ADD#3 revised M401 Rooftop unit schedule note #2 to provide 18in curb.</p>													
PRFI-122	Thermostat Locations	Closed	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/03/2023	Matt Bradshaw	05/08/2023	05/05/23			TBD		TBD
	<p>Q: Janna Shaffer Sent Wed May 3, 2023 at 06:38 am CDT Please advise of the thermostat locations for FCU-16</p> <p>A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:50 am CDT MEP engineer will add T-stat to revised set</p>													
PRFI-121	FCU13-FCU16 Mini Spilt Heat Pump Condensates	Closed	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/03/2023	Matt Bradshaw	05/08/2023	05/05/23			TBD		TBD
	<p>Q: Janna Shaffer Sent Wed May 3, 2023 at 06:26 am CDT Condensate discharge locations are not shown for FCU13 - FCU16, please advise of the intended location to discharge the condensates for these units.</p> <p>A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:49 am CDT MEP engineer will add condensates to his revised set</p>													
PRFI-120	FCU-13 & FCU-14 Outside Air	Closed	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/03/2023	Matt Bradshaw	05/08/2023	05/05/23			TBD		TBD
	<p>Q: Janna Shaffer Sent Wed May 3, 2023 at 06:21 am CDT FCU-13 and FCU-14 does not show any outside air being fed to them. Will these units require any outside air?</p> <p>A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:49 am CDT Outside air not required for these.</p>													
PRFI-119	Gas line penetration into the storm shelter	Closed	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/03/2023	Matt Bradshaw	05/08/2023	05/05/23			TBD		TBD
	<p>Q: Janna Shaffer Sent Wed May 3, 2023 at 06:18 am CDT ICC 500- requires penetrations to the storm shelter by hazardous gas or liquid lines to have automatic shutoff valves to protect against leakage due to movement of the utility line. Will this require a seismic gas valve? Also, will this valve be mounted above grade on the exterior of the building, if so, will a protected enclosure be required?</p> <p>A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:47 am CDT We will stick with gas service. Going electric apparently would require a significant electrical load increase. The special gas valve is shown on drawing M201 where the gas line enters the shelter itself not at the building. It is</p>													

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
	difficult to find. I asked him to pull the note out of the plan so its easier to find.													
	A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:26 am CDT Check that, i just found his gas lines on another sheet where i am not used to seeing gas line runs. I will discuss further with engineer. He was supposed to run all electric.													
	A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:17 am CDT There are no gas lines in this project. All heating is electric for the very reason you stated, gas lines would be a problem													
PRFI-118	Roof Mounted Equipment	Closed	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/03/2023	Matt Bradshaw	05/08/2023	05/05/23			TBD		TBD
	Q: Janna Shaffer Sent Wed May 3, 2023 at 06:14 am CDT What are the requirements for anchoring roof mounted equipment over the safe room? (i.e. condensing units)													
	A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:48 am CDT No special attachment, it can blow off.													
PRFI-117	ICC-500 Penetration Protection in Safe Room	Open		None	Keleher, Dan (Kel... Goad, Trey (Keleh...	05/02/2023	Steve Ortwein	05/07/2023		Keleher, Dan (Kel... Goad, Trey (Keleh...		TBD		TBD
	Q: Janna Shaffer Sent Tue May 2, 2023 at 03:35 pm CDT ICC-500 requires protection for all openings larger than 3 1/2 square inches in area for rectangular penetrations and 2 1/16 inches in diameter. This protection typically consists of ¼-inch thick steel plate shrouds or baffles surrounding all openings and penetrations. Will this protection be required for this project? If so, please provide a detail and description of all items that will require this protection.													
	Tatiana Oje (Manhattan - Tulsa) Responded Thu Jun 1, 2023 at 04:57 pm CDT Please clarify what the 6 each penetrations referenced in A/E response on 5/3/23 serve and provide locations on plan.													
	A: - A104 shows 5 each penetrations for condensing unit locations. M201 ADD #3 tags 10 each condensing units (CU1 through 10) on roof. What is the quantity and location of penetrations for condensing units? - P901 shows 6 each 3" vent to roof pipes. Please confirm these roof penetrations require detail 6/S203 and provide a roof plan showing these locations. - Please confirm if there are any penetrations that require detail 6/S203 that are not listed here.													
	A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:13 am CDT Yes, the detail for the 6 roof penetrations is detail 6/S203 and is in the structural steel bid. The wall louvers are FEMA rated and will be in the MEP package													
PRFI-116	Condensate Discharge Location	Closed		None	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/02/2023	Steve Ortwein	05/07/2023	06/01/23			TBD		TBD
	Q: Janna Shaffer Sent Tue May 2, 2023 at 03:27 pm CDT M201 shows condensate lines being ran from FCU locations to the exterior of the building that are to discharge at grade, typical of all. If condensates are installed per the drawings, the condensate drains will be discharged on sidewalks on both sides of the building. Is the intent to discharge condensates to the sidewalk or is there another acceptable location to discharge the condensates?													
	A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:12 am CDT The MEP engineer is revising to take condensates to interior drain hubs. FYI, there is sidewalk only on north side but both sides will be revised.													
PRFI-115	Spec 23 0700-28-3.16 D. Exhaust Duct	Closed		None	Goad, Trey	05/02/2023	Steve	05/07/2023	06/01/23			TBD		TBD

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
	Insulation				(Keleh... Keleher, Dan (Kel...		Ortwein							
	<p>Q: Janna Shaffer Sent Tue May 2, 2023 at 01:35 pm CDT M001 Note # 20, States insulate from Exhaust outlet 10'-0" or to exhaust fan discharge outlet whichever comes first. Spec section 23 0700-28-3.16 D calls out for concealed exhaust duct and plenum to be insulated with 1 1/2" blanket or board. Please advise if only the 1st 10 ft. is to be insulated or if it is required for the entire exhaust duct to be insulated with 1 1/2" blanket or board.</p> <p>A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:47 am CDT only 10'</p>													
PRFI-114	FEMA / ICC 500 Certified shelter	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/01/2023	Steve Ortwein	05/06/2023	05/01/23			TBD		TBD
	<p>Q: Steve Ortwein Sent Mon May 1, 2023 at 07:58 am CDT Is the addition intended to be an ICC-500 compliant shelter per IBC code requirements?</p> <p>A: Dan Keleher (Keleher Architects) Responded Mon May 1, 2023 at 09:16 am CDT Yes.</p>													
PRFI-113	Footings Dowel into Existing Footings	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/25/2023	Matt Bradshaw	04/30/2023	04/27/23			TBD		TBD
	<p>Matt Bradshaw Sent Tue Apr 25, 2023 at 03:59 pm CDT</p> <p>Q:</p> <ol style="list-style-type: none"> Please clarify if the new footings are to dowel into the existing building footings, and if so, please provide a detail. <p>Trey Goad (Keleher Architects) Responded Wed Apr 26, 2023 at 04:44 pm CDT New footings are not to dowel into existing footings but do provide dowels for the slab into existing footings, or at slabs with door interfaces. Locations include:</p> <ol style="list-style-type: none"> 5/S204 at Grid 12 Between Grids 7 and 8 at door, use same detail as 5/S204 1/S206 and 1/S202 <p>Zach Walker - Paul M Rose PE, PLLC</p>													
PRFI-112	Footing Depth Clarifications	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/25/2023	Matt Bradshaw	04/30/2023	04/27/23			TBD		TBD
	<p>Matt Bradshaw Sent Tue Apr 25, 2023 at 03:55 pm CDT AE, please advise on the two footing questions below.</p> <p>Q:</p> <ol style="list-style-type: none"> RE: S101a. Section 2/S202 is through the footing running East/West under the FF @ 733'-6". Detail 2/S202 shows top of footing at 4'-2" below finish floor. Should the top of this footing be (730.83) 2'-8" below FF of 733-6, similar to 2/S206 and the other footings in this area? RE: S101a. Section 2/S201 is through the footing running East/West under the FF @ 735'-6", by grid G at approx grid 4.75. Detail 2/S201 shows top of footing at 4'-2" below finish floor. Should the top of this footing be (732.83) 2'-8" below FF of 735-6, similar to detail 4/S203? 													

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
	<p>Trey Goad (Keleher Architects) Responded Wed Apr 26, 2023 at 04:39 pm CDT Footing elevations will most likely vary throughout the project site. Per the soils report, all footing are to bear 6" into competent limestone with Belongia's approval. Depths of footings on the structural drawings are approximates based on the boring logs provided but could not be confirmed until excavation begins.</p> <p>A: Sections referenced in this RFI do have discrepancies between them, but the structural drawings approximations assume there may be a footing step per detail 6/S206. Footing elevations and step locations of footings to be at contractor's discretion as limestone elevations change. An allowance for extra stem wall reinforcement is to be expected to make up any difference in footing elevations. Zach Walker - Paul M Rose PE, PLLC</p>													
PRFI-111	Competent Limestone Clarification	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/25/2023	Matt Bradshaw	04/28/2023	04/27/23			TBD		TBD
	<p>Matt Bradshaw Sent Tue Apr 25, 2023 at 03:01 pm CDT AE, please clarify what competent limestone rock is on the soils report.</p> <p>Q:</p> <ol style="list-style-type: none"> Per the soils report and the structural details, the footings are to bear 6" into competent limestone rock with a bearing pressure of 6,000 psf. Please clarify competent limestone rock as the boring show anywhere from limestone, weathered limestone, highly weather limestone or sometimes combinations of all 3 or none as in boring B-5 which shows highly weathered shale and highly weathered shale with traces of limestone. The borings do not show which type of rock meets the 6,000 psf strength; however, there is a page in the soils report that lists unconfined compressive strength at 4001-8000 psf being 13-26 blows per foot which could be interpellated as 20 blows or more per foot being 6000 or more psf. Some of the clay in the borings meet or exceed this requirement. It appears that as soon as any type of shale, limestone, or soil with fragments of either are encountered, even if highly weathered or shale, will constitute competent limestone bedrock for the footings to bear in. <p>A: Trey Goad (Keleher Architects) Responded Wed Apr 26, 2023 at 04:46 pm CDT "competent limestone or shale", is any material having a blow count of 50/6" or less of penetration---any experienced geotechnical technician will recognize it when it is encountered.</p>													
PRFI-110	Concrete Construction Joint Clarifications	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/25/2023	Matt Bradshaw	04/28/2023	05/03/23			TBD		TBD
	<p>Matt Bradshaw Sent Tue Apr 25, 2023 at 02:54 pm CDT AE, see questions about concrete control joints below.</p> <p>Q:</p> <ol style="list-style-type: none"> Drawing S104 shows control joint for retaining walls and references details 1 and 2 on S207. Please confirm the references for control joints should be detail 4 on S207. Detail 4/S207 references wall expansion joints within the detail. S104 does not show expansion joints. Are expansion joint to take place where we stop a pour, ie a construction joint? Please clarify expansion joints. Detail 4/S207: is the waterstop and smooth dowels only required at expansion & construction joints, or does the rebar stop and we use waterstop and smooth dowels at all vertical control joints? <p>Trey Goad (Keleher Architects) Responded Wed May 3, 2023 at 09:11 am CDT</p> <ol style="list-style-type: none"> Drawing S104 shows control joint for retaining walls and references details 1 and 2 on S207. Please confirm the references for control joints should be detail 4 on S207. YES Detail 4/S207 references wall expansion joints within the detail. S104 does not show expansion joints. Are expansion joint to take place where we stop a pour, ie a construction joint? Please clarify expansion joints. Refer to attached clarification pdf of sheet S104 showing expansion joint locations. Detail 4/S207: is the waterstop and smooth dowels only required at expansion & construction joints, or does the rebar stop and we use waterstop and smooth dowels at all vertical control joints? Waterstop and dowels at ALL joints Wayside RFI #110 Response.pdf 													
PRFI-109	Playground Demolition	Closed		None	Keleher, Dan (Kel... Goad, Trey	04/25/2023	Adam Stogner	04/30/2023	05/05/23					

PRFI-110 RESPONSE ATTACHMENT

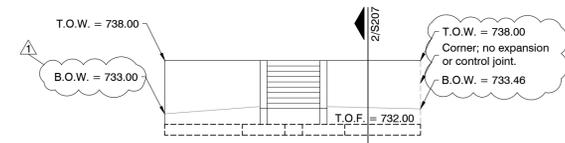
KELEHER ARCHITECTS
DAN KELEHER, JR., PLLC AIA
PO BOX 1361
BARTLESVILLE, OK 74003
918-333-8855
WWW.KELEHERARCHITECTS.COM

REVISIONS	DATE	DESCRIPTION
4/17/2023	A	Addendum 1

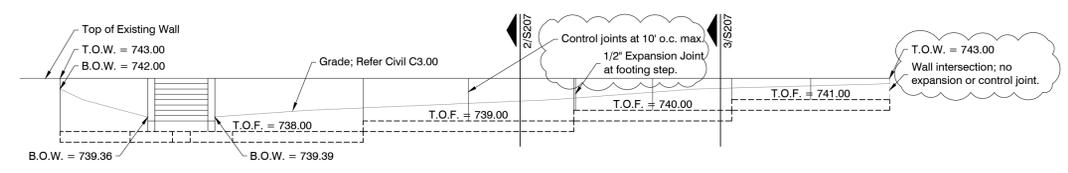


A RENOVATION AND ADDITION FOR
WAYSIDE ELEMENTARY
BARTLESVILLE PUBLIC SCHOOLS
PROJECT LOCATION:
3000 WAYSIDE DRIVE
BARTLESVILLE, OK

Date: 04/05/2023
SHEET DATA:
RETAINING WALL ELEVATIONS
Drawn By: ZJW
Checked By: PMR
Sheet No.

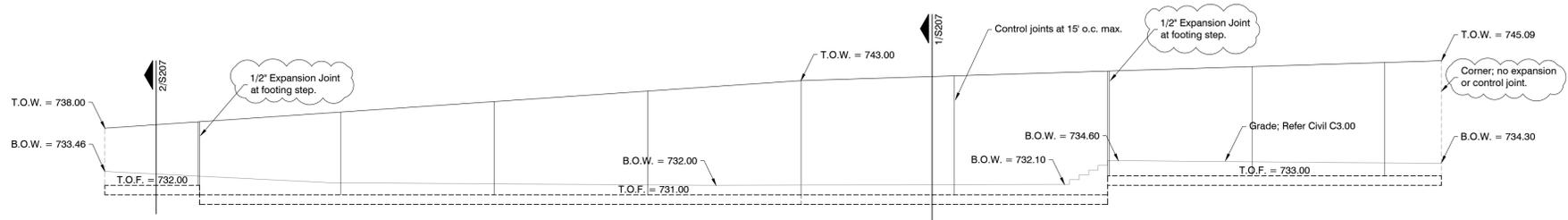


6 RETAINING WALL ELEVATION
Scale: 1/8" = 1'-0"



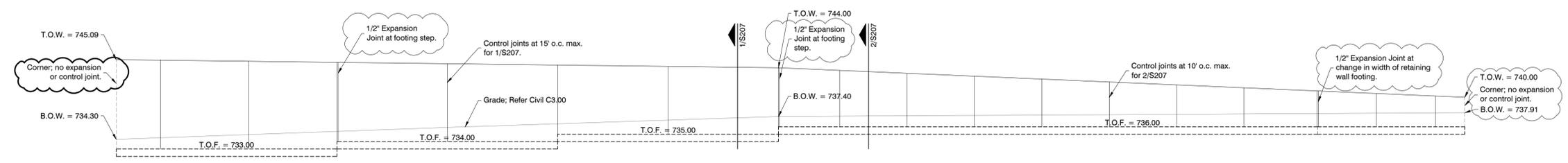
5 RETAINING WALL ELEVATION
Scale: 1/8" = 1'-0"

Refer detail 4/S207 for control and expansion joints. Add 1/2" expansion joint material at expansion joints.



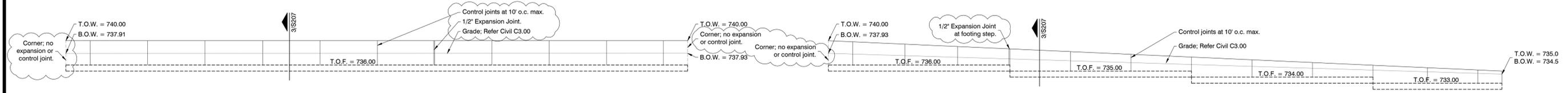
4 RETAINING WALL ELEVATION
Scale: 1/8" = 1'-0"

Refer detail 4/S207 for control and expansion joints. Add 1/2" expansion joint material at expansion joints.



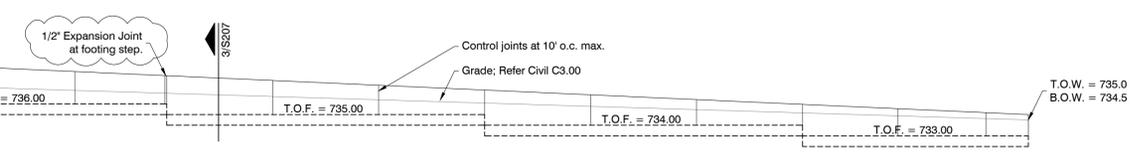
3 RETAINING WALL ELEVATION
Scale: 1/8" = 1'-0"

Refer detail 4/S207 for control and expansion joints. Add 1/2" expansion joint material at expansion joints.



2 RETAINING WALL ELEVATION
Scale: 1/8" = 1'-0"

Refer detail 4/S207 for control and expansion joints. Add 1/2" expansion joint material at expansion joints.



1 RETAINING WALL ELEVATION
Scale: 1/8" = 1'-0"

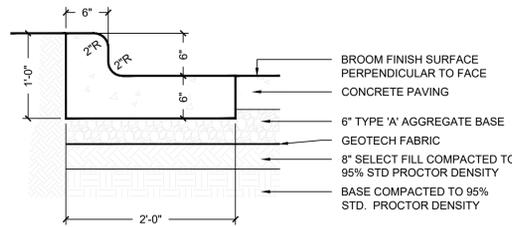
Refer detail 4/S207 for control and expansion joints. Add 1/2" expansion joint material at expansion joints.

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
					(Keleh...									
	<p>Q: Adam Stogner Sent Tue Apr 25, 2023 at 07:38 am CDT Re: C1.00: within the Playground Area to be removed, there are several Steel Swingsets and one Plastic/Synthetic Playground Unit. Please specify which of these if any are to be salvaged.</p> <p>Trey Goad (Keleher Architects) Responded Wed May 3, 2023 at 08:46 am CDT</p> <p>A: The school will remove all hardware. Any of the units that can be removed from the ground without being damaged shall be salvaged.</p>													
PRFI-108	Concrete Retaining Walls	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/24/2023	Matt Bradshaw	04/29/2023	04/26/23			TBD		TBD
	<p>Q: Steve Ortwein Sent Mon Apr 24, 2023 at 07:52 am CDT Re: 4/S104 & 1/S207: Detail 1/S207 is for walls varying from 8' to 12' tall; however, the wall in elevation 4/S104 is 13' tall where the footing steps from 733.00 to 731.00. Please confirm we are to use detail 1/S207 even though the wall has exceeded 12' tall.</p> <p>Trey Goad (Keleher Architects) Responded Wed Apr 26, 2023 at 02:21 pm CDT</p> <p>A: Yes. The 13' height from bottom of footing to top of wall can also use detail 1/S207.</p>													
PRFI-107	Structural Drawing Sheets S103 & S104	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/24/2023	Matt Bradshaw	04/29/2023	04/25/23			TBD		TBD
	<p>Q: Steve Ortwein Sent Mon Apr 24, 2023 at 07:49 am CDT It appears the drawing scale on S103 and S104 don't match the dimension. Please confirm?</p> <p>Trey Goad (Keleher Architects) Responded Tue Apr 25, 2023 at 11:16 am CDT</p> <p>A: Drawing scale is correct on all dimensions checked on sheet S103. Sheet S104 contains no dimensions. If there is a specific dimension in question please clarify.</p>													
PRFI-106	Concrete Sidewalk Detail	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/24/2023	Matt Bradshaw	04/29/2023	04/25/23			TBD		TBD
	<p>Q: Steve Ortwein Sent Mon Apr 24, 2023 at 07:46 am CDT The sidewalk detail on AC102 call for wwf reinforcing. The sidewalk detail on C6.00 does not show or call for any reinforcing. Please clarify sidewalk reinforcing requirements.</p> <p>Trey Goad (Keleher Architects) Responded Tue Apr 25, 2023 at 11:05 am CDT</p> <p>A: Provide WWF reinforcing in sidewalk per Architectural detail.</p>													
PRFI-105	Site Concrete	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/24/2023	Matt Bradshaw	04/29/2023	04/25/23			TBD		TBD
	<p>Q: Steve Ortwein Sent Mon Apr 24, 2023 at 07:44 am CDT Details D and F on AC102 call for 2" sand under sidewalks. Detail E on AC102 calls for 4" crushed rock under sidewalks. C6.00 calls for 4" granular backfill under sidewalks. Please clarify material below sidewalks and how thick this material should be. Note, sand is not stable and will shift/move when placing concrete, which will result in an inconstant thickness of sidewalks.</p> <p>Trey Goad (Keleher Architects) Responded Tue Apr 25, 2023 at 11:11 am CDT</p>													

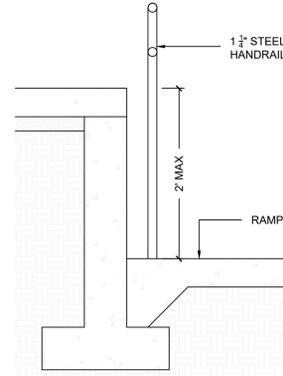
#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
	Sidewalk shall be placed on 4" crushed rock. Sheet AC102 has been revised. WAYSIDE SITE-AC102 SITE DETAILS.pdf													
PRFI-104	Specification Section 32 13 13	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/24/2023	Matt Bradshaw	04/29/2023	04/25/23			TBD		TBD
	<p>Q: Steve Ortwein Sent Mon Apr 24, 2023 at 07:18 am CDT Spec 32 13 13, page 5, paragraph 2.09B calls for 4000 psi concrete for paving, curb, & walks. Detail C/AC102 calls for 3500 psi concrete for paving. C6.00 calls for 3500 psi concrete for sidewalks. Please clarify concrete strengths for paving, curbs, and sidewalks.</p> <p>A: Trey Goad (Keleher Architects) Responded Tue Apr 25, 2023 at 03:44 pm CDT 3500 psi</p>													
PRFI-103	Specification Section 32 13 13 - Concrete Paving Curb & Sidewalk	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/24/2023	Matt Bradshaw	04/29/2023	05/03/23			TBD		TBD
	<p>Q: Steve Ortwein Sent Mon Apr 24, 2023 at 07:13 am CDT Spec 32 13 13, Concrete Paving Curb & Sidewalk, paragraph 2.04 lists Class F flyash. Suppliers only carry Class C flyash in the market. Please confirm Class C flyash is acceptable.</p> <p>A: Trey Goad (Keleher Architects) Responded Mon May 1, 2023 at 02:36 pm CDT Class C fly ash is acceptable.</p>													
PRFI-102	Stem Wall Drain Tie-In Detail	Closed	Manhattan - Tulsa	Stogner, Adam (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/21/2023	Matt Bradshaw	04/25/2023	04/25/23			TBD		TBD
	<p>Q: Matt Bradshaw Sent Fri Apr 21, 2023 at 09:17 am CDT AE, please provide a detail/clarify how the 8" drain behind the stem walls tie in. Detail 1/S200 shows the 8" wide drain behind the stem wall but does not show where to tie in. See attached document for detail with clouded drain in question. Stem Wall Drain Tie-In Detail.pdf</p> <p>A: Trey Goad (Keleher Architects) Responded Tue Apr 25, 2023 at 10:17 am CDT Civil is adding this tie-in detail to their documents. Revised sheet will be included with their revisions based on city review comments.</p>													
PRFI-101	Changing Table 1/A404	Closed	Manhattan - Tulsa	Stogner, Adam (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/17/2023	Matt Bradshaw	04/21/2023	04/25/23			TBD		TBD
	<p>Q: Matt Bradshaw Sent Mon Apr 17, 2023 at 08:52 am CDT AE, Please clarify who is providing the changing table shown on 1/A404. Is this an Owner installed item?</p> <p>A: Trey Goad (Keleher Architects) Responded Mon Apr 17, 2023 at 03:25 pm CDT Changing table is provided and installed by owner. all references will be removed from the architectural sheets.</p>													
PRFI-100	Window Blind Clarification	Closed	Manhattan - Tulsa	Stogner, Adam (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/17/2023	Matt Bradshaw	04/21/2023	04/25/23			TBD		TBD



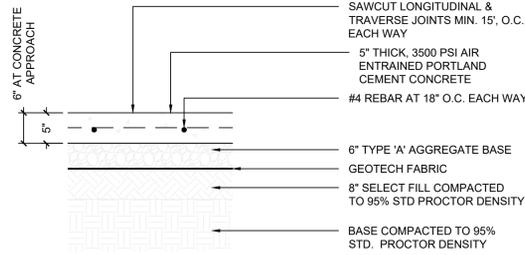
PRFI-105 ATTACHMENT RESPONSE



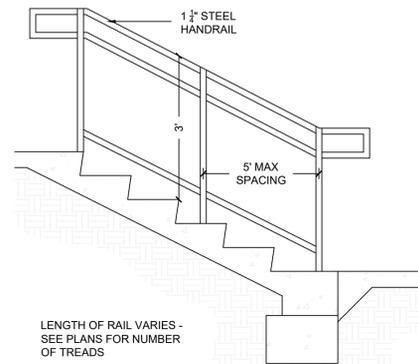
B CONCRETE CURB & GUTTER DETAIL
NTS



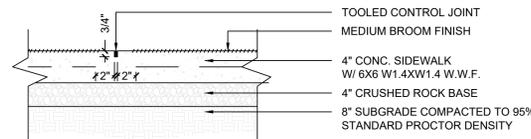
G RAMP DETAIL
NTS



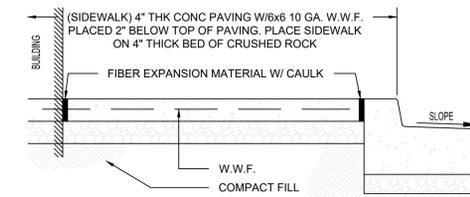
C CONCRETE PAVING DETAIL
NTS



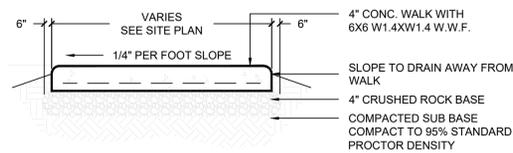
H HANDRAIL DETAIL
NTS



D TYP. CONTROL JOINT IN CONC. WALK
NTS



E SIDEWALK DETAIL @ BLDG.
NTS



F TYPICAL CONCRETE WALK
NTS

REVISIONS



A RENOVATION AND ADDITION FOR:
**WAYSIDE ELEMENTARY
BARTLESVILLE PUBLIC SCHOOLS**

PROJECT LOCATION:
**3000 WAYSIDE DRIVE
BARTLESVILLE, OK**

Date
04/05/2023

SHEET DATA:
SITE DETAILS

Drawn By
BWC

Checked By
DJK

Sheet No.

AC102

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
					Goad, Trey (Keleh...)									
	<p>Q: Matt Bradshaw Sent Mon Apr 17, 2023 at 08:48 am CDT AE, Please specify what windows receive blinds. The drawings do not state what windows receive blinds currently.</p> <p>A: Trey Goad (Keleher Architects) Responded Mon Apr 17, 2023 at 04:24 pm CDT Classrooms and Art Room to receive blinds.</p>													
PRFI-099	Fencing Specification & Layout Clarification	Closed	Manhattan - Tulsa	Stogner, Adam (Manhattan - Tulsa)	Keleher, Dan (Kel...) Goad, Trey (Keleh...)	04/17/2023	Matt Bradshaw	04/21/2023	04/25/23			TBD		TBD
	<p>Q: Matt Bradshaw Sent Mon Apr 17, 2023 at 08:45 am CDT AE, there is no specification for the Fencing nor do the drawings appear to be clear. The drawing does not clarify where the fence starts and stops, please add mark ups clarifying where the fence starts and stops. The drawings indicate a "Hurricane Chain link with privacy slats", please provide a spec for this fence.</p> <p>A: Trey Goad (Keleher Architects) Responded Mon Apr 17, 2023 at 03:23 pm CDT Please see attached Revised Sheet AC103 FENCE PLAN WAYSIDE SITE-AC103 FENCE PLAN.pdf</p> <p>A: Trey Goad (Keleher Architects) Responded Mon Apr 17, 2023 at 03:11 pm CDT Please see attached Revised Sheet AC103 FENCE PLAN</p>													
PRFI-098	FEMA Rated Shutters Specs	Closed	Manhattan - Tulsa	Stogner, Adam (Manhattan - Tulsa)	Keleher, Dan (Kel...) Goad, Trey (Keleh...)	04/16/2023	Matt Bradshaw	04/20/2023	04/25/23			TBD		TBD
	<p>Q: Matt Bradshaw Sent Sun Apr 16, 2023 at 05:33 pm CDT AE, there is no specification for the FEMA Rated Shutters. Please provide a specification for them and/or a basis of design.</p> <p>A: Trey Goad (Keleher Architects) Responded Wed Apr 19, 2023 at 03:00 pm CDT Please see attached for FEMA/ICC 500 shutters. curries stormpro 361 shutter.pdf</p>													
PRFI-097	Landscape/Irrigation Drawings	Closed	Manhattan - Tulsa	Stogner, Adam (Manhattan - Tulsa)	Goad, Trey (Keleh...) Keleher, Dan (Kel...)	04/16/2023	Matt Bradshaw	04/20/2023	05/05/23			TBD		TBD
	<p>Q: Matt Bradshaw Sent Sun Apr 16, 2023 at 05:29 pm CDT AE, there are no landscape / irrigation drawings or specs for the Wayside Elementary project. Please provide landscape / irrigation drawings and specs.</p> <p>A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:10 am CDT Landscape plan will be provided with Phase 2 drawings. It will primarily be sodding disturbed areas. No other city requirements. There will not be a water sprinkler system.</p>													

PRFI-099 RESPONSE ATTACHMENT



KELEHER ARCHITECTS
 DAN KELEHER, JR., PLLC AIA
 PO Box 1361
 Bartlesville, OK 74003
 WWW.KELEHERARCHITECTS.COM 918-333-8855

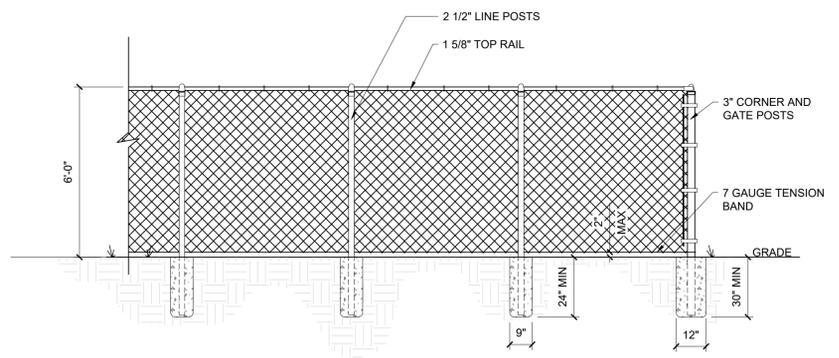
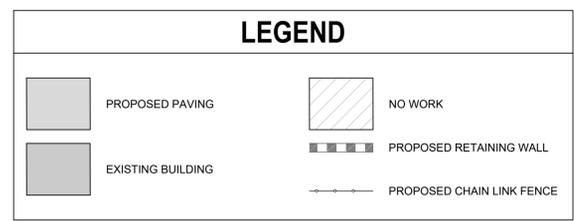
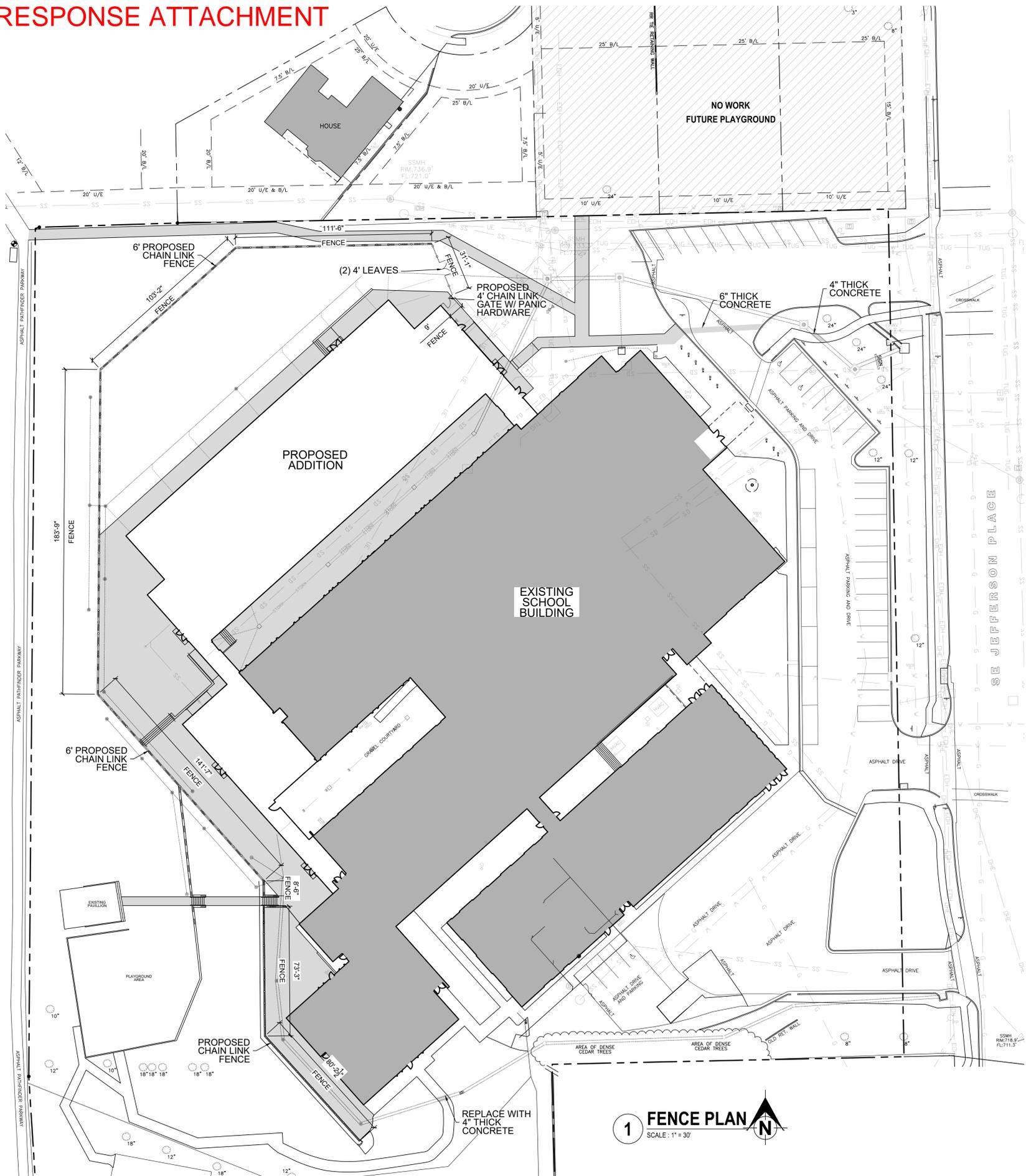
REVISIONS



A RENOVATION AND ADDITION FOR
WAYSIDE ELEMENTARY
 BARTLESVILLE PUBLIC SCHOOLS
 PROJECT LOCATION:
 3000 WAYSIDE DRIVE
 BARTLESVILLE, OK

Date: 04/05/2023
 SHEET DATA:
FENCE PLAN
 Drawn By: BWC
 Checked By: DJK
 Sheet No.

AC103



PROVIDE ALL FITTINGS AND ACCESSORIES REQUIRED FOR A COMPLETE INSTALLATION INCLUDING, BUT NOT LIMITED TO POST CAPS, TENSION BANDS, TENSION BARS, CLAMPS, AND RAIL SLEEVES.
 ALL POSTS AND RAILS SHALL BE SCHEDULE 40 STANDARD WEIGHT PIPE. REGULAR GRADE.
 GATES: PROVIDE 6' TALL SWING GATES WHERE SHOWN.
 WIRE MESH: 11 GA. ZINC-COATED STEEL FABRIC ASTM A392 HOT DIPPED GALVANIZED. CLASS 1. 2 INCH MESH STANDARD FABRIC SELVAGE K&T.
 INSTALLATION SHALL COMPLY WITH ASTM F567 AND AS INDICATED IN DRAWINGS. IF THERE IS A CONFLICT BETWEEN THE TWO, THE MOST STRINGENT SHALL APPLY.

A CHAIN LINK FENCE DETAIL
 NTS

1 FENCE PLAN
 SCALE: 1" = 30'

AC103 FENCE PLAN, 4/17/2023 3:09:32 PM



PRFI-098 RESPONSE ATTACHMENT

TEST STANDARDS

ICC	500-2014
FEMA	361-2015

FRAMES

DESCRIPTION	3F OR 4F
LABEL	UL WINDSTORM LABEL REQUIRED / MAY BE FIRE RATED
JAMB DEPTH	4" MINIMUM - SINGLE RABBET; 5-3/4" DOUBLE RABBET, 14" MAXIMUM
PROFILE TYPE	M, G
STEEL GAUGE	14 GAUGE DEFAULT STANDARD, 12 GAUGE OPTIONAL
STEEL TYPE	COLD ROLLED, GALVANEALED
CONSTRUCTION	3F AND 4F MUST BE WELDED AT FACTORY
HAND	IN SWING OR OUT SWING
ANCHORS	JAMB MASONRY T, MASONRY WIRE, WPS, OR WELDED TO THE BUILDING STRUCTURE HEAD AND SILL (HEAD AND SILL ANCHORING REQUIRED) WPS, OR WELDED TO THE BUILDING STRUCTURE
OVERALL WIDTH	2'10" MIN, 4'4" MAX
OVERALL HEIGHT	3'2" MIN, 7'0" MAX
DOUBLE OPENING	N/A
4" FACE HEAD	ALLOWED
MFG LOCATIONS	HINGES: 9" FROM HEAD, 9" FROM SILL AND EQUAL IN BETWEEN
STRIKES	G20 IN HEAD
SILENCERS	ALLOWED
OTHER	GLASS MAY BE INSTALLED IN THE OPPOSITE DOOR RABBET

DOORS

FACE TYPE	FLUSH
LABEL	UL WINDSTORM LABEL REQUIRED / MAY BE FIRE RATED
DOOR SERIES	747 (FIRE RATED) OR 707 POLYSTYRENE (NON-RATED)
DOOR EDGE	CONTINUOUSLY WELDED
STEEL GAUGE	14 GAUGE DEFAULT STANDARD, 12 GAUGE OPTIONAL
STEEL TYPE	COLD ROLLED, GALVANEALED
BEVEL	A
TOP CAP	14 GA. WELDED
HAND	IN SWING OR OUT SWING
WIDTH	2'6" MIN, 4'0" MAX
HEIGHT	3'0" MIN 6'8" MAX
DOOR THICKNESS	1-3/4" ONLY
LOCK PREPS	G15B ACTIVE; SB INACTIVE
UNDERCUT	1/4"
ASTRAGAL	N/A

Continued on Page 2



**CORBIN RUSSWIN FE 6700, SARGENT FM6100
 CONCEALED MULTI-POINT LOCK
 DESIGN PRESSURE +/- 284 PSF
 TEST PRESSURE +/-340 PSF
 15 LB. 2X4 @ 100 MPH**

PRODUCT QUALIFIED FOR USE IN TORNADO STORM SHELTERS

HARDWARE

HINGES	H453 OR H503 LESS THAN OR EQUAL TO 5'0" H454 OR H504 -TALLER THAN 5'0" MCKINNEY: BUTT HINGES: SP3386, SP3786 HEAVY WEIGHT HINGES INCLUDING WIDE THROW AND QC OPTIONS CONTINUOUS HINGES: MCK-HG305 OR MCK-HG305WT10 INCLUDING EPT AND EL OPTIONS MARKAR: CONTINUOUS HINGES: HG305 OR HG305WT10 INCLUDING CPT, EL-8 AND EL-12 OPTIONS
LOCKS	CORBIN RUSSWIN: FE6700 SARGENT: FM6100
CLOSERS	CORBIN RUSSWIN: DC8000 NORTON: 7500 SARGENT: 281 YALE: 4400
POWER TRANSFER DOOR POSITION SWITCH ELECTROMAGNETIC	SECURITRON: CEPT SECURITRON: DPS-M 3/4"
HOLD OPEN MECHANICAL	SECURITRON: MODEL 998
HOLD OPEN	ROCKWOOD 4915 OR 4945
PERIMETER SEALS	PEMKO: MODEL S773 PERIMETER SEAL
RAIN DRIP CAP	PEMKO: MODEL 346 THREAT SIDE MOUNTING ONLY
BOTTOM SWEEP	PEMKO: MODEL 345
THRESHOLD	PEMKO: MODEL 2715
VIEWER	ROCKWOOD 620 AND 622
NOTES	ANY ADDITIONAL HARDWARE OPTIONS NEED TO BE APPROVED BY THE FACTORY. NO LATCHING SUBSTITUTIONS ALLOWED.

RFI LOG

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
PRFI-126	Thermostats for FCU1 - FCU12	Open	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/03/2023	Matt Bradshaw	05/08/2023		Goad, Trey (Keleh... Keleher, Dan (Kel...		TBD		TBD
<p>Janna Shaffer Sent Wed May 3, 2023 at 02:57 pm CDT Remark "J" under the Fan Coil & Condensing Unit Schedule states to provide an indoor digital thermostat, Honeywell TH5110D1006, with automatic changeover and manual override.</p> <p>On M001 under HVAC Control Settings it states to provide a 7-day programmable thermostat with automatic changeover and manual override.</p> <p>Q: The Honeywell TH5110D1006 does not have the 7-day programmable feature.</p> <p>Is it the intent for the project to provide a 7-day programmable thermostat or are we to provide the Honeywell TH5110D1006 as listed under the Fan Coil & Condensing Unit Schedule? If a 7-day programmable thermostat is preferred, please provide a model number for the preferable thermostat.</p>														
PRFI-125	Kiln Vent	Open	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/03/2023	Matt Bradshaw	05/08/2023		Goad, Trey (Keleh... Keleher, Dan (Kel...		TBD		TBD
<p>Q: Janna Shaffer Sent Wed May 3, 2023 at 02:27 pm CDT Drawing M201 Room number: 222 Kiln Room, notation states "Provide Ventmaster Kiln Vent by Orton for Kiln. Install per Manufacturer's instructions". Will the Kiln be provided new by the owner or is this an existing Kiln? Please provide model number and electrical requirements for the Ventmaster vent kit.</p>														
PRFI-124	Janitor 218 Exhaust	Open	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/03/2023	Matt Bradshaw	05/08/2023		Goad, Trey (Keleh... Keleher, Dan (Kel...		TBD		TBD
<p>Q: Janna Shaffer Sent Wed May 3, 2023 at 02:16 pm CDT There appears to be a mop sink in Janitor room 218. Please advise if there is to be an exhaust fan installed or if exhaust duct is to come off of ERV 3 for this area.</p>														
PRFI-123	Roof Curb Height	Open	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/03/2023	Matt Bradshaw	05/08/2023		Goad, Trey (Keleh... Keleher, Dan (Kel...		TBD		TBD
<p>Q: Janna Shaffer Sent Wed May 3, 2023 at 06:47 am CDT M401 schedule sheet has the curb height listed for 14". The roof has 5" of concrete and 3" of insulation putting the curb 6" above the roof line. Please advise if 24" curbs will be required for all roof curbs on this project.</p>														
PRFI-122	Thermostat Locations	Open	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/03/2023	Matt Bradshaw	05/08/2023		Bradshaw, Matt (M...		TBD		TBD
<p>Q: Janna Shaffer Sent Wed May 3, 2023 at 06:38 am CDT Please advise of the thermostat locations for FCU-16</p> <p>A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:50 am CDT MEP engineer will add T-stat to revised set</p>														

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
PRFI-121	FCU13-FCU16 Mini Spilt Heat Pump Condensates	Open	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/03/2023	Matt Bradshaw	05/08/2023		Bradshaw, Matt (M...		TBD		TBD
	<p>Q: Janna Shaffer Sent Wed May 3, 2023 at 06:26 am CDT Condensate discharge locations are not shown for FCU13 - FCU16, please advise of the intended location to discharge the condensates for these units.</p> <p>A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:49 am CDT MEP engineer will add condensates to his revised set</p>													
PRFI-120	FCU-13 & FCU-14 Outside Air	Open	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/03/2023	Matt Bradshaw	05/08/2023		Bradshaw, Matt (M...		TBD		TBD
	<p>Q: Janna Shaffer Sent Wed May 3, 2023 at 06:21 am CDT FCU-13 and FCU-14 does not show any outside air being fed to them, Will these units require any outside air?</p> <p>A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:49 am CDT Outside air not required for these.</p>													
PRFI-119	Gas line penetration into the storm shelter	Open	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/03/2023	Matt Bradshaw	05/08/2023		Bradshaw, Matt (M...		TBD		TBD
	<p>Q: Janna Shaffer Sent Wed May 3, 2023 at 06:18 am CDT ICC 500- requires penetrations to the storm shelter by hazardous gas or liquid lines to have automatic shutoff valves to protect against leakage due to movement of the utility line. Will this require a seismic gas valve? Also, will this valve be mounted above grade on the exterior of the building, if so, will a protected enclosure be required?</p> <p>A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:47 am CDT We will stick with gas service. Going electric apparently would require a significant electrical load increase. The special gas valve is shown on drawing M201 where the gas line enters the shelter itself not at the building. It is difficult to find. I asked him to pull the note out of the plan so its easier to find.</p> <p>A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:26 am CDT Check that, i just found his gas lines on another sheet where i am not used to seeing gas line runs. I will discuss further with engineer. He was supposed to run all electric.</p> <p>A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:17 am CDT There are no gas lines in this project. All heating is electric for the very reason you stated, gas lines would be a problem</p>													
PRFI-118	Roof Mounted Equipment	Open	Manhattan - Tulsa	Shaffer, Janna (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/03/2023	Matt Bradshaw	05/08/2023		Bradshaw, Matt (M...		TBD		TBD
	<p>Q: Janna Shaffer Sent Wed May 3, 2023 at 06:14 am CDT What are the requirements for anchoring roof mounted equipment over the safe room? (i.e. condensing units)</p> <p>A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:48 am CDT No special attachment, it can blow off.</p>													
PRFI-117	ICC-500 Penetration Protection in Safe Room	Open		None	Goad, Trey (Keleh... Keleher, Dan	05/02/2023	Steve Ortwein	05/07/2023		Ortwein, Steve (M...		TBD		TBD

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
					(Kel...									
	<p>Janna Shaffer Sent Tue May 2, 2023 at 03:35 pm CDT</p> <p>Q: ICC-500 requires protection for all openings larger than 3 1/2 square inches in area for rectangular penetrations and 2 1/16 inches in diameter. This protection typically consists of 1/4-inch thick steel plate shrouds or baffles surrounding all openings and penetrations. Will this protection be required for this project? If so, please provide a detail and description of all items that will require this protection.</p> <p>A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:13 am CDT Yes, the detail for the 6 roof penetrations is detail 6/S203 and is in the structural steel bid. The wall louvers are FEMA rated and will be in the MEP package</p>													
PRFI-116	Condensate Discharge Location	Open		None	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/02/2023	Steve Ortwein	05/07/2023		Ortwein, Steve (M...		TBD		TBD
	<p>Janna Shaffer Sent Tue May 2, 2023 at 03:27 pm CDT</p> <p>Q: M201 shows condensate lines being ran from FCU locations to the exterior of the building that are to discharge at grade, typical of all. If condensates are installed per the drawings, the condensate drains will be discharged on sidewalks on both sides of the building. Is the intent to discharge condensates to the sidewalk or is there another acceptable location to discharge the condensates?</p> <p>A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:12 am CDT The MEP engineer is revising to take condensates to interior drain hubs. FYI, there is sidewalk only on north side but both sides will be revised.</p>													
PRFI-115	Spec 23 0700-28-3.16 D. Exhaust Duct Insulation	Open		None	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/02/2023	Steve Ortwein	05/07/2023		Ortwein, Steve (M...		TBD		TBD
	<p>Janna Shaffer Sent Tue May 2, 2023 at 01:35 pm CDT</p> <p>Q: M001 Note # 20, States insulate from Exhaust outlet 10'-0" or to exhaust fan discharge outlet whichever comes first. Spec section 23 0700-28-3,16 D calls out for concealed exhaust duct and plenum to be insulated with 1 1/2" blanket or board. Please advise if only the 1st 10 ft. is to be insulated or if it is required for the entire exhaust duct to be insulated with 1 1/2" blanket or board.</p> <p>A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:47 am CDT only 10'</p>													
PRFI-114	FEMA / ICC 500 Certified shelter	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...	05/01/2023	Steve Ortwein	05/06/2023	05/01/23			TBD		TBD
	<p>Steve Ortwein Sent Mon May 1, 2023 at 07:58 am CDT</p> <p>Q: Is the addition intended to be an ICC-500 compliant shelter per IBC code requirements?</p> <p>A: Dan Keleher (Keleher Architects) Responded Mon May 1, 2023 at 09:16 am CDT Yes.</p>													
PRFI-113	Footings Dowel into Existing Footings	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/25/2023	Matt Bradshaw	04/30/2023	04/27/23			TBD		TBD
	<p>Q: Matt Bradshaw Sent Tue Apr 25, 2023 at 03:59 pm CDT</p>													

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
	<p>1. Please clarify if the new footings are to dowel into the existing building footings, and if so, please provide a detail.</p> <hr/> <p>Trey Goad (Keleher Architects) Responded Wed Apr 26, 2023 at 04:44 pm CDT New footings are not to dowel into existing footings but do provide dowels for the slab into existing footings, or at slabs with door interfaces. Locations include: 1. 5/S204 at Grid 12 A: 2. Between Grids 7 and 8 at door, use same detail as 5/S204 3. 1/S206 and 1/S202 Zach Walker - Paul M Rose PE, PLLC</p>													
PRFI-112	Footing Depth Clarifications	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/25/2023	Matt Bradshaw	04/30/2023	04/27/23			TBD		TBD
	<p>Matt Bradshaw Sent Tue Apr 25, 2023 at 03:55 pm CDT AE, please advise on the two footing questions below.</p> <p>Q:</p> <ol style="list-style-type: none"> RE: S101a. Section 2/S202 is through the footing running East/West under the FF @ 733'-6". Detail 2/S202 shows top of footing at 4'-2" below finish floor. Should the top of this footing be (730.83) 2'-8" below FF of 733-6, similar to 2/S206 and the other footings in this area? RE: S101a. Section 2/S201 is through the footing running East/West under the FF @ 735'-6", by grid G at approx grid 4.75. Detail 2/S201 shows top of footing at 4'-2" below finish floor. Should the top of this footing be (732.83) 2'-8" below FF of 735-6, similar to detail 4/S203? <hr/> <p>Trey Goad (Keleher Architects) Responded Wed Apr 26, 2023 at 04:39 pm CDT Footing elevations will most likely vary throughout the project site. Per the soils report, all footing are to bear 6" into competent limestone with Belongia's approval. Depths of footings on the structural drawings are approximates based on the boring logs provided but could not be confirmed until excavation begins.</p> <p>A: Sections referenced in this RFI do have discrepancies between them, but the structural drawings approximations assume there may be a footing step per detail 6/S206. Footing elevations and step locations of footings to be at contractor's discretion as limestone elevations change. An allowance for extra stem wall reinforcement is to be expected to make up any difference in footing elevations. Zach Walker - Paul M Rose PE, PLLC</p>													
PRFI-111	Competent Limestone Clarification	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/25/2023	Matt Bradshaw	04/28/2023	04/27/23			TBD		TBD
	<p>Matt Bradshaw Sent Tue Apr 25, 2023 at 03:01 pm CDT AE, please clarify what competent limestone rock is on the soils report.</p> <p>Q:</p> <ol style="list-style-type: none"> Per the soils report and the structural details, the footings are to bear 6" into competent limestone rock with a bearing pressure of 6,000 psf. Please clarify competent limestone rock as the boring show anywhere from limestone, weathered limestone, highly weather limestone or sometimes combinations of all 3 or none as in boring B-5 which shows highly weathered shale and highly weathered shale with traces of limestone. The borings do not show which type of rock meets the 6,000 psf strength; however, there is a page in the soils report that lists unconfined compressive strength at 4001-8000 psf being 13-26 blows per foot which could be interpellated as 20 blows or more per foot being 6000 or more psf. Some of the clay in the borings meet or exceed this requirement. It appears that as soon as any type of shale, limestone, or soil with fragments of either are encountered, even if highly weathered or shale, will constitute competent limestone bedrock for the footings to bear in. <hr/> <p>A: Trey Goad (Keleher Architects) Responded Wed Apr 26, 2023 at 04:46 pm CDT "competent limestone or shale", is any material having a blow count of 50/6" or less of penetration---any experienced geotechnical technician will recognize it when it is encountered.</p>													
PRFI-110	Concrete Construction Joint Clarifications	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel...	04/25/2023	Matt Bradshaw	04/28/2023	05/03/23			TBD		TBD

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
					Goad, Trey (Keleh...)									
	<p>Matt Bradshaw Sent Tue Apr 25, 2023 at 02:54 pm CDT AE, see questions about concrete control joints below.</p> <p>Q:</p> <ol style="list-style-type: none"> Drawing S104 shows control joint for retaining walls and references details 1 and 2 on S207, Please confirm the references for control joints should be detail 4 on S207, Detail 4/S207 references wall expansion joints within the detail. S104 does not show expansion joints. Are expansion joint to take place where we stop a pour, ie a construction joint? Please clarify expansion joints. Detail 4/S207: is the waterstop and smooth dowels only required at expansion & construction joints, or does the rebar stop and we use waterstop and smooth dowels at all vertical control joints? <p>Trey Goad (Keleher Architects) Responded Wed May 3, 2023 at 09:11 am CDT</p> <p>A:</p> <ol style="list-style-type: none"> Drawing S104 shows control joint for retaining walls and references details 1 and 2 on S207. Please confirm the references for control joints should be detail 4 on S207. YES Detail 4/S207 references wall expansion joints within the detail. S104 does not show expansion joints, Are expansion joint to take place where we stop a pour, ie a construction joint? Please clarify expansion joints, Refer to attached clarification pdf of sheet S104 showing expansion joint locations. Detail 4/S207: is the waterstop and smooth dowels only required at expansion & construction joints, or does the rebar stop and we use waterstop and smooth dowels at all vertical control joints? Waterstop and dowels at ALL joints Wayside RFI #110 Response.pdf 													
PRFI-109	Playground Demolition	Open		None	Keleher, Dan (Kel... Goad, Trey (Keleh...)	04/25/2023	Adam Stogner	04/30/2023		Stogner, Adam (Ma...)				
	<p>Q: Adam Stogner Sent Tue Apr 25, 2023 at 07:38 am CDT Re: C1.00: within the Playground Area to be removed, there are several Steel Swingsets and one Plastic/Synthetic Playground Unit. Please specify which of these if any are to be salvaged.</p> <p>Trey Goad (Keleher Architects) Responded Wed May 3, 2023 at 08:46 am CDT</p> <p>A: The school will remove all hardware. Any of the units that can be removed from the ground without being damaged shall be salvaged.</p>													
PRFI-108	Concrete Retaining Walls	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...)	04/24/2023	Matt Bradshaw	04/29/2023	04/26/23			TBD		TBD
	<p>Q: Steve Ortwein Sent Mon Apr 24, 2023 at 07:52 am CDT Re: 4/S104 & 1/S207: Detail 1/S207 is for walls varying from 8' to 12' tall; however, the wall in elevation 4/S104 is 13' tall where the footing steps from 733.00 to 731.00. Please confirm we are to use detail 1/S207 even though the wall has exceeded 12' tall.</p> <p>Trey Goad (Keleher Architects) Responded Wed Apr 26, 2023 at 02:21 pm CDT</p> <p>A: Yes. The 13' height from bottom of footing to top of wall can also use detail 1/S207.</p>													
PRFI-107	Structural Drawing Sheets S103 & S104	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...)	04/24/2023	Matt Bradshaw	04/29/2023	04/25/23			TBD		TBD
	<p>Q: Steve Ortwein Sent Mon Apr 24, 2023 at 07:49 am CDT It appears the drawing scale on S103 and S104 don't match the dimension. Please confirm?</p>													

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
	<p>A: Trey Goad (Keleher Architects) Responded Tue Apr 25, 2023 at 11:16 am CDT Drawing scale is correct on all dimensions checked on sheet S103, Sheet S104 contains no dimensions. If there is a specific dimension in question please clarify.</p>													
PRFI-106	Concrete Sidewalk Detail	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/24/2023	Matt Bradshaw	04/29/2023	04/25/23			TBD		TBD
	<p>Q: Steve Ortwein Sent Mon Apr 24, 2023 at 07:46 am CDT The sidewalk detail on AC102 call for wwf reinforcing. The sidewalk detail on C6,00 does not show or call for any reinforcing. Please clarify sidewalk reinforcing requirements.</p> <p>A: Trey Goad (Keleher Architects) Responded Tue Apr 25, 2023 at 11:05 am CDT Provide WWF reinforcing in sidewalk per Architectural detail.</p>													
PRFI-105	Site Concrete	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/24/2023	Matt Bradshaw	04/29/2023	04/25/23			TBD		TBD
	<p>Q: Steve Ortwein Sent Mon Apr 24, 2023 at 07:44 am CDT Details D and F on AC102 call for 2" sand under sidewalks. Detail E on AC102 calls for 4" crushed rock under sidewalks. C6.00 calls for 4" granular backfill under sidewalks. Please clarify material below sidewalks and how thick this material should be. Note, sand is not stable and will shift/move when placing concrete, which will result in an inconstant thickness of sidewalks.</p> <p>A: Trey Goad (Keleher Architects) Responded Tue Apr 25, 2023 at 11:11 am CDT Sidewalk shall be placed on 4" crushed rock. Sheet AC102 has been revised. WAYSIDE SITE-AC102 SITE DETAILS.pdf</p>													
PRFI-104	Specification Section 32 13 13	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/24/2023	Matt Bradshaw	04/29/2023	04/25/23			TBD		TBD
	<p>Q: Steve Ortwein Sent Mon Apr 24, 2023 at 07:18 am CDT Spec 32 13 13, page 5, paragraph 2.09B calls for 4000 psi concrete for paving, curb, & walks. Detail C/AC102 calls for 3500 psi concrete for paving. C6.00 calls for 3500 psi concrete for sidewalks. Please clarify concrete strengths for paving, curbs, and sidewalks.</p> <p>A: Trey Goad (Keleher Architects) Responded Tue Apr 25, 2023 at 03:44 pm CDT 3500 psi</p>													
PRFI-103	Specification Section 32 13 13 - Concrete Paving Curb & Sidewalk	Closed	Manhattan - Tulsa	Ortwein, Steve (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/24/2023	Matt Bradshaw	04/29/2023	05/03/23			TBD		TBD
	<p>Q: Steve Ortwein Sent Mon Apr 24, 2023 at 07:13 am CDT Spec 32 13 13, Concrete Paving Curb & Sidewalk, paragraph 2.04 lists Class F flyash. Suppliers only carry Class C flyash in the market. Please confirm Class C flyash is acceptable.</p> <p>A: Trey Goad (Keleher Architects) Responded Mon May 1, 2023 at 02:36 pm CDT Class C fly ash is acceptable.</p>													
PRFI-102	Stem Wall Drain Tie-In Detail	Closed	Manhattan - Tulsa	Stogner, Adam (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/21/2023	Matt Bradshaw	04/25/2023	04/25/23			TBD		TBD

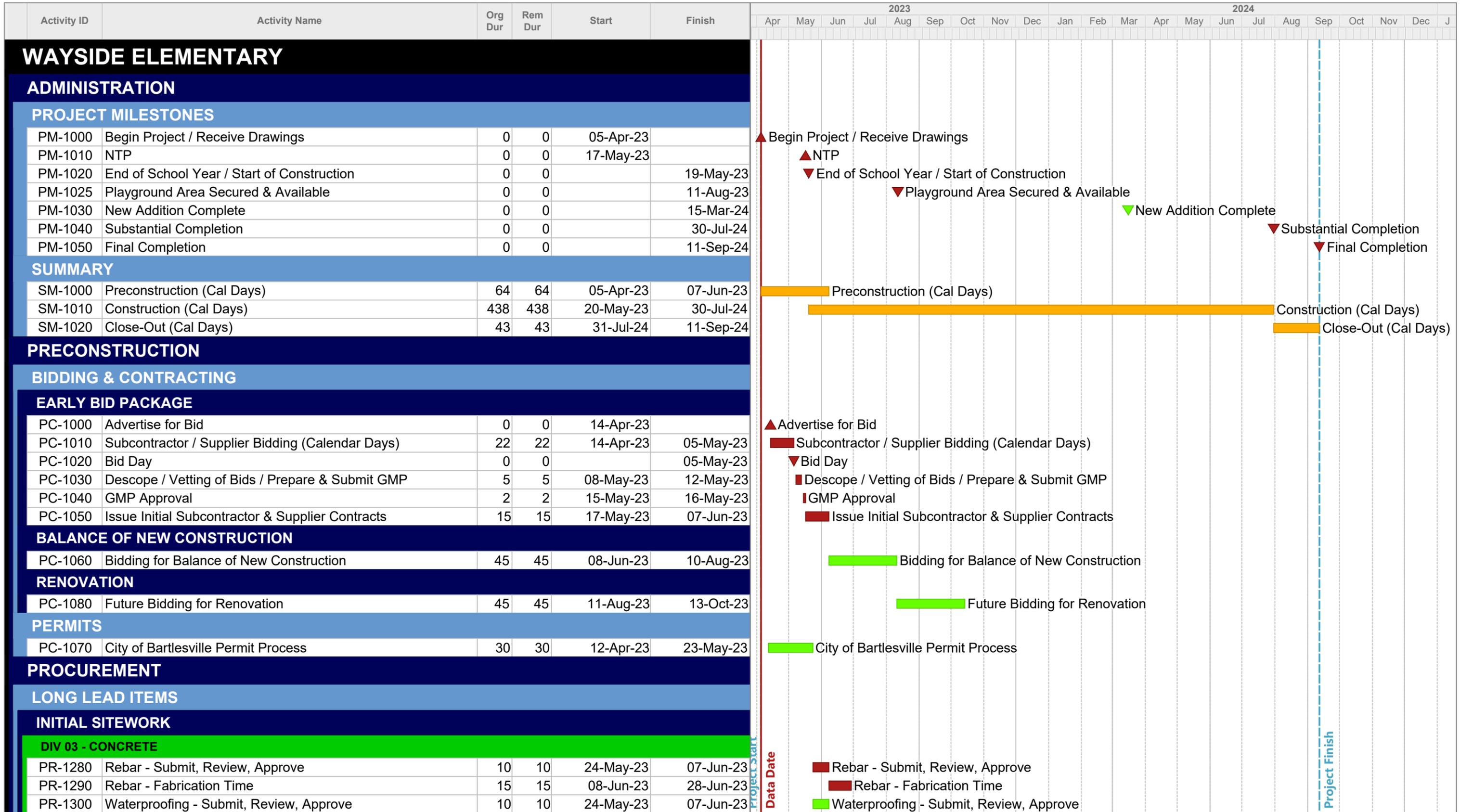
#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
	<p>Q: Matt Bradshaw Sent Fri Apr 21, 2023 at 09:17 am CDT AE, please provide a detail/clarify how the 8" drain behind the stem walls tie in, Detail 1/S200 shows the 8" wide drain behind the stem wall but does not show where to tie in. See attached document for detail with clouded drain in question. Stem Wall Drain Tie-In Detail.pdf</p> <p>A: Trey Goad (Keleher Architects) Responded Tue Apr 25, 2023 at 10:17 am CDT Civil is adding this tie-in detail to their documents. Revised sheet will be included with their revisions based on city review comments.</p>													
PRFI-101	Changing Table 1/A404	Closed	Manhattan - Tulsa	Stogner, Adam (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/17/2023	Matt Bradshaw	04/21/2023	04/25/23			TBD		TBD
	<p>Q: Matt Bradshaw Sent Mon Apr 17, 2023 at 08:52 am CDT AE, Please clarify who is providing the changing table shown on 1/A404. Is this an Owner installed item?</p> <p>A: Trey Goad (Keleher Architects) Responded Mon Apr 17, 2023 at 03:25 pm CDT Changing table is provided and installed by owner, all references will be removed from the architectural sheets.</p>													
PRFI-100	Window Blind Clarification	Closed	Manhattan - Tulsa	Stogner, Adam (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/17/2023	Matt Bradshaw	04/21/2023	04/25/23			TBD		TBD
	<p>Q: Matt Bradshaw Sent Mon Apr 17, 2023 at 08:48 am CDT AE, Please specify what windows receive blinds. The drawings do not state what windows receive blinds currently.</p> <p>A: Trey Goad (Keleher Architects) Responded Mon Apr 17, 2023 at 04:24 pm CDT Classrooms and Art Room to receive blinds.</p>													
PRFI-099	Fencing Specification & Layout Clarification	Closed	Manhattan - Tulsa	Stogner, Adam (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/17/2023	Matt Bradshaw	04/21/2023	04/25/23			TBD		TBD
	<p>Q: Matt Bradshaw Sent Mon Apr 17, 2023 at 08:45 am CDT AE, there is no specification for the Fencing nor do the drawings appear to be clear. The drawing does not clarify where the fence starts and stops, please add mark ups clarifying where the fence starts and stops. The drawings indicate a "Hurricane Chain link with privacy slats", please provide a spec for this fence.</p> <p>A: Trey Goad (Keleher Architects) Responded Mon Apr 17, 2023 at 03:23 pm CDT Please see attached Revised Sheet AC103 FENCE PLAN WAYSIDE SITE-AC103 FENCE PLAN.pdf</p> <p>A: Trey Goad (Keleher Architects) Responded Mon Apr 17, 2023 at 03:11 pm CDT Please see attached Revised Sheet AC103 FENCE PLAN</p>													
PRFI-098	FEMA Rated Shutters Specs	Closed	Manhattan - Tulsa	Stogner, Adam (Manhattan - Tulsa)	Keleher, Dan (Kel... Goad, Trey (Keleh...	04/16/2023	Matt Bradshaw	04/20/2023	04/25/23			TBD		TBD

#	Subject	Status	Responsible Contractor	Received From	Assignee	Date Initiated	RFI Manager	Due Date	Closed Date	Ball In Court	Location	Schedule Impact	Cost Code	Cost Impact
	<p>Q: Matt Bradshaw Sent Sun Apr 16, 2023 at 05:33 pm CDT AE, there is no specification for the FEMA Rated Shutters. Please provide a specification for them and/or a basis of design.</p> <hr/> <p>A: Trey Goad (Keleher Architects) Responded Wed Apr 19, 2023 at 03:00 pm CDT Please see attached for FEMA/ICC 500 shutters, curries stormpro 361 shutter.pdf</p>													
PRFI-097	Landscape/Irrigation Drawings	Open	Manhattan - Tulsa	Stogner, Adam (Manhattan - Tulsa)	Goad, Trey (Keleh... Keleher, Dan (Kel...	04/16/2023	Matt Bradshaw	04/20/2023		Bradshaw, Matt (M...		TBD		TBD
	<p>Q: Matt Bradshaw Sent Sun Apr 16, 2023 at 05:29 pm CDT AE, there are no landscape / irrigation drawings or specs for the Wayside Elementary project. Please provide landscape / irrigation drawings and specs.</p> <hr/> <p>A: Dan Keleher (Keleher Architects) Responded Wed May 3, 2023 at 09:10 am CDT Landscape plan will be provided with Phase 2 drawings. It will primarily be sodding disturbed areas. No other city requirements. There will not be a water sprinkler system.</p>													



**Bartlesville Public Schools
Wayside Elementary School**

Section 04 – Project Schedule



Start Date: 05-Apr-23
 Finish Date: 11-Sep-24
 Data Date: 05-Apr-23
 Run Date: 02-May-23
 8341-WS00.ppx

Wayside Elementary
Bartlesville, OK
MCC Project #8341



Activity ID	Activity Name	Org Dur	Rem Dur	Start	Finish	2023												2024											
						Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	J		
PR-1310	Waterproofing - Fabrication Time	5	5	08-Jun-23	14-Jun-23	■ Waterproofing - Fabrication Time																							
DIV 05 - METALS																													
PR-1000	Metal Handrails - Submit, Review, Approve	10	10	08-Jun-23	21-Jun-23	■ Metal Handrails - Submit, Review, Approve																							
PR-1010	Metal Handrails - Fabrication Time	15	15	22-Jun-23	13-Jul-23	■ Metal Handrails - Fabrication Time																							
DIV 33 - UTILITIES																													
PR-1020	Storm Boxes - Submit, Review, Approve	5	5	24-May-23	31-May-23	■ Storm Boxes - Submit, Review, Approve																							
PR-1030	Storm Boxes - Fabrication Time	2	2	01-Jun-23	02-Jun-23	■ Storm Boxes - Fabrication Time																							
STRUCTURE																													
DIV 03 - CONCRETE																													
PR-1040	Anchor Bolts - Submit, Review, Approve	10	10	08-Jun-23	21-Jun-23	■ Anchor Bolts - Submit, Review, Approve																							
PR-1050	Anchor Bolts - Fabrication Time	15	15	22-Jun-23	13-Jul-23	■ Anchor Bolts - Fabrication Time																							
DIV 04 - MASONRY																													
PR-1060	Brick - Submit, Review, Approve	10	10	08-Jun-23	21-Jun-23	■ Brick - Submit, Review, Approve																							
PR-1070	Brick - Fabrication Time	40	40	22-Jun-23	17-Aug-23	■ Brick - Fabrication Time																							
DIV 05 - METALS																													
PR-1080	Structural Steel - Sub Prepare Shop Drawings	15	15	24-May-23	14-Jun-23	■ Structural Steel - Sub Prepare Shop Drawings																							
PR-1090	Structural Steel - MCC Review Shop Drawings	15	15	15-Jun-23	06-Jul-23	■ Structural Steel - MCC Review Shop Drawings																							
PR-1100	Structural Steel- Submit, Review, Approve	10	10	07-Jul-23	20-Jul-23	■ Structural Steel- Submit, Review, Approve																							
PR-1110	Structural Steel - Fabrication Time	45	45	21-Jul-23	22-Sep-23	■ Structural Steel - Fabrication Time																							
ENVELOPE																													
DIV 07 - THERMAL & MOISTURE																													
PR-1120	Roofing - Submit, Review, Approve	10	10	11-Aug-23	24-Aug-23	■ Roofing - Submit, Review, Approve																							
PR-1130	Roofing - Fabrication Time	40	40	25-Aug-23	20-Oct-23	■ Roofing - Fabrication Time																							
DIV 08 - OPENINGS																													
PR-1140	Windows - Submit, Review, Approve	10	10	11-Aug-23	24-Aug-23	■ Windows - Submit, Review, Approve																							
PR-1150	Windows - Fabrication Time	40	40	25-Aug-23	20-Oct-23	■ Windows - Fabrication Time																							
DIV 23 - HVAC																													
PR-1160	RTU's - Submit, Review, Approve	10	10	11-Aug-23	24-Aug-23	■ RTU's - Submit, Review, Approve																							
PR-1170	RTU's- Fabrication Time	40	40	25-Aug-23	20-Oct-23	■ RTU's- Fabrication Time																							
INTERIOR FINISHES																													
DIV 06 - WOOD, PLASTICS, COMPOSITES																													
PR-1180	Millwork - Submit, Review, Approve	10	10	11-Aug-23	24-Aug-23	■ Millwork - Submit, Review, Approve																							
PR-1190	Millwork - Fabrication Time (Available As Needed)	40	40	25-Aug-23	20-Oct-23	■ Millwork - Fabrication Time (Available As Needed)																							
DIV 08 - OPENINGS																													
PR-1200	Door Frames - Submit, Review, Approve	10	10	11-Aug-23	24-Aug-23	■ Door Frames - Submit, Review, Approve																							
PR-1210	Door Frames - Fabrication Time	20	20	25-Aug-23	22-Sep-23	■ Door Frames - Fabrication Time																							
PR-1220	Doors & Hardware - Submit, Review, Approve	10	10	11-Aug-23	24-Aug-23	■ Doors & Hardware - Submit, Review, Approve																							
PR-1230	Doors & Hardware - Fabrication Time	40	40	25-Aug-23	20-Oct-23	■ Doors & Hardware - Fabrication Time																							
DIV 23 - HVAC																													

Start Date: 05-Apr-23
 Finish Date: 11-Sep-24
 Data Date: 05-Apr-23
 Run Date: 02-May-23
 8341-WS00.ppx

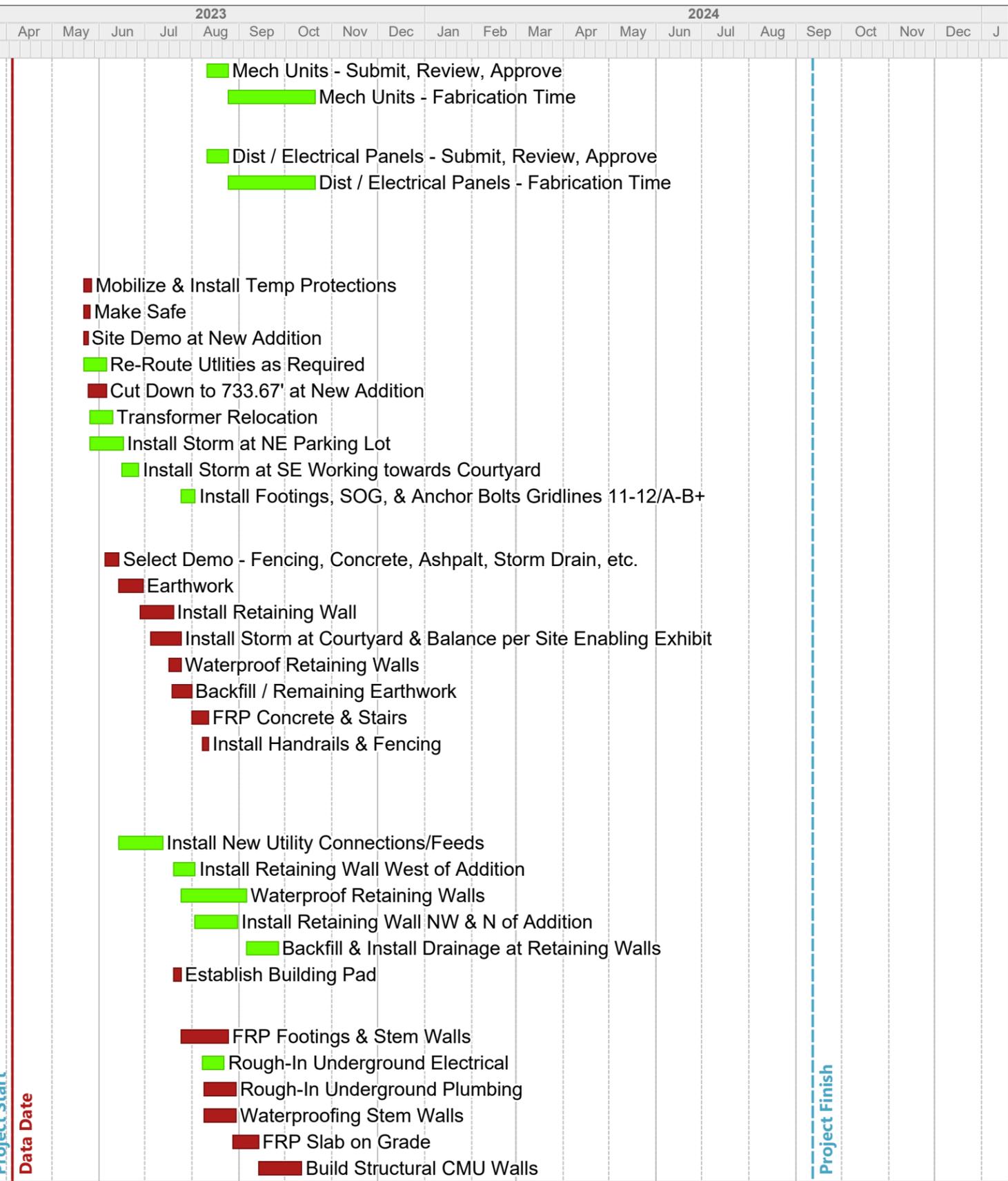
Wayside Elementary
Bartlesville, OK
MCC Project #8341



Project Start
Data Date

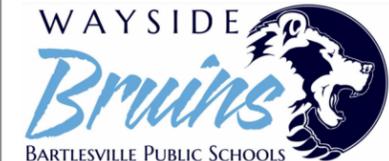
Project Finish

Activity ID	Activity Name	Org Dur	Rem Dur	Start	Finish
PR-1240	Mech Units - Submit, Review, Approve	10	10	11-Aug-23	24-Aug-23
PR-1250	Mech Units - Fabrication Time	40	40	25-Aug-23	20-Oct-23
DIV 26 - ELECTRICAL					
PR-1260	Dist / Electrical Panels - Submit, Review, Approve	10	10	11-Aug-23	24-Aug-23
PR-1270	Dist / Electrical Panels - Fabrication Time	40	40	25-Aug-23	20-Oct-23
CONSTRUCTION					
SITE ENABLING WORK					
SE-1000	Mobilize & Install Temp Protections	5	5	22-May-23	26-May-23
SE-1010	Make Safe	4	4	22-May-23	25-May-23
SE-1015	Site Demo at New Addition	3	3	22-May-23	24-May-23
SE-1020	Re-Route Utilities as Required	10	10	22-May-23	05-Jun-23
SE-1017	Cut Down to 733.67' at New Addition	7	7	25-May-23	05-Jun-23
SE-1018	Transformer Relocation	10	10	26-May-23	09-Jun-23
SE-1040	Install Storm at NE Parking Lot	15	15	26-May-23	16-Jun-23
SE-1060	Install Storm at SE Working towards Courtyard	7	7	16-Jun-23	26-Jun-23
SE-1110	Install Footings, SOG, & Anchor Bolts Gridlines 11-12/A-B+	7	7	25-Jul-23	02-Aug-23
PLAYGROUND AREA					
SE-1030	Select Demo - Fencing, Concrete, Ashpalt, Storm Drain, etc.	7	7	05-Jun-23	13-Jun-23
SE-1050	Earthwork	12	12	14-Jun-23	29-Jun-23
SE-1070	Install Retaining Wall	15	15	28-Jun-23	19-Jul-23
SE-1080	Install Storm at Courtyard & Balance per Site Enabling Exhibit	14	14	05-Jul-23	24-Jul-23
SE-1090	Waterproof Retaining Walls	6	6	17-Jul-23	24-Jul-23
SE-1100	Backfill / Remaining Earthwork	9	9	19-Jul-23	31-Jul-23
SE-1120	FRP Concrete & Stairs	9	9	01-Aug-23	11-Aug-23
SE-1130	Install Handrails & Fencing	4	4	08-Aug-23	11-Aug-23
NEW ADDITION					
INITIAL SITEWORK					
NA-1000	Install New Utility Connections/Feeds	20	20	14-Jun-23	12-Jul-23
NA-1010	Install Retaining Wall West of Addition	10	10	20-Jul-23	02-Aug-23
NA-1030	Waterproof Retaining Walls	32	30	25-Jul-23	05-Sep-23
NA-1020	Install Retaining Wall NW & N of Addition	20	20	03-Aug-23	30-Aug-23
NA-1015	Backfill & Install Drainage at Retaining Walls	15	15	06-Sep-23	26-Sep-23
NA-1040	Establish Building Pad	3	3	20-Jul-23	24-Jul-23
STRUCTURE					
NA-1050	FRP Footings & Stem Walls	23	23	25-Jul-23	24-Aug-23
NA-1060	Rough-In Underground Electrical	10	10	08-Aug-23	21-Aug-23
NA-1070	Rough-In Underground Plumbing	15	15	09-Aug-23	29-Aug-23
NA-1075	Waterproofing Stem Walls	15	15	09-Aug-23	29-Aug-23
NA-1080	FRP Slab on Grade	12	12	28-Aug-23	13-Sep-23
NA-1090	Build Structural CMU Walls	20	20	14-Sep-23	11-Oct-23



Start Date: 05-Apr-23
 Finish Date: 11-Sep-24
 Data Date: 05-Apr-23
 Run Date: 02-May-23
 8341-WS00.ppx

**Wayside Elementary
 Bartlesville, OK
 MCC Project #8341**





**Bartlesville Public Schools
Wayside Elementary School**

Section 5 – Award Recommendation Letter

June 9, 2023



June 9, 2023

Mr. Chuck McCauley
Bartlesville Public Schools
Bartlesville, OK

RE: Wayside Elementary School
Award Recommendation Letter

Dear Mr. McCauley,

We have received and evaluated proposals for GMP #02 of the Bartlesville Wayside Elementary School project. This evaluation included review of the bidder's scope, pricing, and relevant past experience.

We request authorization to issue Subcontract agreements to the following Subcontractors for their respective Bid Packages in the amounts listed below (including accepted Alternates).

Bid Package	Subcontractor	Contract Amount
06.01 Millwork	FADCO	\$108,543.00
07.02 Roofing and Metal Panel	Byers Company	\$323,332.00
08.01 Doors, Frames & Hardware	Czarniecki Construction	\$354,484.00
08.02 Glass and Glazing	Coulter and Company	\$165,487.00
09.01 Drywall & Ceilings	Green Country Interiors	\$447,704.00
09.02 Flooring	Bryan's Flooring	\$135,600.00
09.04 Painting	Vale Painting Company	\$78,235.00
09.05 Epoxy Coatings	Bryan's Flooring	\$96,459.00
10.02 Toilet and Bath Accessories	FADCO	\$31,558.00
23.01 HVAC	Timmons Sheet Metal	\$437,091.00
26.01 Electrical	Holtz Electric	\$711,207.00
32.03 Fencing & Gates	Oakley Fence	\$38,640.00

The recommendation for award of this package is based on a complete review of each firm's quotation, experience, and availability to provide adequate labor to meet the project schedule. There were multiple other firms issued a solicitation for this work but were either not the successful bidder or did not bid.

We are recommending the above referenced subcontractors based on the best value for the project. Upon receiving approval, Manhattan will issue a formal Subcontract agreement for execution along with their bond and insurance certificate.

Your approval of this recommendation is appreciated. If you have any questions, please feel free to contact me.

Respectfully submitted,
Manhattan Construction Co.

Bartlesville Public Schools

Steve Ortwein
Director of Preconstruction
Date: _____

Chuck McCauley
Superintendent of Schools
Date: _____